

Palmer's Portal

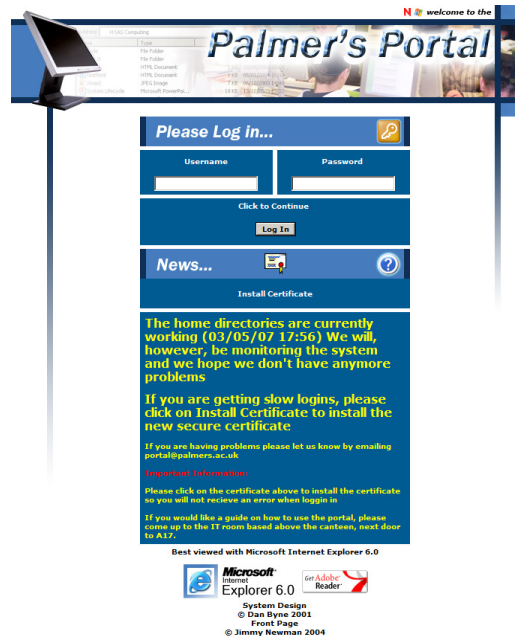
What is Palmer's Portal?

Palmer's Portal is a web application where everything you need is in one place, what makes it useful is that it is web based so that you can access it from anywhere with internet access through your browser.

It has been designed to be useful, efficient and easy to use.

How do I get to the Portal?

From a web browser e.g. Internet Explorer go to <http://portal.palmers.ac.uk> and you will get the following screen:



The very first time you use the portal, click on the **Install Certificates** button, this will install the appropriate certificates that allow secure communications between you and the portal server.

When you click on this you will receive a message asking to install the certificates, click on the **Yes** button.

What is my username and password?

Your username and password is what you would use to log into the network.

Once you have entered your login information click once on the **login** button and the system will log you in.

It wont let me log in!

There maybe several errors whilst login into the portal, here are some error messages and what they mean:

Invalid Credentials - Your password is incorrect.

No Such Object - Your username is incorrect.

Server Not Found - There are currently problems login in.

Popup Blockers:

As the portal uses pop-ups you will need to enable pop-ups on the portal, this can be done in many ways. If you have a toolbar such as Google you will need to allow pop-ups for this site by clicking on the **Allow Popups** button.

If you have Windows XP with Service Pack 2, a bar will appear at the top of the page, click the bar and click on **Allow popups from this site**.

If you have any other pop blockers please contact IT Support for more details,

Once you're logged in:

Once you have logged in to the portal, an account is created for you and will save your settings, so every time you then login to the portal it will remember who you are.

The following is a screen taken from when you log in to the portal:

The screenshot displays a web portal interface. At the top, a navigation menu includes links for Logout, Home, E-Mail, Utilities, Home Directory, Forum, Chat, Content, Intranet, and e-Class. A welcome message reads "Welcome Dan To Palmer's Portal Services!". Below this, a "Welcome Back Dan" section shows the last login time as 10/03/2006 11:17:52 and the last login address as 172.16.1.106. A central banner features the "Word of the Day" as "contradistinction" from Dictionary.com. The main content area is divided into several widgets: "My Announcements" (No New Announcements), "BrainTeasers" (Today's Daily Brain Teaser: "Potato's Key Tool"), "Comics" (News Letter Cartoons featuring a cartoon by Ted Goff with the text "My plan is to become a supermassive black hole in the money universe."), "Calendar" (March 2006), "Events" (Friday 10/3/2006, 08:30 - 09:30 Presentation), "Online Application Forms" (Add/Delete buttons), and "Local Weather" (Weather.com, 8°C, Partly Cloudy and Windy).

What can I do once I have logged in?

Once you have logged in to the portal, you can access a wide range of utilities including access to your home directory, an online discussion board (forum), calendar, task pad, announcements, comics, weather, calculator, customized news, interactive chat, integrate online classroom and integrated email.

Using the calendar:

The calendar is easy to use and all entered details are encrypted to keep them secure.

To add a task to your calendar, simply click on the **Add** button and you will see the following addition to your calendar screen:

The image shows a calendar for March 2006. The 10th is highlighted in bold and shaded. A dialog box titled "Add an Event: Friday 10/3/2006" is open. It contains the following fields:

- From Time**: [00] : [00]
- To Time**: [00] : [00]
- Subject**: Task
- Description**: (empty text area)
- Buttons**: + Add, × Cancel

Callout boxes provide the following information:

- Shows today's date (points to the 10th in the calendar)
- Bold and shaded dates show a task has been set (points to the 10th in the calendar)
- The tasks time (points to the From Time field)
- The task subject (points to the Subject field)
- The task description (points to the description text area)
- To add the task to the calendar click here (points to the Add button)
- To clear the task and return to the calendar click here (points to the Cancel button)

All you have to do is enter the time you want the task set, enter the description of the task and then click on the **Add** button to submit the task.

