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LUVIT Portal

User manual



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1 Introduction

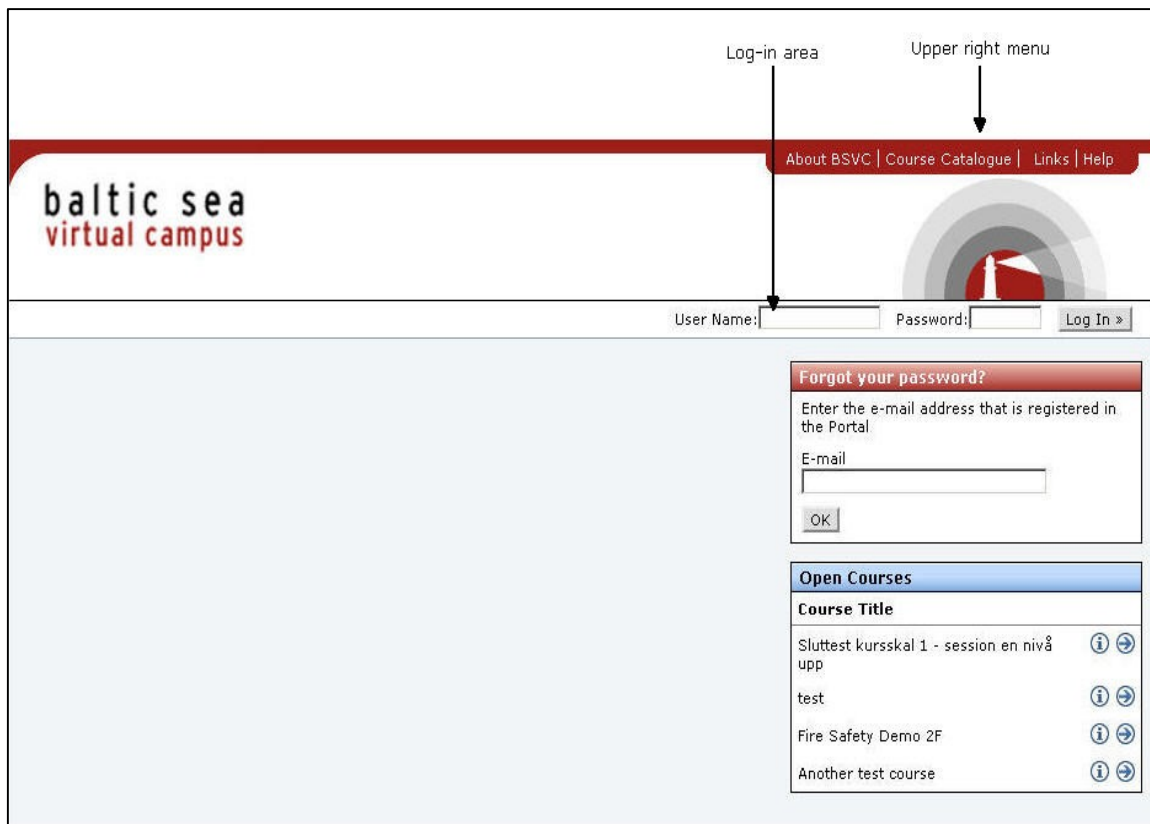
At the LUVIT portal, you can open a course session, read and send messages, view the course catalogue and your calendar, and read course and portal news—all from the same place.

The idea is that you can log in to your portal and see an overview of all your courses, activities and messages, and also be able to open the courses you are registered for.

The chapters of the manual follow the portal's menu bar to a great extent. Each main function has its own chapter, and in that chapter is a description of what you can do and how to perform the different functions.

2 Homepage

The homepage contains general information and news. From here, you can log in, request a new password or register for an open course.



2.1 Upper right menu

This menu can be seen even when you are not logged in. You can jump to the following items from this menu:

2.1.1 My campus

My campus takes you to the portal's homepage, **My page**. You must be logged in to see this menu choice.

2.1.2 About BSVC

This link takes you to the Baltic Sea Virtual Campus homepage.

2.1.3 Course catalogue

The course catalogue contains a collection of courses. From here you can register for a course session if the course session allows self-registration. On this page, you can also see which open courses are available.

2.1.4 Links

Here you will find useful links.

2.1.5 Help

Under Help you will find the portal manual. The manual is searchable.

2.1.6 Luvit Administration

You must be logged in to see this menu choice, and you must have administrator rights in LUVIT Administration. This link takes you to Luvit Administration.

