Site Admin Manual

Interact Development Centre

Lead Developer. Glen Davies

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Chapter 1. Introduction

A site is the term used to denote a defined area within an Interact Server, and this can be anything from a specific course, to a general news and information area. You can also have sub-sites, so some sites may be used for nothing more than organising sites into a hierarchy.

As a site admin you are able to add and modify/content to an existing site for which you are an administrator, but you can't add new sites to the system, this can only be done by a server admin.

Chapter 2. Site Administration Functions

You can access the site administration functions icon next to the site heading on your site homepage.

Settings

The following settings are available under this option:

- **Name** - this is the name of the site, eg. Science for Beginners, or General News & Info.
- **Short name** - this is an optional setting where you can enter an abbreviated name. This short name will display in the navigation bar and in the breadcrumbs. This is useful where the actual site name may be long, or where there is a recognised abbreviation for the site, eg. Science and Technology in an Educational Setting may also be know as ICT715.
- **Description** - the description will display when somebody mouses over the site name in the site listing pages.
- **Access** - there are three different access levels possible for any site:
    - *Open to logged in users* - if set to this then a site will be accessible to any user that is logged in to the server
    - *Open to public* - this allows a site to be accessed by anyone, even if not logged in to the server
    - *Restricted to members* - only members of a site can access it. Anybody that is not a member will be asked for an access code. The access code can be set on the Site Settings page.
- **Visibility** - if set to hidden then only server admins will be able to see the site

Optional Settings

On the site settings page there are also several optional settings:

- **Code** - by default the system will assign a random code to the site. You can also manually assign a code if you want to keep track of sites by your own coding system.
- **Copy another site** - instead of building each site from scratch you can copy an existing site. This will copy all of the components from the site being copied into the new one. If you select this option you need to enter the code of the site to be copied.
- **Combine short and long names on site hompage and site listing pages** - in some cases you may want the short and long names combined on the site listings page. This is manually useful for course sites where courses may be known by both long or short titles, eg. IT712 - Websites for teaching and Learning
- **Show members** - if set to now then the members link will not show in the site navigation bar. The site admin can still access the list of site members from the admin section, but site members will not be able to see who the other members of a site are.

- **Sort order** - by default on the site listing pages the sites will display alphabetically by name. If you want them to sort in a different order then you can set the sort order to a numeric value. A site with a sort order of 1 will display above a sort order of 2.
- **Parent site** - by default this will be set to the parent site to which the site is being added, or not set if site is being added at the top level. A site can have more than one parent, and so appear in more than one place. To assign more than one parent hold down your ctrl key (or cmd key on a mac).

Show all urls

This option allows you to view a list of urls for all the components in your site. This can be very useful if you are creating links between various components. You can open this page in a separate window/tab and copy and paste the urls across to the pages where you are creating the links. This saves you having to navigate through your site to find the urls for components.

Access Code

If you have set your site Access Level to 'Restricted to members' you can assign an access code here. If a user who is not a member of your site tries to access it then they will be asked for this access code. If they enter the correct code they will be automatically made a member.

This is an easy option to enrol people in your site/course, rather than having to enter their usernames into the members list just email them all the access code and they can enrol themselves.

Statistics

The statistics section allows you to view details about who has looked at what sections of your site. You can view usage by component, both in summary and in detailed form, or you can view the usage of an individual site member.

Statistics can also be download as a spreadsheet for more detailed analysis.

Remove Members

This option will automatically remove all the normal members of your site. Users with admin status will not be removed by this function.

Trash

The 'Trash' section will list all of your recently deleted components. By default the system will keep deleted components for 14 days (this can be altered by the server admin). You can restore deleted components by selecting them and clicking on 'Restore Deleted Items'.

Edit Header

This function can be used to add a header to your site homepage. This will appear just above the news items. It can be used to add a permanent welcome message, and can include graphics.

You should try and keep the width of any graphics used to 400px or less to avoid pushing the updated items boxes off the screen.