Once the task has been entered it will be displayed like the following:

The image shows a calendar event card for Wednesday 22/3/2006, 09:00 - 12:00, titled "Cambridge Initiative". Callout boxes provide the following information:

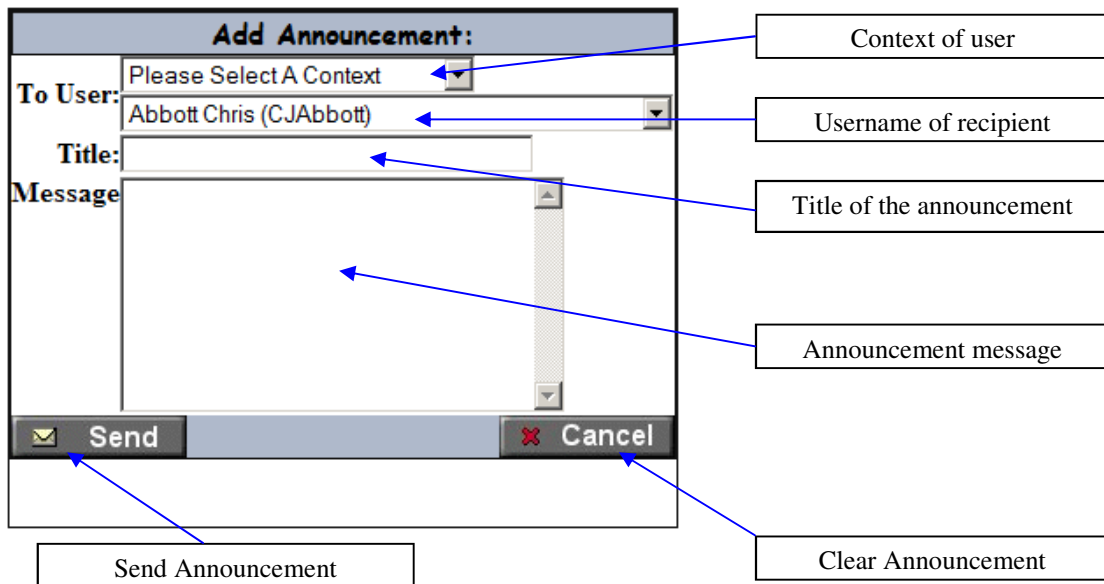
- Task Date (points to the date)
- Task Time (points to the time range)
- Task Subject (points to the event title)
- Click to add another task (points to the + Add button)
- Click to remove a task (points to the Delete button)
- Click here to view the task description (points to the expand/collapse icon)

Using the announcements:

You can use the announcements either for yourself or to anyone who currently has an account with the portal. (To get an account you have to log on to the portal once)

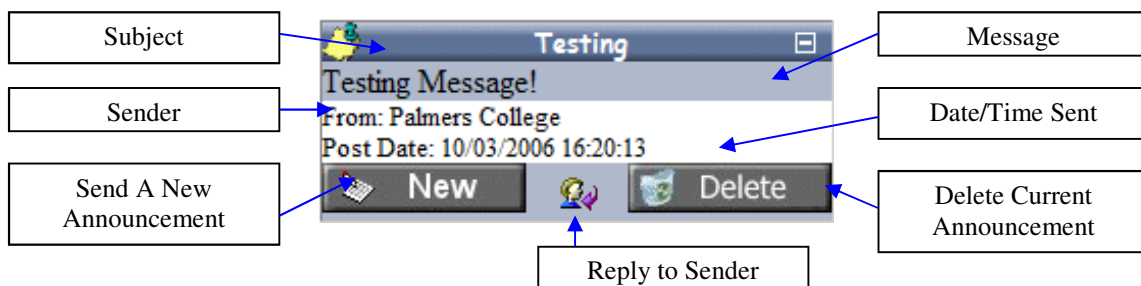
Announcements are easy to use, all you have to do is click on the **New** button under **My Announcements**.

You will then see the following additive screen:



To send an announcement to a user or yourself, simply select the appropriate context from the list (this will limit the number of students in the user box) then select the user from the **To User** dropdown list, Enter a title in the **Title** box, type in the message and then click on the **Send** button to send to announcement. The announcement is instantly sent to the use specified.

When you receive an announcement you will see an added section to your announcement box. When you click on the title of the announcement you will see the following:

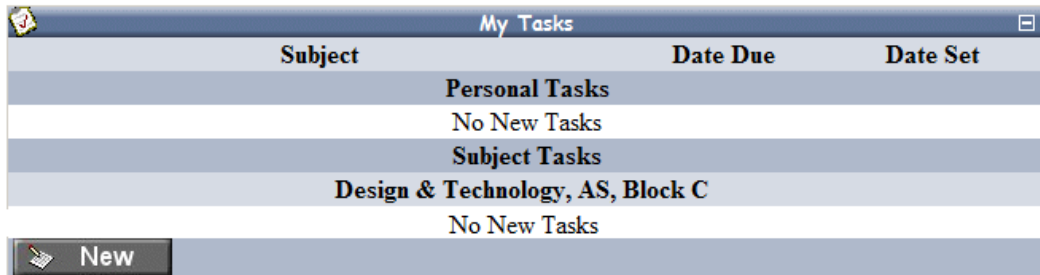


When clicking on the reply button, you will see the send announcement box with the user already selected.

My Tasks:

My tasks can be used to keep track of tasks either set by yourself or by a subject teacher.

The following is a snapshot from the My Tasks gadget:

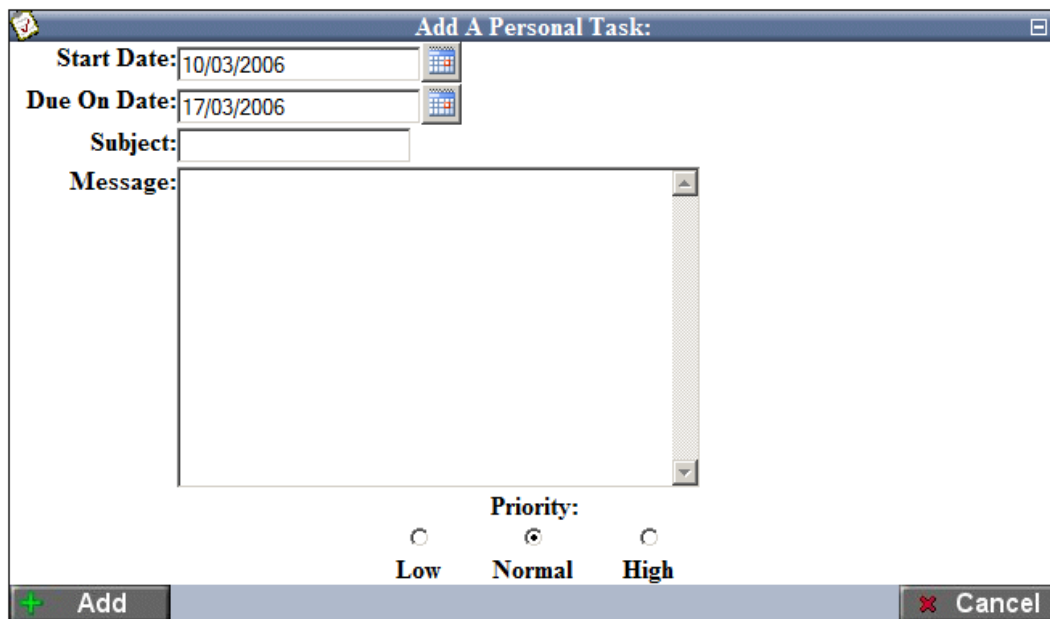


Subject	Date Due	Date Set
Personal Tasks		
No New Tasks		
Subject Tasks		
Design & Technology, AS, Block C		
No New Tasks		

Here you can view any current tasks sorted by either the **priority**, **date due** or **date set** this can be changed by clicking on the **Content** button.

Personal Tasks:

The **personal tasks** part of My Tasks will display all tasks set by yourself, these tasks can be added by simply clicking on the **Add** button, you will receive the following box:



Add A Personal Task:

Start Date: 10/03/2006

Due On Date: 17/03/2006

Subject:

Message:

Priority:

Low Normal High

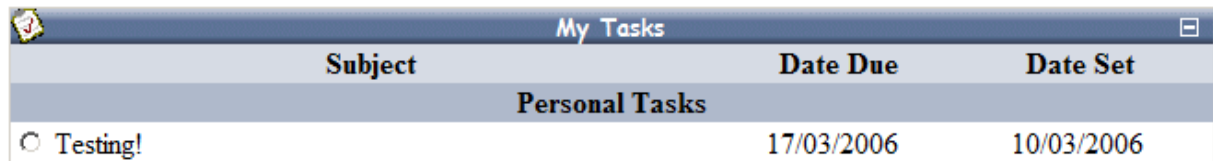
Here you can add a task to your list of tasks, simply enter a **start date** (today's date is entered automatically), a **due on date** or simply click on the calendar icon to pick a date from the calendar, then all you need to do is enter a **subject** and a **message**.

You can also select a **priority** of which is relevant to the task.

If you change the priority the task will be displayed in a different colour, e.g. Low is Green and High is Red.

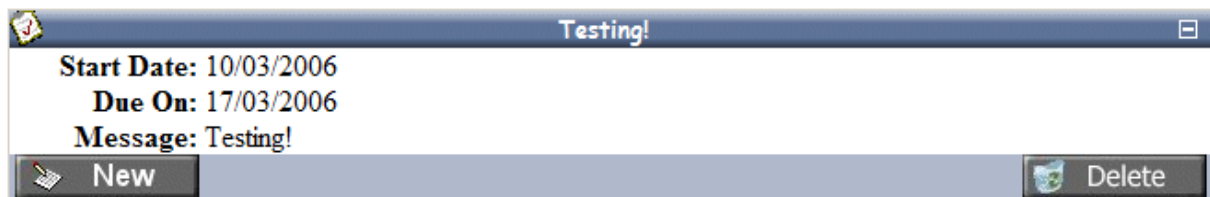
Once you have entered all of the details simply click on the **Add** button to add the task to the list or click on the **Cancel** button to cancel the current editing.

When tasks are added to your task list you will see the following:



My Tasks			
Subject	Date Due	Date Set	
Personal Tasks			
<input type="radio"/> Testing!	17/03/2006	10/03/2006	

If the tasks due date is past the current date it will go red to say that it is overdue.
To delete the task simply select the task and click on the **Delete** button.
To view the task simply click on the subject and you will see the following:



Testing!

Start Date: 10/03/2006
Due On: 17/03/2006
Message: Testing!

The subject is now the title of the task and the task details are displayed in the box.

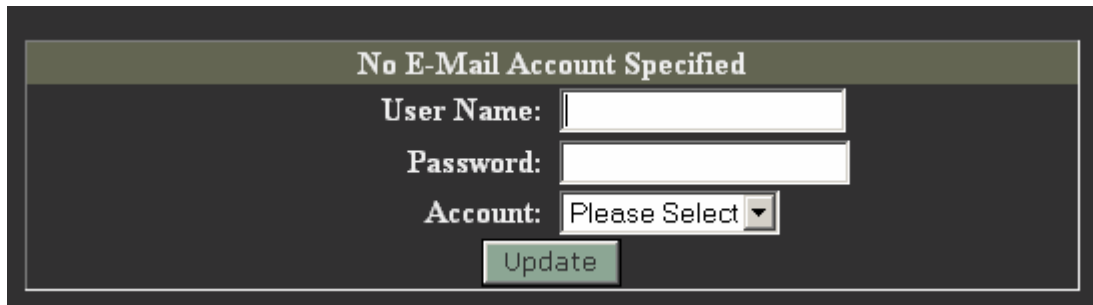
To delete the current task simply click on the **Delete** button.

When there is a task set by your subject teacher you will see a list of tasks under the **Subject Tasks** header.
To view these tasks simply click on the subject to be taken to the **e-classroom** task viewer.