2.2 Log-in area

This is where you log in to your virtual campus. In the login area, you can see if you are logged in, and this is also where you log out.

2.2.1 Logging in

Enter your username in the *Username* text box, and enter your personal password in the *Password* box. After typing in your username and password, click the **Log in** button.

If you do not have a password, contact your teacher or an administrator.

2.3 Forgotten passwords

If you have forgotten your password, enter your email address in the *email* box. Click *OK*. Your password will shortly be sent to you.

2.4 Open courses

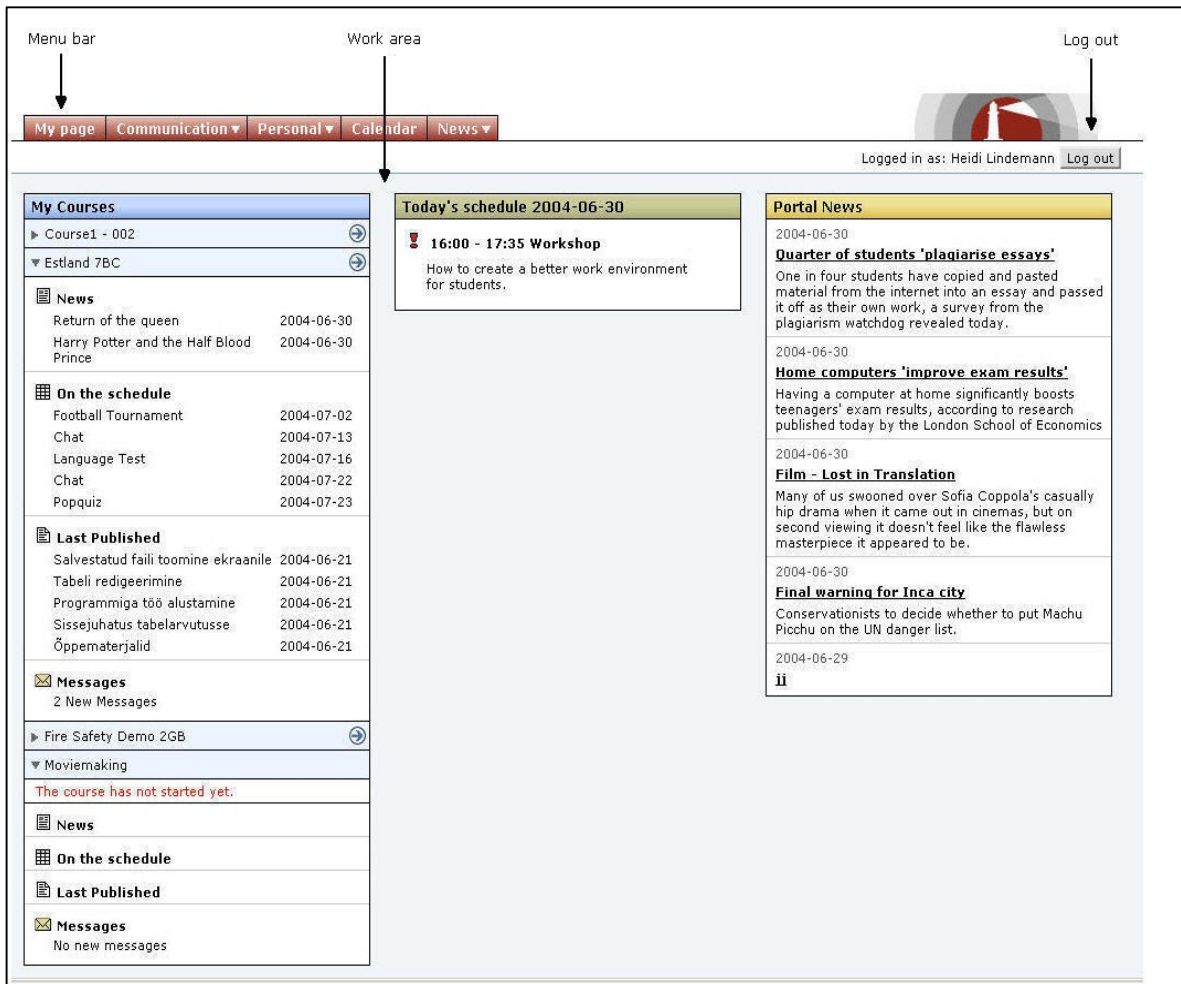
Open courses are courses that you do not need to register for. They are completely open and accessible from the course catalogue both before and after logging in.

Open courses can be courses or parts of courses that we wish to advertise or other information that we want to get out.