Members

Here you can access the list of current site members.

Add members

You can add members in several ways:

- Manually enter their username or id number (their id number needs to have been entered as part of their account creation process for this option to work).
- Upload a text file containing usernames, or id numbers. The file needs to be plain text with a separate username/id number on each line.
- Users can also self enrol if you assign an Access Code to your site.

Account Creation

If the server admin has allowed site admins to create accounts then you will see an 'Account Creation' option, otherwise this link will not appear. If you do have this option then you can create new accounts in two ways:

- Manually add individual accounts
- Upload a tab delimited file containing account details. Information about the format required for this file can be found on the bulk upload page

If you add accounts from within the site admin section, then these accounts automatically become members of the site.

Email Members

You can email all members of the site from here, or just email selected members. There are also options to add attachments and to CC: the emails to people who are not members of the site.

You can also select to have a copy of the email sent to yourself, and this copy will include a list of all the email addresses to which the message was sent.

Chapter 3. Adding Components

As a site admin you have the ability to add a range of components to your site.

Available Components

There are a range of components available to add content to your site and allow interaction between course members. See the 'Constructing your site' section for some details about how to get started designing and constructing your site.

Currently the following components are available in the standard Interact release:

1. **Calendar** – A calendar can be added to notify site members of important dates.
2. **Chat –** Asynchronous chat for talking to others that are online.
3. **Dropbox** – This is a place where users can submit assignments or other documents. They can only view their own assignments, but the lecturer/admin can view all.
4. **File –** You can upload files to the system in various formats, eg. Word, PowerPoint, PDF,HTML. You can also upload a zip file and have it unzipped on the server, which means you can upload existing websites with images, etc. included.
5. **Folder** – These can be used to break course content up into sections, eg. Module One, Module Two, etc. Any of the other components can be placed within a folder, including other folders. This means you can nest your components into any hierarchy you want.
6. **Forum –** A forum is an area where users can interact, post comments, ask questions, reply to others and participate in group discussions.
7. **Gradebook** - Used to enter list of assignments/tasks with grades. Grades can then be assigned by the admin and viewed by the users.
8. **Group** – Using groups you can divide site members up into smaller groups for discussion etc. A group acts the same as a folder. You can put any of the other components in a group, but they can only be viewed by members of the group.
9. **Heading/Spacer –** Headings or spacers can be added to folders or the left menu to help organise or breakup content.
10. **Journal** – Gives each user a reflective journal space in which to enter thoughts, which can then be commented on by site admins, or other users.
11. **KnowledgeBase** - Your own mini database. Create collections of links, faqs, files, etc. You can also create your own custom input forms for collecting data. You can choose to allow users to add their own entries, and all entries can be commented on by users.

    As a site admin you are able to add and modify/content to an existing site for which you are an administrator, but you can't add new sites to the system, this can only be done by a server admin.
12. **Note –** Used to add brief notes in folders or groups. Useful for providing structure, or describing the contents of a folder.
13. **Noticeboard** – Site admins or users can add notices, which are automatically removed after a set time period. The equivalent of an online pin board.
14. **Page –** You can add pages to your course site by typing in text, html, or uploading existing HTML files.

15. **Quiz** - You can create self marking, multichoice or true/false quizzes. The results form the quiz can be automatically submitted to the gradebook component if you wish.

16. **Sharing/Peer Review** – With this component, users can upload files, add links to share with others. Other users can then add comments. This can be useful for peer reviewing work.

17. **WebLink** – The weblink option enables you to provide links to other resources on the internet, or to another section of your site.

Re-using components

Using the 'Copy a component' or 'Link to an existing component' options on the Add component page you can re-use existing components.

- **Copy a component** - this option provides you with an independent copy of an existing component. You can edit the new component and it will not affect the original. If you copy a folder, then all the components within the folder will also be copied.

- **Link to an existing component** - if you choose this option then you just create a 'link' or 'shortcut' to an existing component. If you edit the the component, then the changes will be reflected in the original, or in any places the component is linked.