Email Integration:

Email integration is there to stop you from keep entering your password, every time you want to read your emails.

If you are a member of staff, the very first time you click on the **e-mail** button you will see the following:
If you are a student, this information will be done automatically.



The screenshot shows a dark-themed window titled "No E-Mail Account Specified". It contains three input fields: "User Name:" with a text box, "Password:" with a text box, and "Account:" with a dropdown menu showing "Please Select". Below these fields is a green "Update" button.

GroupWise: Here you need to enter your username, your **e-mail** password that you have set up in **GroupWise** and select **GroupWise** from the **Account** list.

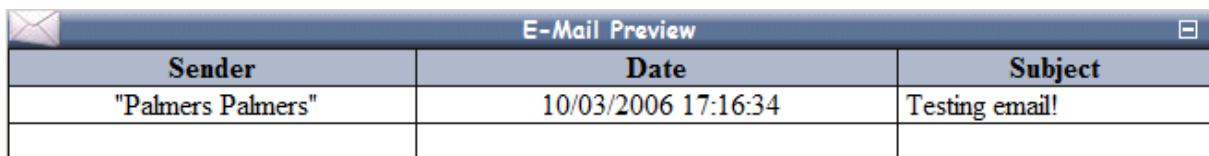
Net Mail/NIMS: Here you need to enter your network username that you would use no login to your email account, then enter your network password then select **NIMS** from the **Account** list.

Once this information has been entered click on the **Update** button and you should automatically be taken into your email account without having to enter another password.
This has now been saved in the encrypted form in your account ready to be used the next time you click on the e-mail button.

Once you have set up your email account you are able to view the top 5 emails on the welcome page once you have logged in.

You will need to select the **Email Preview** box from the **Content** option to enable this function.

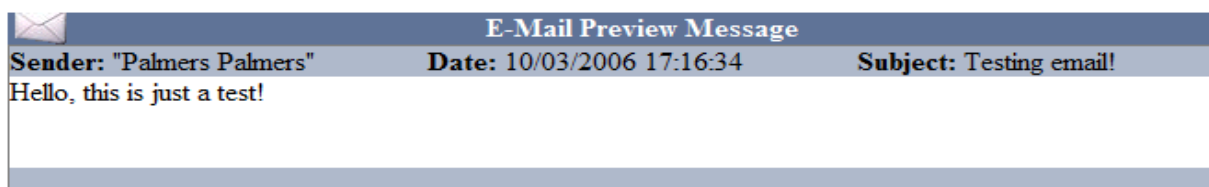
Once you have enabled **Email Preview** and also entered your email account details you will see the following on your welcome page:



E-Mail Preview		
Sender	Date	Subject
"Palmers Palmers"	10/03/2006 17:16:34	Testing email!

You can view an email from the email preview gadget by simply double clicking on an email subject, the email will then be shown under the email preview gadget.

Please Note: In some circumstances the screen text will change colours, this is due to the rich text context of the email, after you click back on the home page, the text will return to normal.



E-Mail Preview Message		
Sender: "Palmers Palmers"	Date: 10/03/2006 17:16:34	Subject: Testing email!
Hello, this is just a test!		

What are the utilities?

You can use the utilities to change your network password, change your e-mail password (not in use yet) and reset your e-mail credentials.

When you click on the **Utilities** button you will get the following screen:

The image shows three separate utility windows. The first window, titled 'Change Network Password', contains three text input fields labeled 'Old Password:', 'New Password:', and 'Verify:', with a 'Change' button below them. The second window, titled 'Change E-Mail Password', also contains three text input fields labeled 'Old Password:', 'New Password:', and 'Verify:', with a 'Change' button below them. The third window, titled 'Reset E-Mail Properties', contains a single 'Reset' button.

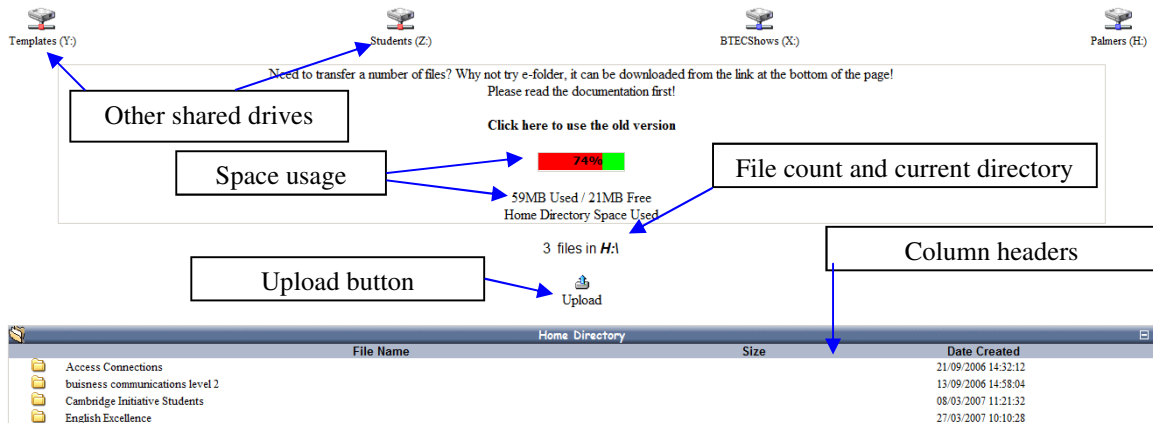
To change your network password, enter your old password in the **Change Network Password** box, then enter your new password and then re-enter the password in the verify box. When you click on the **Change** button you will see a confirmation to tell you that your password has changed.