To participate in an open course, click the arrow. The course will open in a separate window.

3 My page

After logging in, you will be redirected to the first menu choice: **My page**. On **My page** you can see all your courses in a list, today's schedule and news.



The screenshot shows the LUVIT user interface. At the top, there is a **Menu bar** with options: **My page**, **Communication**, **Personal**, **Calendar**, and **News**. A **Work area** is indicated in the center. On the right, there is a **Log out** button and a user status indicator: "Logged in as: Heidi Lindemann | Log out".

The main content area is divided into three columns:

- My Courses:**
 - Course1 - 002
 - Estland 7BC
 - News:**
 - Return of the queen (2004-06-30)
 - Harry Potter and the Half Blood Prince (2004-06-30)
 - On the schedule:**
 - Football Tournament (2004-07-02)
 - Chat (2004-07-13)
 - Language Test (2004-07-16)
 - Chat (2004-07-22)
 - Popquiz (2004-07-23)
 - Last Published:**
 - Salvestatud faili toomine ekraanile (2004-06-21)
 - Tabeli redigeerimine (2004-06-21)
 - Programmiga töö alustamine (2004-06-21)
 - Sissejuhatus tabelarvutusse (2004-06-21)
 - Õppematerjalid (2004-06-21)
 - Messages:** 2 New Messages
 - Fire Safety Demo 2GB
 - Moviemaking
 - The course has not started yet.
 - News:**
 - On the schedule:**
 - Last Published:**
 - Messages:** No new messages
- Today's schedule 2004-06-30:**
 - 16:00 - 17:35 Workshop**
 - How to create a better work environment for students.
- Portal News:**
 - 2004-06-30: **Quarter of students 'plagiarise essays'**
One in four students have copied and pasted material from the internet into an essay and passed it off as their own work, a survey from the plagiarism watchdog revealed today.
 - 2004-06-30: **Home computers 'improve exam results'**
Having a computer at home significantly boosts teenagers' exam results, according to research published today by the London School of Economics
 - 2004-06-30: **Film - Lost in Translation**
Many of us swooned over Sofia Coppola's casually hip drama when it came out in cinemas, but on second viewing it doesn't feel like the flawless masterpiece it appeared to be.
 - 2004-06-30: **Final warning for Inca city**
Conservationists to decide whether to put Machu Picchu on the UN danger list.
 - 2004-06-29: ii

3.1 Menu bar

The menus help you navigate between different places in your virtual campus. Some menus contain several alternatives that are displayed when you click the main menu. The menu bar remains available no matter where you are in the virtual campus.

Briefly, you will find the following functions in the respective menus:

My page

This is where you are directed after logging in. Here you will find a quick overview of your courses, today's schedule and portal news.

Communication

You can send messages from here. Your **inbox** and your **sent messages** can also be found here.

Personal

In Personal, you can change your personal settings.

Calendar

The calendar displays scheduled activities for all your courses.

News

News displays portal news and course news.

3.2 Work area

In the work area, you work with the different functions of your campus. Select what you want to work with in the menu bar. Lists, windows with information, or windows in which you change information are most often displayed.

3.3 My courses

A list of the courses you are registered for is displayed here. Beside each course title there is a link that takes you directly to the course.

Click the course name to see a list that displays course-specific information. *News*, *On the schedule*, *Last published* and *Messages*: click the respective heading to read more. If the course has not yet begun, you will find information on that.

News

News headlines and their publication dates are shown in a list.

On the schedule

Here you will find the course's scheduled activities.


Last published


The latest published course material is shown in this list.

Messages

Here you can see if you have any new messages.

3.4 Today's schedule

In Today's schedule, the scheduled activities for the day are displayed for the courses you are registered for. This symbol indicates a course-related activity: .

You can also view the personal, non-course activities that you have entered in the calendar yourself. The exclamation mark  indicates personal information.

Personal messages can be deleted. Click the trashcan  to delete.

3.5 Portal news

Portal news displays news that is not course-related. News is posted by the administrator.

Click the news heading to go to the *Portal news* page. There you can read the news in its entirety.