  You can link components in as many sites as you want, but they can only appear once in each site or group.

Component Settings

Each of the components has a range of options available. There are general settings available across all components, as well as settings specific to each component. See the 'Using Components' section for details about settings for a specific component.

General

Each of the components has the following settings available.

1. **Name** - the name of the component. This will display as the link to the component, either in the navigation bar, or in a folder or group.

> *Hint*
>
> If the component is to appear in the left navigation bar, try to keep the name short to avoid it wrapping onto multiple lines, or pushing the width of the navigation bar out.

2. **Description** - this is optional. If entered then it will display at the top of the folder. If the folder appears in the navigation bar the description will also appear if users move there mouse over the link.

3. **Component Sort Order** - this dictates the order in which a component displays in the left hand menu bar, or within a folder or group. It displays in ascending numerical order, so a component with a sort order of 1 will display above one with a sort order of 2. It will default to a setting of 0 if you leave this field blank. You can override this numerical sort order in folders and groups by setting the folder/group sort order setting to something other than numerical.

4. **Open Component in a New Window** - if set to 'Yes' the component will open in a new

browser window when clicked on in the left navigation bar, or in a folder or group.

5. **Icon** - this sets the icon that will display next to the component in the navigation bar, or in folders. There are three options:

   - Default - this will display the default system icon for the component.
   - None - No icon will display for the component, just the text link.
   - Other - there may be other options available if your server admin as installed additional icons for you to choose from.

6. **Component Status** - if set to 'Visible' the component will be visible to everybody. If set to hidden then it will only be visible to site admins/lecturers.

   N.B. this only means the link to the component is not visible in the navigation bar, folders, or in search results. If however a user has the url for the component it will display. This is useful if you have material you don't want visible in the navigation, or folders, but you want to provide links to it from elsewhere, eg. you could have a hidden folder of help topics that you can then link to in popup windows elsewhere in your site.

7. **Change Component Status** - use this option to automatically change the status of a component on a given date, eg. to make the new weeks course material become visible on Monday.

8. **Component Edit Rights** - use these settings to determine who can edit this component, or link to it from another site. By default site admins can edit any component added to a site.

9. **Component Link Rights** - use these settings to determine who can edit the link to this component in this site. By default site admins can edit the link to any components added to a site.

10. **Move a Component** - use this option to move a component anywhere within the site. To move it from a folder or group to the left hand menu bar just click 'Move' without selecting another component.

Component Number

Once added, each component gets assigned a unique component number. This number is used when linking to existing components, copying components, adding parent calendars, etc. To find a components number, either click on its edit pencil and it will appear just above the optional settings area. If you are logged in as a site admin, the current component number will also display at the bottom of the navigation bar.

Chapter 4. Using Components

As well as the general component settings, each component may have specific settings and tools that the site admin can use.

Calendar

The Calendar component has the following settings:

1. Parent Calendar - you can enter the component number of another calendar and this becomes the parent calendar of this calendar. All of the dates entered in the parent calendar will then automatically display in this calendar, but dates entered in this calendar will not display in the parent.
2. Type - if set to 'Closed' then only site admins can add calendar entries. If set to 'Open' then any site member can add entries.

Chat

At present the Chat component does not have any settings other than the general settings available for all components. Watch this space for a chat scheduling option.

Dropbox

The following options are available for the dropbox component:

1. **Type** - there are two types of dropbox:
   - Standard - with a standard dropbox the students can upload files at any time and admins can view them, upload annotated copies, add comments, etc. Admins can see all files in the dropbox, but site users can only see their own files.
   - Timed - using the timed options admins can upload a file for the users to download and work on. The users then have a set amount of time to complete the file and upload it again. The time taken for the user to complete and upload the file is then available to the site admin. This can be useful for running time tests with long answer questions.
2. **File** - if you have set the Type to timed, then you need to upload a file that the users can download and work on, eg. a Word file with a series of questions that the user has to answer.
3. **Time allowed** - if you have set the Type to timed then you specify the number of minutes the user is allowed here.