If you have changed your e-mail password or the e-mail integration doesn't work, simply click on the **Reset** button under **Reset E-Mail Properties**, this will reset your e-mail account details which the portal holds, so that when you click on the **e-mail** button again, you will be prompted for the setup details mentioned earlier.

How do I access my home directory?

To access your home directory, simply click on the **Home Directory** button. There will be a short pause while the contents of your home directory are loaded and sorted into alphabetical order.

You should then see the following screen:



When you click on a file a little context menu will appear (shown right). Here you have the options that you would normally have with windows but a few extra ones.

The filename will be shown for the current file under the title (File Menu).

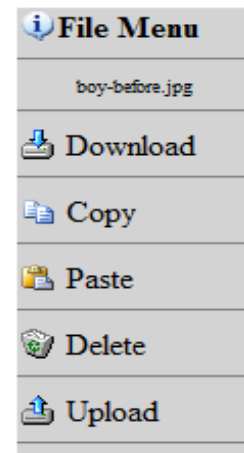
The **Download** option will let you download the current file to your computer.

The **Copy** option will allow you to copy the current file into the clipboard so that it can be pasted into another folder or simply another copy of the current file.

The **Paste** option will let you paste any file that is in the clipboard (shown by a message at the top of the screen).

The **Delete** option will pretty much do what it says, delete the current file, if you click on the delete option it will prompt you for confirmation before it will actually delete the file.

The **Upload** option will take you to the upload screen shown below. This is what you need to do to put your file back into your home directory.



Please Browse To File To Upload

Click on the **Browse** button and locate the file you wish to put into your home directory.

Once you have selected the file you should be returned to this screen again.

Simply click on the **Upload** button and your file will be placed back in your home directory.

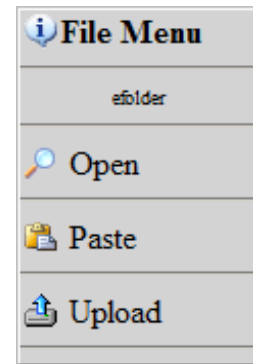
When you click on a folder instead of a file you will see the menu on the right.


Here the options are different from those when you click on a file.

The **Open** option will change the current page into the selected folder.

The **Paste** option will paste the file currently in the clipboard into the selected folder.

The **Upload** option will allow you to upload a file to the selected folder instead of the current folder (as before).



To change to the previous folder, simply click on the **Go Up** button:  **Go Up**

The display can be sorted by either **filename**, **file size**, **date created** and **file type** by clicking on the column headers.

What is a forum?

A forum is a discussions board i.e. where you share ideas, questions and answers.

Here you can post questions to other students and staff, e.g. homework help.

The very first time you use the portal, you will be subscribed to the **Forum Help** group which you can post questions to the forum administrator.

When you click on the **Forum** button you will see the following screen:

Forum	Topics	Posts	Last Entry
Forum Help	12	35	09/03/2006 15:40:47 <i>*New*</i>
Student Exec	1	5	09/03/2006 09:22:36 <i>*New*</i>

There are many more forums available but you have to subscribe to then (shown under content).

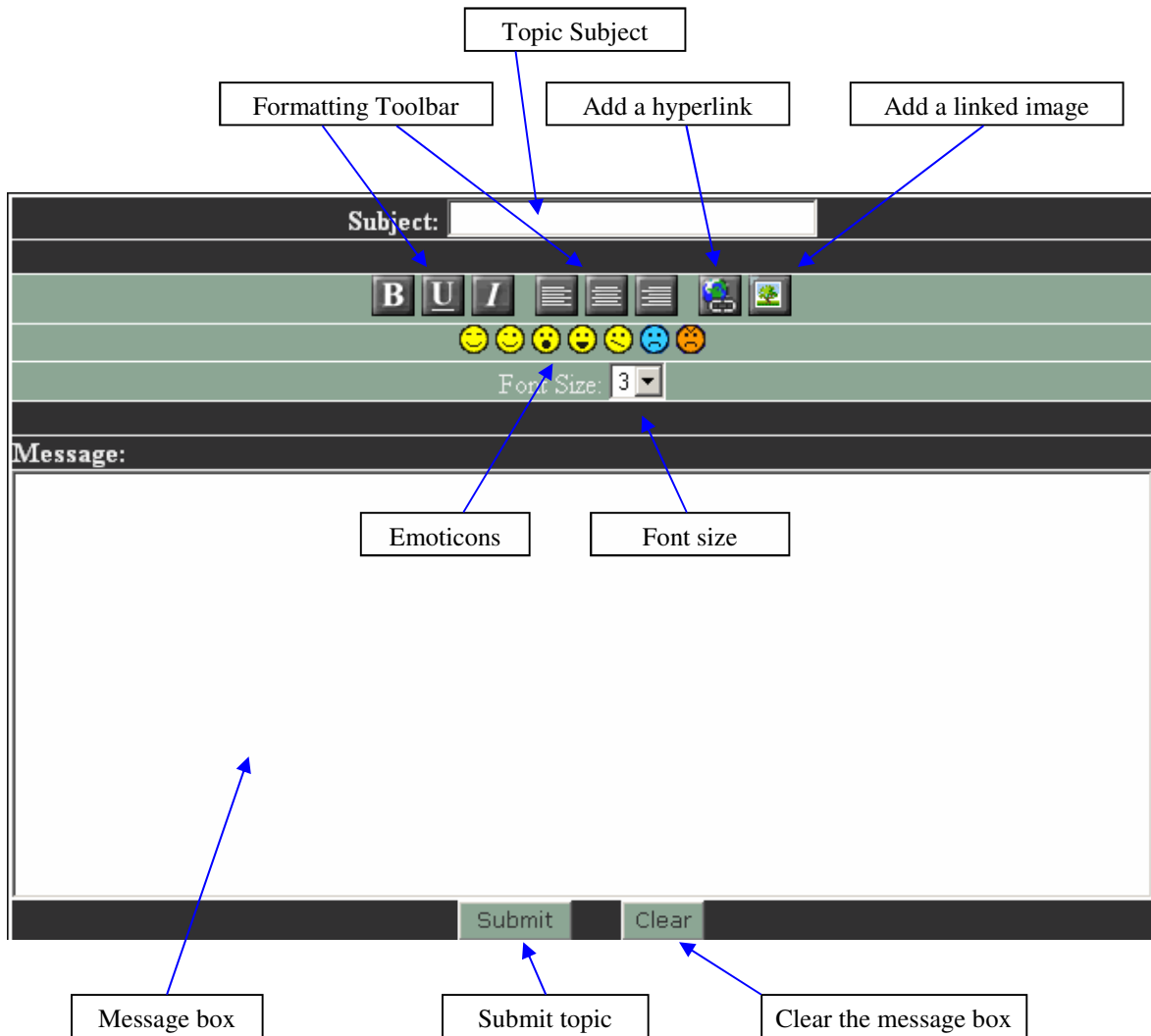
To access a forum simply click on the title and you will see the following screen:

Topics	Thread Start	Views/Replies	Last Entry
Adding a new task dont work	26/01/2006 09:32:17 by CJmontgomery	95/8	21/02/2006 15:24:28
Did you know?	30/09/2005 15:11:02 by dbyne	221/4	14/10/2005 11:30:22
FTP	12/10/2005 16:25:43 by JRHarvey	90/3	13/10/2005 00:47:52
Home Directory Problem	20/02/2006 10:07:53 by dbyne	11/1	20/02/2006 10:07:53
I-Chat	07/03/2006 12:09:48 by RHLock	23/4	09/03/2006 15:40:47 <i>*New*</i>
Need Help?	04/01/2006 16:53:43 by dbyne	31/1	09/01/2006 17:43:53
No Subject	27/01/2006 09:51:12 by RDajidahun	54/4	24/02/2006 16:26:55
Sent emails	09/12/2005 12:14:43 by ifoster	70/3	20/01/2006 13:20:44
Student Email Checker	01/12/2005 16:55:28 by dbyne	46/1	01/12/2005 16:55:28
Student Exec	16/09/2005 16:04:46 by sgsmallman	155/3	15/12/2005 11:25:08
Welcome!	12/09/2005 18:57:23 by dbyne	91/1	12/09/2005 18:57:23
Whats New <i>*Updated*</i>	23/01/2006 17:35:13 by dbyne	95/2	27/02/2006 15:20:40

New Topic

How do I post a topic?


To post a topic to the forum, simply select a forum to add a topic to, then click on the **New Topic** button you will receive the following screen:




All you have to do is enter a subject of the topic, enter a message in the message box and then click on the **Submit** button to post the topic to the forum.

Advanced Features:

You can format the text in the box by selecting the text and clicking on the appropriate button, e.g. underline, bold, centre.

Also you can add pictures to the message, this is done by clicking on the  button and you will get a box asking for an address. Enter a URL to the picture you are putting in e.g. <http://www.palmers.ac.uk/internet/images/flash.gif> this will insert the newsflash image from the palmer's website.

You can also add a hyperlink to your page by selecting either an image or text and clicking on the  button and entering the webpage in the URL box.

How do I personalise the portal?

The portal has been designed to suit your needs, with this in mind we have included a **Content** page which will let you customize the portal for you.

To get to the following page click on the **Content** button:



Content:

The content box is where you decide what you would like to be displayed on the front page and the order in which they are displayed. Simply click on a content title from the **Available** box and click on the **Right Arrow** button to move it to the **Selected** box. You can then move the content up and down by selecting the content title in the **Selected** box and click on the up or down buttons. You can also remove content by clicking on the title in the **Selected** box and then clicking on the **Left Arrow** button. Once you have selected what you want to be displayed and the order then click on the **change** button to confirm your selections.

Colour Scheme:

The colour scheme of your portal can also be customized, here you can select from a choice of colour schemes, simply click on the scheme you would like and then click on the **change** button to confirm your choice.

News Selector:

The news selector is where you can select which news you would like to be displayed on the main page, all you have to do is scroll down the **available** list, select the news you would like to be displayed then click on the **Right Arrow** button to add it to your **selected** list. You can have as many as you like.

To remove a news category from your list simply select the entry and then click on the **Left Arrow** button to remove it.

Click on the **change** button to confirm your selections.

click on the **Right Arrow** button to add it to your **selected** list and then click on **change** to confirm your selections.

Forum Selector:

The forum selector is where you can select which forums you would like displayed under the **forum** button. By default you are only subscribed to the **Forum Help** forum. Simply select a forum from the **available** list

You can add as many forums as you like to your **selection** list.

You can change the way in which the forums are displayed, either by **Alphabetical order** or by the **last post date**.

Tasks:

The tasks box is there to customize the way in which the **My Tasks** gadget is displayed.

You can select either to show **personal** tasks set by yourself or **subject** tasks set by your subject teachers who set tasks via the **e-classroom** feature (available soon).

The order by option allows you to select the order your tasks are displayed, simply select the order and the tasks you would like to be displayed and then click on the **change** button to confirm your changes.

How do I access the Intranet?

The intranet can be access both inside and outside the college.

To access it outside the college you need to log into the portal and click on the **intranet** button, this will automatically log you into the intranet and then you can use it as if you were inside the college.