4 Communication

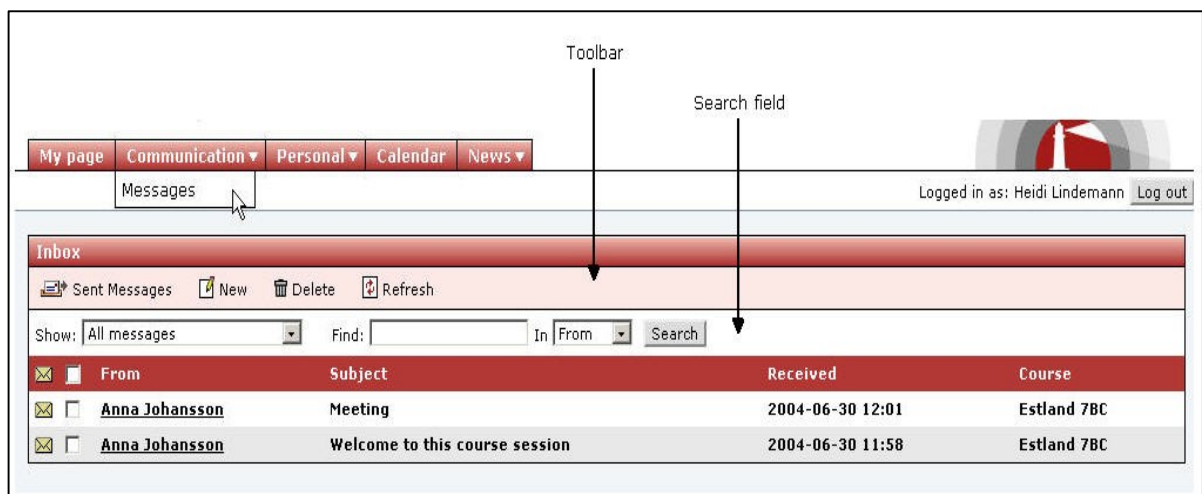
In **Communication**, you can communicate with other course participants, teachers and course administrators that are registered for the same course session as you. Here you can read, answer and delete your messages.

The *Message window* is the window that opens when you read, write or answer a message.

Portal messages are sent from the portal.

A *course-specific message* has been sent from a course. The name of the course is shown in the list.



4.1 Messages



4.1.1 Toolbar

On the toolbar, you will find functions for what you can do with your messages. **Inbox** displays all your received messages. **Sent messages** displays all your sent messages. **Delete message** deletes the selected messages from your **Inbox** or from **Sent messages**. Click **Write message** to write and send a new message. Click **Refresh** to reload the page.

4.1.2 Inbox

Inbox displays all your received messages. This symbol,  shows if a message has been opened/read. Unread messages have this symbol  and the text is in bold. The sender name, message subject, received date and possibly which course it is sent from is displayed in the list of received messages.

4.1.3 Sent messages

In **Sent messages**, you can view your sent messages. The list displays the recipient name, message subject, sent date and possibly which course you sent the message from.

You can choose what type of message to display in the **Inbox** or in **Sent messages** by using the **Show** scroll list below the toolbar. Here you can choose *All messages* to view all your received or sent messages or *Portal messages* to view messages sent from the portal. To view messages from a specific course, choose the course you wish to view messages from.

4.1.4 Search

You can search for messages in the **Inbox** or in **Sent messages**. Enter what you want to search for in the search box. Choose from the scroll list if you want to search for a sender/receiver name or a subject, and then click the *Search* button.

4.1.5 Read messages

To read a message in your **Inbox**, click the sender's name (the name in the From column).

Read a message in **Sent messages** by clicking the receiver's name (the name in the To column).

The message will be displayed in a separate window. In the message window you can also see who sent the message, who the receiver is, the subject of the message and when it was sent. Close the window by clicking *Close window*.

4.1.6 Reply to message

You can reply to a message when you are in the message window that opens when you have chosen to read messages. Click *Reply* or *Reply all*. A new message window opens. Write your message and click *Send*. *Close window* closes the message window.

You can add or delete receivers by selecting or deselecting them in the receiver list.

Inbox and **Sent messages** display a limited number of messages per page. If you have many messages, you can use the browse function at the bottom to navigate between pages and messages.

4.1.7 Write messages

Click **New** in the toolbar. A message window opens. Fill in the *Subject text box* and write your message in the window. Choose a receiver in the list of contacts by selecting the check box in front of the name. You can select everyone in the list by clicking the check box at the top. Click the check box again to deselect all receivers. If the message is also to be sent as email, check the box at the bottom. When the message is ready to send, click *Send*. To close the window, click *Close window*.

4.1.8 Delete messages

You can delete messages from your **Inbox** and from your **Sent messages**.

Select the messages that you want to delete by clicking the check box next to the sender's or receiver's name. You can select everyone in the list by clicking the check box at the top. Click the check box again to deselect all. When you have selected the messages that you want to delete, click **Delete** on the toolbar. A popup box asks you to confirm deleting the message. Click *OK*. If you decide not to delete, click on *Cancel*.