You can also link a Dropbox to a Gradebook component. If you do this then grading scale from the gradebook will be available to you when marking items in the Dropbox, and grades assigned will be automatically transferred into the Gradebook. To link a dropbox to a gradebook item just copy the url of the dropbox into the Url field of the Gradebook item.

Once a user has uploaded a file to the dropbox you can view it by clicking on the file title. You can then change the status of the file and add comments by clicking on the 'Mark' link next to the file name.

You can also select a number of files in the dropbox, and using the options at the bottom of the dropbox screen, you can delete them, or download them all as a zip file.

File

The file component allows you to upload a file of any format. The file will then be available to any member of the site to access.

> **Hint**
>
> Although the system will allow you to upload a file in any format you need to be aware that the users need to have the right software to open it. There is no use uploading a Photoshop file if none of your users have photoshop installed.
>
> Also, be aware of the size of the file you are uploading. If your users are on a dialup connection then it will take them a long time to download a 25MB file.

The following settings are available when adding a file component:

1. **File** - click on the browse button here to locate the file on your hard drive or network drive.
2. **Embedded** - if you select this option then the html file you upload will be embedded with the Interact navigation structure. If not set then the file will open in its own window.
3. **File type** - select the file type of the file you are uploading. For common file types this will automatically add the correct file extension if it isn't already added.
4. **Zip file options** - if you are uploading a zip file you have the following options

   - Unzip - if selected this will unzip the file into its own directory on the server. If not selected then the zip file will be left as a single archive file.
   - Start file - if you are unzipping the file on the server then you need to enter the filename of the file that you want the component to initially link to. In the case of a small website this might be index.html. If the files are with subdirectories in the zip file you need to include the directory path with the filename, eg. foldername//index.html

5. **Manage associated files** - once you have added a file component you can upload/delete files associated with it, eg. in the case of an html file you can upload any associated image files.

Folder

The folder component has the following settings:

1. **Description** - this is optional. If entered then it will display at the top of the folder. If the folder appears in the navigation bar the description will also appear if users move there mouse over the link.
2. **Default sort order** - this will affect the order in which items will display within the folder, or in the navigation bar if Navigation Mode is turned on. If you want to manually assign the sort order then set this to Numeric and set the Sort Order for each component that you add to the folder
3. **Navigation mode** - if not selected then each of the components will display down the page in the folder in the order defined by the folders default sort order. If select the links to each com-

ponent will appear in a navigation bar at the top of the page. When selected the folder will automatically go to the item with the highest sort order.

Forum

There are a number of possible settings when adding a Forum component:

1. **Type** - there are two types of forum:

    - Separate - if set to this then a link to the forum will appear in folders or groups.
    - Embedded - this will display the list of forum posts direct in the folder or group, rather than providing a link to a separate page

> **Hint**

> Setting a forum to embedded can be useful if discussion is taking place around some content. You can add the content to be discussed at the top of the folder, and the postings related to it can appear directly below.

2. **Post Editing** - by default users can only edit their posts for 30 minutes after posting and site admins can edit the posts at any time. You can change this setting so that users can edit their own posts at any time.

3. **Auto prompting** - by default this is set to 'Off' but you can set it to 'On', in which case it will be automatically activated for each post, or to 'User activated' where the user can choose to activate it for each post.

   If auto prompting is activated, then after the days specified in the settings an email will be sent to a randomly selected number of users inviting them to contribute to the discussion. They are then given three options:

   - *Reply* - they are taken to the page to post a reply to the original message.
   - *Pass* - if they choose to pass, then another user will be randomly selected and emailed.
   - *Pass on* - they can pass the invitation on to another user that they think may be able to contribute. If they choose this option the user they select will be told who has passed it on to them.