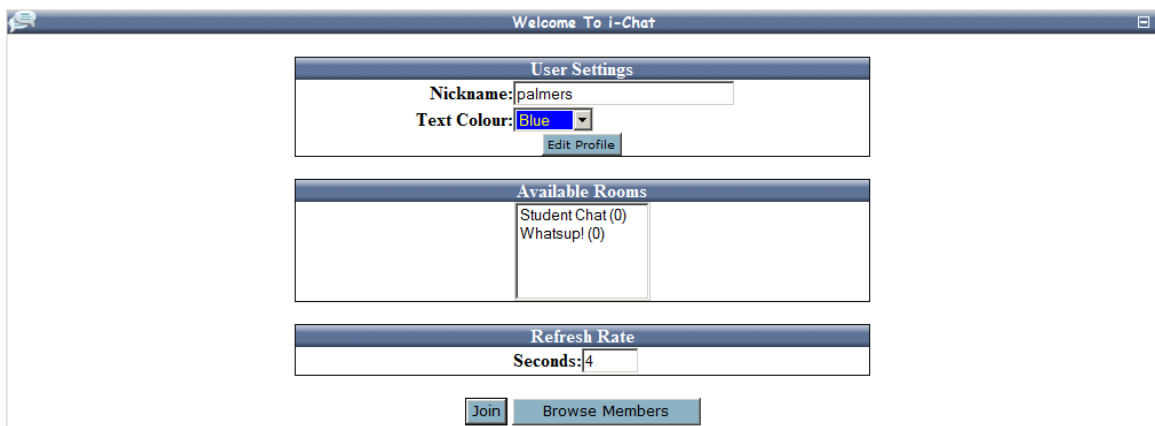
What Is i-Chat?

i-Chat is the interactive chat room, designed so that students and staff can communicate interactively.

With i-Chat you can see who is online and chatting and the messages are sent immediately and the other chat members screens are updated within 4 seconds (this can be adjusted).

All of the chat members can choose a nickname and select a chatting colour before they enter a chat room.

When you click on the i-chat button you will see the following screen:



The screenshot shows a web browser window titled "Welcome To i-Chat". The interface is divided into three main sections:

- User Settings:** A form with a "Nickname" field containing "palmers", a "Text Colour" dropdown menu set to "Blue", and an "Edit Profile" button.
- Available Rooms:** A list of chat rooms: "Student Chat (0)" and "Whatsup! (0)".
- Refresh Rate:** A form with a "Seconds" field set to "4".

At the bottom of the interface, there are two buttons: "Join" and "Browse Members".

All you have to do is enter a nickname (your logon name is the default), select a colour from the dropdown list, click on a room to join then click on Join to start chatting.

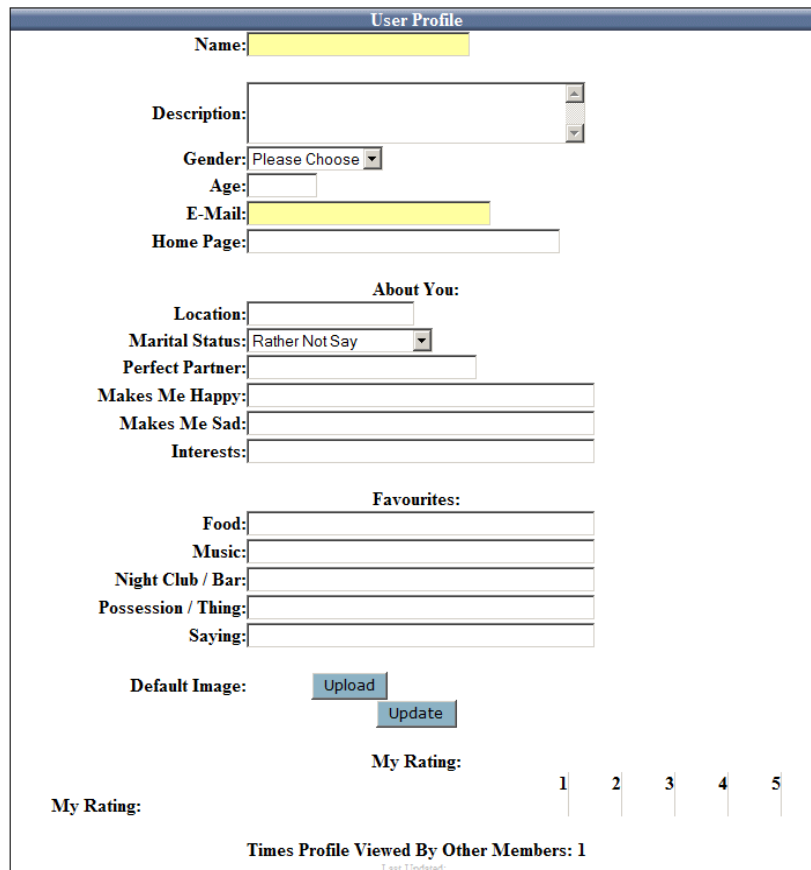
You can change the refresh rate if you wish, the default (4 Seconds) is quite adequate.

If you want to make your user more exciting simply click on the **Edit Profile** button to change your individual settings.

i-Chat Profile

Your i-chat profile is what makes you individual to other users in the chat room.