If you delete a *course-specific message*, it is removed from your course.

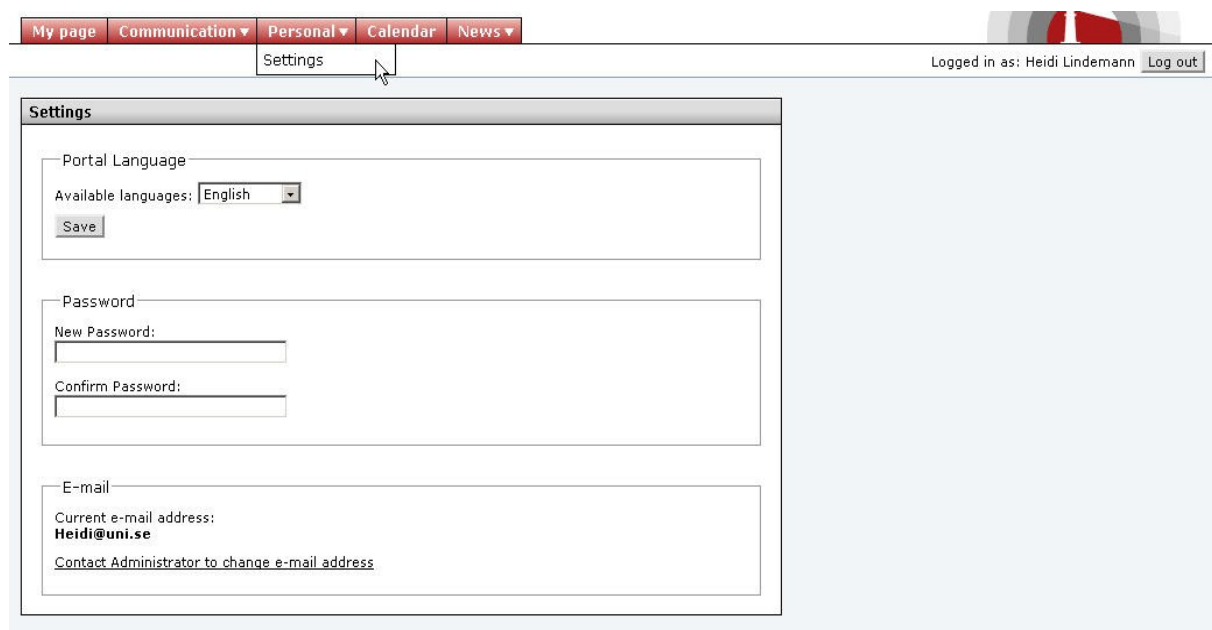
4.1.9 Refresh

Click on **Refresh** to reload the page contents.

5 Personal

In **Personal**, you can manage your personal settings.

5.1 Settings



The screenshot shows the LUVIT user interface. At the top, there is a navigation bar with tabs for 'My page', 'Communication', 'Personal', 'Calendar', and 'News'. The 'Personal' tab is selected, and a 'Settings' link is visible below it. In the top right corner, it says 'Logged in as: Heidi Lindemann' with a 'Log out' button. The main content area is titled 'Settings' and contains three sections: 'Portal Language' with a dropdown menu set to 'English' and a 'Save' button; 'Password' with 'New Password' and 'Confirm Password' text boxes; and 'E-mail' with the current address 'Heidi@uni.se' and a link to 'Contact Administrator to change e-mail address'.

5.1.1 Language

You can select a language for the LUVIT Portal. Select a language in the scroll list. Click **Save**. The language you selected will now be used in the portal and the courses you are registered for.