   There are a range of settings available for the auto prompt system:

   - *Days to wait before prompting* - this is the number of days the system will wait before sending out the prompts. This gives users a chance to respond themselves without prompting.
   - *Number to prompt* - this is the number of users that will be randomly selected to email the prompts to. If a user has already contributed then they will not be prompted.
   - *Passes allowed* - if this number of people choose to 'Pass' then the prompting will stop, eg. this allows you to decide if 5 people pass then the discussion must be a dead duck, give up.
   - *Days to wait for response to prompt* - if a user takes longer than this time to respond to the email prompt then it is considered a 'Pass' and the invitation is sent to someone else.

   If a post has prompting activated then an asterix will appear next to it in the threaded view. Clicking on the is asterix will take you to a page that will show you details about how many people have been prompted and what action they have taken. You can also access this prompting information from the post edit screen,

Managing Forums

There are a number of tools available to site admins to help with managing Forums:

1. Moving posts - If a user adds a reply in the wrong thread, or starts a new thread instead of replying to an existing one, you can move the post on the forum thread view page by select the post in the 'Move' column and selecting the post to move it to in the 'Move to' column.

   You can also move a post by viewing it and selecting the 'Edit/Delete' option. Here you will see an option to move the post by entering a new Parent No. (the number of each post displays at the bottom of the post when displayed). From here you can also move the post to a completely different forum if you wish.

2. Deleting multiple posts - you can select multiple posts in the threaded view and then select 'Delete' in the 'Action selected Posts' block.

3. Archiving posts - by default the initial forum page will only show the latest 15 threads, so older discussion is automatically archived off the screen. If you want to archive old discussion into a different forum you can either move each post into a different forum, or rename the existing forum and create a new one.

For more details on using forums and managing forum posts see the user guide forum section.

Gradebook

The gradebook component has no extra settings other than the default component settings. Once a gradebook component is added though there are several things a site admin needs to do in order to set it up and use it.

Adding items

The site admin needs to add the items to be graded into the gradebook. To do this select 'Add item' on the gradebook homepage. When adding an item to the gradebook you have the following settings:

1. **Name** - a brief name for the item, eg. "Assignment One - Research Brief". This name will display on the gradebook homepage when a user enters the gradebook, and will be linked through to the full item details.

2. **Description** - a description of the item, eg. "A 2000 word brief outlining your intended research topic. Needs to be submitted as a Word or RTF file.......". This description will display to the user when they link through to the full item details.

3. **URL** - here you can enter the url of the online component of this item, eg. if the item being graded is 'Week one discussion' then here you can enter the url to the week one discussion folder. *Entering a URL here provides special functionality in the case of the following components*:

   - Dropbox - if you enter the url of a dropbox then the grading scale assigned to the gradebook item will be available for marking items from within the dropbox. Also, any grades assigned from within the dropbox will automatically transfer into the gradebook.

   - Quiz - if you enter the url of a quiz component, then any marks assigned when completing the quiz will be automatically transferred to the gradebook item.

4. **Due date** - if the item has a specific due date then enter it here. This date will display to the user on the gradebook homepage, including the number of days left until the item is due.

5. **Scale** - you can assign the type of grading scale that will be used to grade the item. There are default system grading scales that your server admin will setup, but you can also define your own custom scales.

6. **Sort order** - this defines which order the item will display in on the gradebook start page. An item with a sort order of 1 will display above that with a sort order of 2.

7. **Maximum score** - if you choose a numeric grading scale, then you need to enter the maximum possible score here. If you do not assign a maximum score then you will not be able to grade

the item.

8. **Weighting** - If you have chosen the Numeric scale you can specify a weighting for each gradebook item. The final grade will then be calculated automatically based on the grade for each item and its weighting. The combined weightings for each item in a gradebook can not exceed 100, eg.

	Maximum Score	*Weighting*
Assignment 1	50	25
Assignment 2	50	25
Assignment 3	100	50
	Total	100

If Joe Smithers gets 40 for Assignment 1, 38 for Assignment 2, and 83 for Assignment 3, then his final mark will be 81.