Once you have clicked on the **Edit Profile** button you will see the following:



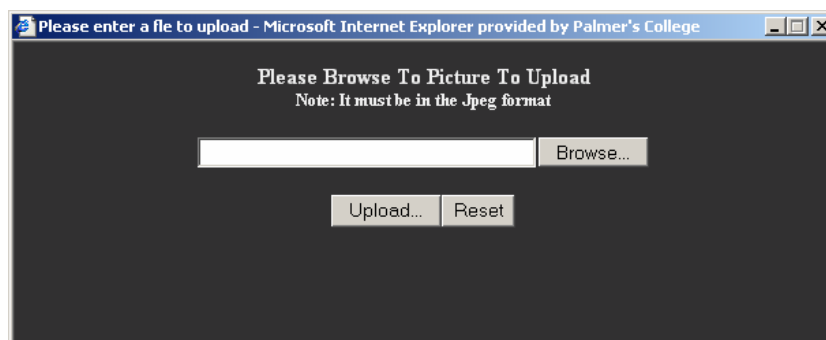
The screenshot shows a web form titled "User Profile" with the following fields and sections:

- Name:** A text input field.
- Description:** A large text area with scrollbars.
- Gender:** A dropdown menu with "Please Choose" selected.
- Age:** A text input field.
- E-Mail:** A text input field.
- Home Page:** A text input field.
- About You:** A section containing:
 - Location:** A text input field.
 - Marital Status:** A dropdown menu with "Rather Not Say" selected.
 - Perfect Partner:** A text input field.
 - Makes Me Happy:** A text input field.
 - Makes Me Sad:** A text input field.
 - Interests:** A text input field.
- Favourites:** A section containing:
 - Food:** A text input field.
 - Music:** A text input field.
 - Night Club / Bar:** A text input field.
 - Possession / Thing:** A text input field.
 - Saying:** A text input field.
- Default Image:** A section with an "Upload" button and an "Update" button.
- My Rating:** A section with a "My Rating:" label and five vertical bars numbered 1 to 5.
- Times Profile Viewed By Other Members:** A label showing the number "1" and a "Last Updated:" label below it.

Here all you need to do is fill in the blanks.

Also you can upload a picture of yourself to the chat room so that others can see who they are chatting to. To do this all you need to do is click on the **Upload** button and the following screen will appear. Here you need to **browse** to an image on your machine (**Note: it must be a jpeg file**) then click on the **Upload** button and the picture will be transferred to the i-chat server and resized to fit.

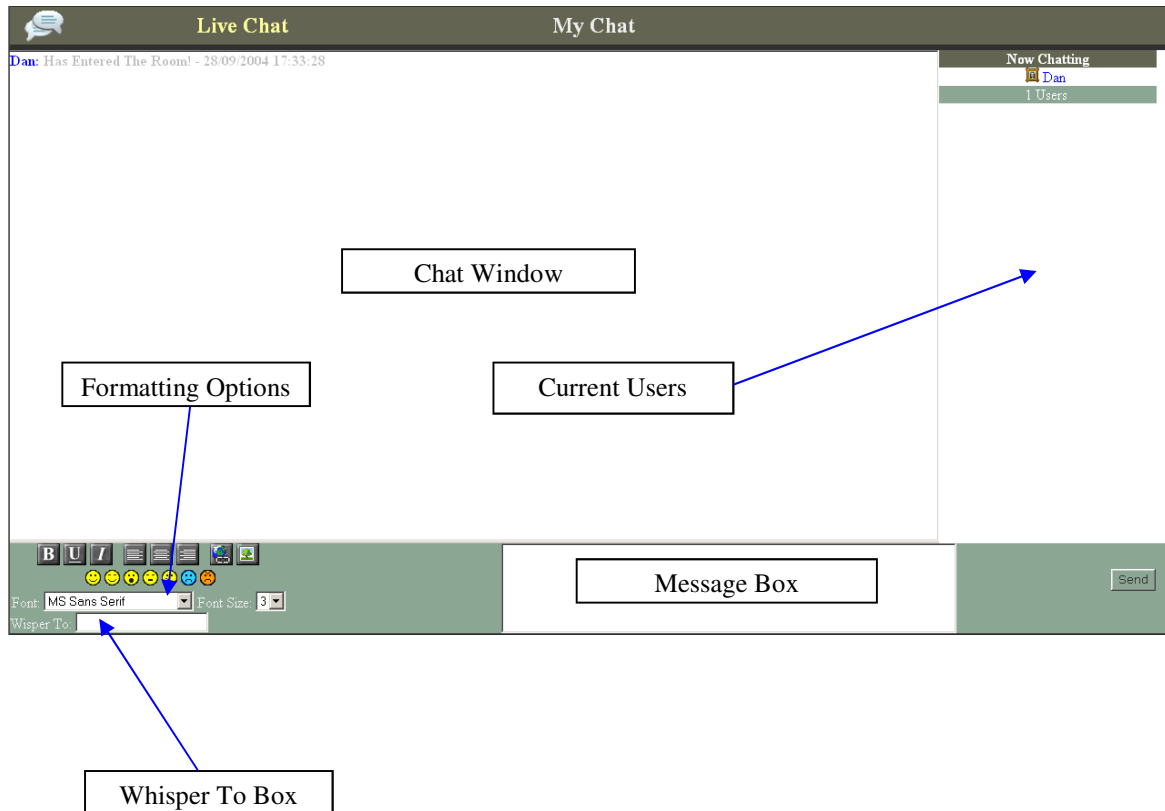
Also there is a **My Rating** part at the bottom where you can be rated by other i-chat members.



Get Chatting!

Once you have completed your details all you have to do is select the room you would like to chat in and then click on the **Join** button.

You will then enter the chat room:



If you hover the mouse over a nickname you should see a popup box with the users profile and if they have uploaded one, a picture of themselves.

If you click on a user in the users list their user name will appear in the **Whisper To** box, this means that the next message you send will only appear on the users screen that your whispering to.

Happy Chatting!