5.1.2 Password

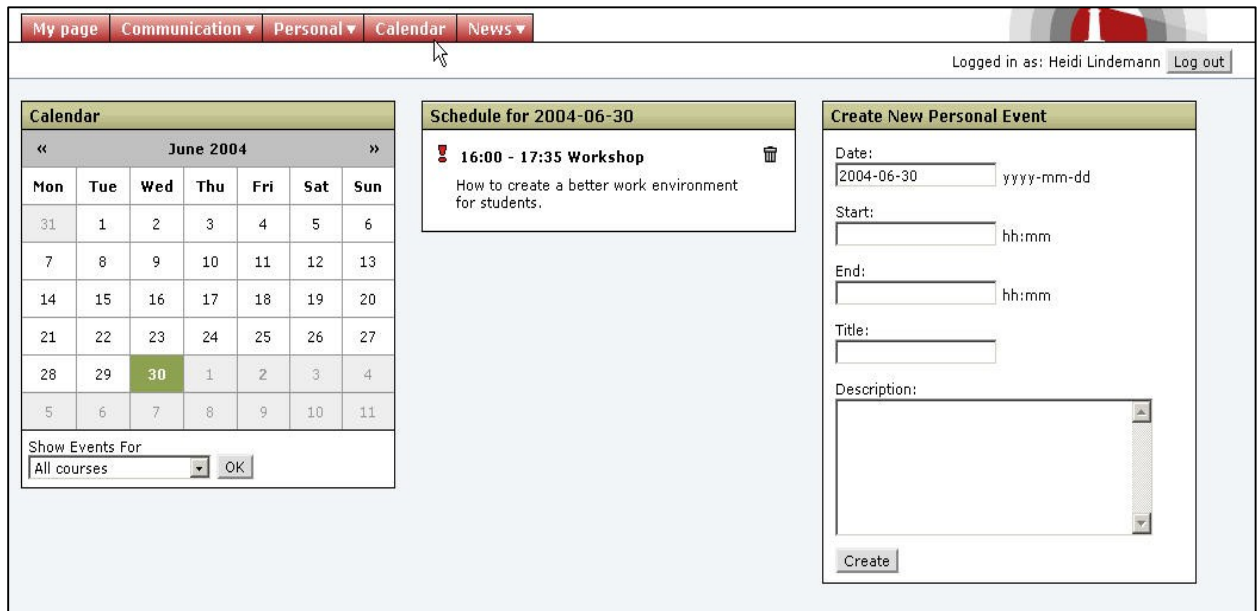
To change your password, enter a new password in the *New password* text box. Confirm your new password by entering it again in the *Confirm password* text box. Click **Save**. Your new password is now saved.

5.1.3 Email

Your current email address is displayed. If you want to change your email address, click the link below it. In the message window that opens, enter the new email address and click **Send**. The message is sent to the administrator. Your new email address will be valid when the administrator has changed it.

6 Calendar

In the **Calendar**, you can see an overview of your scheduled activities. Three windows are displayed in the work area showing the **Calendar**, **Schedule** and **Create new personal event** functions.



The screenshot shows the LUVIT user interface with a navigation bar at the top containing 'My page', 'Communication', 'Personal', 'Calendar', and 'News'. The user is logged in as Heidi Lindemann. The main content area is divided into three panels:

- Calendar:** A monthly calendar for June 2004. The date 30 is highlighted in yellow. Below the calendar is a 'Show Events For' dropdown menu set to 'All courses' with an 'OK' button.
- Schedule for 2004-06-30:** A window showing a single event: '16:00 - 17:35 Workshop' with the description 'How to create a better work environment for students.' and a trash icon.
- Create New Personal Event:** A form with fields for 'Date' (pre-filled with 2004-06-30), 'Start' (hh:mm), 'End' (hh:mm), 'Title', and 'Description'. A 'Create' button is at the bottom.

6.1 Calendar

The **Calendar** displays dates for activities in all of your courses and your own personal events. The dates that have activities scheduled are displayed in bold and the date box is highlighted yellow.

All dates in the calendar are clickable. Clicking on a date affects both the **Schedule** and the date text box in **Create new personal event**.


Click on a date in the **calendar** to see what activities are planned. The selected day's activities are now displayed in **Schedule**. If you click a date that has no activities scheduled, nothing is displayed in **Schedule**.


To see a different month than the one displayed, browse with the arrows next to the month name.

You can choose to see activities for a special course. Select the course in the *Show activities for* scroll list below the calendar. When you have selected the course, click **OK**. The date is now selected listing activities for the selected course and dates for your own personal events.

6.2 Schedule

Schedule displays the activities planned for a certain day. Click a date on the **Calendar** to select a day.

The  symbol shows that this is a course-related activity. The activity is presented with its title, which course it is for and a short description.

You can also view the personal activities that you have entered in the **Calendar** yourself. The exclamation mark  indicates personal information. Personal activities can be deleted.


6.3 Create new personal activity

Here is where you can enter your own personal activities in the calendar.

Fill in *Date*, *Start and end time*, *Title* and *Description*. Click *Create*. Your activity is now placed in the **Calendar**.