Adding Custom Scales

If you want to use grading scales other than those set up by your server admin, then you can add/modify your own. To do this select Add/Modify custom scales on the Gradebook start page. The following steps are required to add a new scale:

1. In the 'Add Scale' box enter a name and a description for your new scale.
2. Once you have added the new scale you then need to select it in the existing scales box.
3. You then need to enter each grade for the new scale in the 'Add grade' box.

Once you have entered your custom scales here they will be available for you to assign to items within the Gradebook 'Add Item' screens.

Grading Items

Once you have added items to the gradebook you can assign grades in a couple of ways:

1. You can assign grades for all users to a particular item by selecting the 'Grade' link that appears next to the item on the Gradebook start page.
2. You can assign grades for all items for a particular user by selecting the 'Grade by user' link on the gradebook homepage.

You can also see a spreadsheet view of all users and grades by following the 'Spreadsheet View' link on the Gradebook start page.

Group

The group component has the following settings available:

1. **Access** - you can specify who has access to the group in the following ways:

   - Admin registration - with this option the site or group admin has to manually assign the members to the group.

- Self registration - this allows users to add themself to the group.
- Restricted self registration - users can add themselves to the group if they know the access code.

2. **Visibility** - you can decide if you want all site users to see the group, or just those that are members of it. Obviously, if the group is set to self registration you would want it to be visible to all.
3. **Maximum users** - if you want to limit the number of members in a self registering group set this to the maximum number allowed.

> **Hint**
>
> The 'Self registration' and 'Maximum user' settings are very useful if you want users to break themselves into groups. For example if you have 20 users you want in groups of five, add 4 groups set to 'Self registration' and with 'Maximum users' set to 5.

4. **Default sort order** - this will affect the order in which items will display within the group. If you want to manually assign the sort order then set this to Numeric and set the Sort Order for each component that you add to the group.

Add/remove members

To manually assign membership to a group click on the 'Members' link on the Group start page. Here you will see three options for assigning membership:

1. You can select from a list of site members.
2. You can enter user usernames or id numbers.
3. You can upload a text file of usernames or id numbers. This needs to be a plain text file with one username/id number on each line.

You can remove a group member by clicking on 'Delete' next to their name in the members list.

Assigning group leaders

You can make any site member a group leader. This gives them full admin rights within the group to add/modify components, etc. To make a group member a group leader click on promote next to their name in the group members list.

Heading/Spacer

There is only one setting for the Heading/Spacer component:

1. Name - the text you enter here will display as the heading in the navigation, or in a folder/group. If you leave this field blank then a blank space will appear instead.

Journal

The journal component has one extra setting:

- Type - if set to 'Open' then all site members can see all users journal entries. If set to 'Closed' then only the site admin can see all journal entries, and users will only see their own entries.

Viewing entries

To view a users journal entries click on their name on the Journal start page.

Adding entries

As a site admin you can add entries to users journals in two ways:, or you can add entries to all users journals. To add an entry to a single users journal . To add entries to multiple journals at once select the 'Add multiple entries' link on the Journal start page.

1. **Add single entries to an individual users journal** - to do this click on the users name on the Journal start page, and select 'Add new entry'.

2. **Add multiple entries** - you can add an entry to more than one users journal at the same time. Entries added this way can also be edited from the one place. This is useful if you want to add an instruction to the journal of all users, eg. "This week you need to enter details about your project planning phase in your journal". To do this select 'Add multiple entries' on the Journal start page.

KnowledgeBase

When adding a KnowledgeBase component you need to specify:

1. Access Level - here you can define if only site admins can add new entries, or if all site members can add new entries.

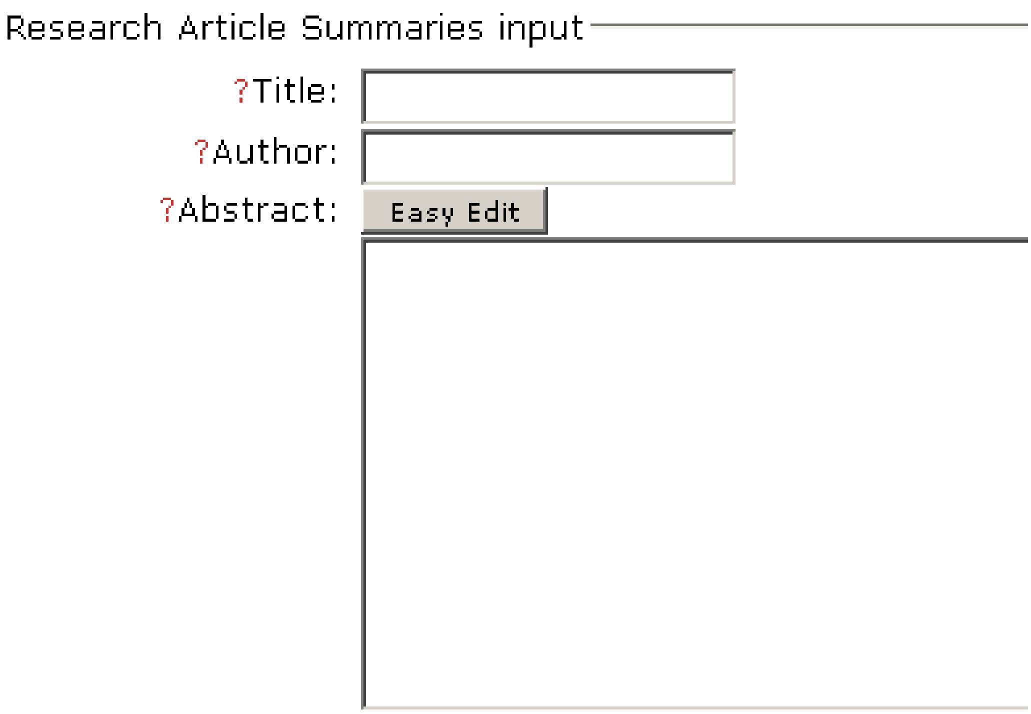
Once you have added a KnowledgeBase component you need to do some initial setting up in order for it to work. The main thing you need to do is define which templates will be available for inputting data, but you can also define a category tree under which the entries can be filed.

Templates

By default a KnowledgeBase does not have any templates attached, so this is the first thing you need to do once the component is added. To access the template options click on the spanner next to the heading on the KnowledgeBase start page. From here you can:

1. **Select an available template** - on the right you will see a list of available templates. This list will consist of any system wide templates that your server Admin has set up, along with any custom templates that you have set up. Select any of these and click 'Add' to have them added to the current KnowledgeBase.

2. **Add/Modify custom templates** - this allows you to create a custom data input template, which provides yourself or users with specific fields to complete in order to gather data the way you want it, eg. you might want to collect research article summaries, so you could set up a template that looks something like this:



When adding a new custom template you need to start by adding the following details:

a. *Name* - a brief name for the template, eg. Research Article.

b. *Description* - a brief description to explain what the template is to be used for. This description will display when you are choosing a template to add a new entry to the KnowledgeBase.

c. *Number of fields to display in summary listing* - this will set how many fields from the template will display when a user lists the entries in a KnowledgeBase. If set to 1 then only the first field of the template will display in the summary listing. The first field of the template is always displayed as a link to the full entry.