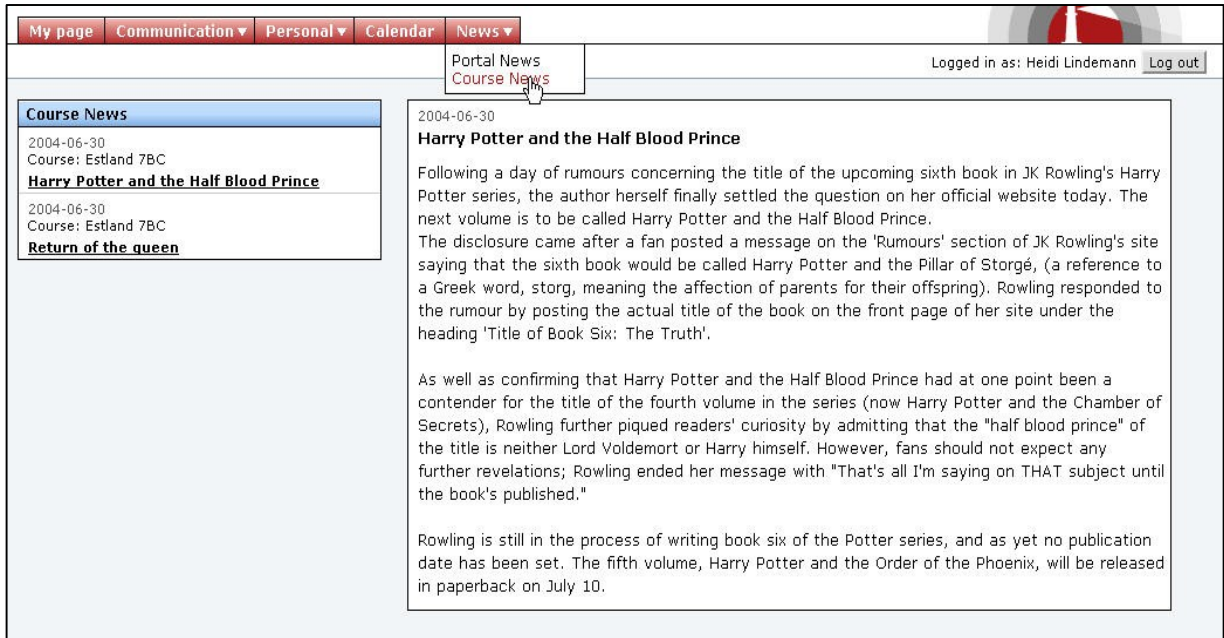
Today's date is shown in the *date text box* as a default. If you click on a date in the **Calendar**, that date is shown in the *date text box* instead. You can choose to keep that date active or enter a different one. The *Date* is written in the yyyy-mm-dd format. *Start* and *end* times are written in the hh:mm format.

6.4 Delete personal activity

Personal activities can be deleted in the **Schedule**. If you want to delete a personal activity, click the date in the **Calendar** where the activity is placed so that it is visible in the **Schedule**. Then click the trash can () next to the heading. A popup box asks you to confirm deleting the activity. Click *OK*. If you decide not to delete, click *Cancel*.

7 News

You can view news here.



My page Communication Personal Calendar News

Portal News
Course News

Logged in as: Heidi Lindemann Log out

Course News

2004-06-30
Course: Estland 7BC
Harry Potter and the Half Blood Prince

2004-06-30
Course: Estland 7BC
Return of the queen

2004-06-30
Harry Potter and the Half Blood Prince

Following a day of rumours concerning the title of the upcoming sixth book in JK Rowling's Harry Potter series, the author herself finally settled the question on her official website today. The next volume is to be called Harry Potter and the Half Blood Prince.

The disclosure came after a fan posted a message on the 'Rumours' section of JK Rowling's site saying that the sixth book would be called Harry Potter and the Pillar of Storgé, (a reference to a Greek word, storg, meaning the affection of parents for their offspring). Rowling responded to the rumour by posting the actual title of the book on the front page of her site under the heading 'Title of Book Six: The Truth'.

As well as confirming that Harry Potter and the Half Blood Prince had at one point been a contender for the title of the fourth volume in the series (now Harry Potter and the Chamber of Secrets), Rowling further piqued readers' curiosity by admitting that the "half blood prince" of the title is neither Lord Voldemort or Harry himself. However, fans should not expect any further revelations; Rowling ended her message with "That's all I'm saying on THAT subject until the book's published."

Rowling is still in the process of writing book six of the Potter series, and as yet no publication date has been set. The fifth volume, Harry Potter and the Order of the Phoenix, will be released in paperback on July 10.

7.1 Portal news

The administrator posts portal news here. The news is displayed in a list with a short description. To read an entire news item, click the news headline.

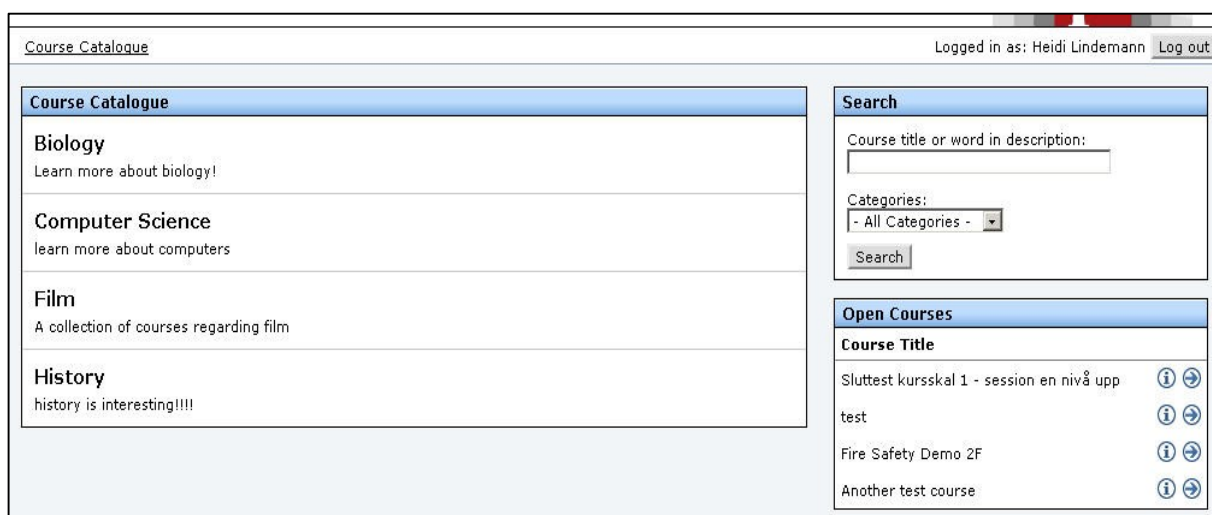
7.2 Course news

In **Course news**, a list of course-related news is displayed. It is presented in chronological order. You can see which course the news refers to and the date the item was posted. To read an entire news item, click the news headline.

8 Course catalogue

The course catalogue contains a collection of courses. The **Course catalogue**, **Search** and **Open course** functions are found in the work area. You can register for courses that allow self-registration.

This section clarifies the difference between a course and a course session. Course sessions are the available courses that you as a user can register for. A course session always has a start date.



8.1 Course catalogue

Courses are grouped in course categories that are displayed in a list. To see the courses in a course category, click the category name.


8.1.1 Courses

All existing courses under the category you clicked are displayed here. Click the course name to see detailed information about it.

8.1.2 Course information

Course information displays the name of the selected course, *course code*, *course creator*, *necessary requirements* and *description*. In the work area, **Search** has been replaced by **Available course sessions**.

8.1.3 Available course sessions

The available course sessions and their start dates are shown here. Click  to see detailed information about the course session. The information will be displayed in a separate window. If you are allowed to self-register for the course, there will be a check mark in the self-registration column. To register, click a course session with self-registration. See 8.4

Course Catalogue / Film / Moviemaking Logged in as: Heidi Lindemann [Log out](#)

Course Information		Available Course Sessions	
Moviemaking		Course start	*selfRegistration
Course code:		2004-07-07	✓ i
Course Creator:	Anna Johansson	2004-07-30	✓ i
Contact person:	Hildegard Bromm	Open Courses	
E-mail:	hildegard@bromm.com	Course Title	
Requirements:		Sluttest kursskal 1 - session en nivå upp i →	
Course Type:		test i →	
Description:	How to make movies	Fire Safety Demo 2F i →	
		Another test course i →	

8.2 Search

From here you can search for courses in the course catalogue. Enter a search word in the text box. Tip: You can search for an entire word or part of a word. If you want to limit your search to one category, select a category in the scroll list.

8.3 Open courses

Open courses are courses that you do not need to register for. They are completely open and accessible from the course catalogue both before and after logging in.

Open courses can be courses or parts of courses that we wish to advertise or other information.

To participate in an open course, click the arrow. The course will open in a separate window.

8.4 Register for a course session

You can register for a course session if the course session allows self-registration. Select a course in the **Courses** list to see which course sessions allow self-registration. This can be viewed in **Available course sessions**. Click the information symbol. More detailed information about the course session appears in a separate window that opens. Click the *Register* button.