Once you have added a new template you need to select it on the right of the screen under 'Modify a template' and click Modify in order to add some fields to the template. You can't use a template unless it has some fields defined. Once you are on the Modify Template page you have the following options when adding/modifying fields to your template:

a. *Name* - a brief name for the template. This name will be displayed nest to the field input box, so should be reasonably descriptive, eg. Author.

b. *Description* - a brief description or instructions for the data to be entered in this field, eg. "In the author field please enter the author name in the following format - Davies, John". This description can be accessed if the user clicks on the help ? next to the field name on the entry input screen.

c. *Display order* - this dictates the order in which the template fields display on the entry input form. A field with a sort order of 1 will display above that with a sort order of 2.

d. *Type* - There are three types of input field:

    i. *Text* - this is for straight text input. For plain text fields you can also specify the number of lines to display for the text input box.

ii. *Url* - if a field is specified as a url then any url added to it will be automatically linked when a user displays the entry.

iii. *File* - a file field type will provide users with a browser option to locate files on their hard drive and upload them.

You can add as many templates as you want to an individual KnowledgeBase component.

Categories

For KnowledgeBase components that may get a lot of entries you may want to create a category tree to file entries under. To add categories click on the spanner next to the heading on the KnowledgeBase start page and select 'Add/Modify' categories. Here you will see options for adding new categories and editing existing ones.

If you want to create sub categories, in the Parent Category list select the category that you want the category to be a subcategory of. You can nest categories down as many levels as you like, eg.

- Education
  - Secondary
    - Science
      - Physics
        - Year 11

Adding/Modifying Entries

To add a new entry to a KnowledgeBase click on the green + next to the heading on the KnowledgeBase start page, or within categories next to the current category name. If there is more than one template defined then you will be give a list of templates to choose from. If there is only one template defined then you will be taken direct to the entry input form.

To modify an entry go into the full entry display page and follow the 'Edit' link.

Adding/Modifying comments

With each entry in a KnowledgeBase users have the ability to add comments. To do this they just need to click on the 'Add Comment' link on the full entry page. These comments are treated like forum postings and will display in a users new postings page.

To modify or delete and existing comment click on the Edit link at the bottom of the comment.

Note

Them main purpose of the Note component is to add brief comments within Folders and Groups. Although you can add Notes to the navigation bar, the Page component is a better option for adding content their as it provides more options.

The two settings for Note are:

1. Title - this will appear in bold above the body of the Note.
2. Note - here you enter the body of your Note

Noticeboard

There are two settings available for the Noticeboard component:

1. **Type** - if set to open then any site member can add notices. If set to closed then only site admins can add notices.
2. **Default number of days to keep notices** - after this number of days the notice will be automatically deleted. When a user adds a new notice, the 'Delete after' date will be set to the number of days here, but this can be overridden for individual notices.

Page

There are three options available for adding content to a Page component:

1. Type the content directly into the 'Enter page' box. This can be either straight text, text with html markup, or if you have the EasyEdit html editor loaded you can enter text and format it with the editor toolbar.
2. Upload an existing html page.
3. Paste text from a Word processor, etc. into the 'Enter page' box.

Images in upload pages

In html documents the images remain as separate files, they are not automatically uploaded when you upload an existing html page into a Page component. In order to get images to display in uploaded pages you will need to upload them separately using the EasyEdit toolbar and then re-insert them in your document using the editor.

Quiz

There are a number of options when adding a quiz component:

1. Date quiz open - this is an optional setting. If set users will not be able to take the quiz until this date. If they access the quiz before this date there will be no link through to the questions, just a note letting them know when the quiz opens.
2. Date quiz closed - this is an optional setting. If set the users will not be able to take the quiz after this date. If they access the quiz after this date there will be no link through to the questions, just a not saying what date the quiz closed on.
3. Attempts allowed - you can specify here how many times a user can take the quiz. If they are allowed unlimited attempts set this to 0.

4. Shuffle questions - if set to 'Yes' the questions will be displayed in a random order each time a user attempts the quiz. If set to 'No' they will be displayed in the sort order set when you added the questions to the quiz.

5. Shuffle answers - if set to 'Yes' the answers will be displayed in a random order each time a user attempts the quiz. If set to 'No' they will be displayed in the sort order set when you added the answers to the question.

6. Show correct answers - there are three options here:

    a. No - the user will not be shown the correct answers to the quiz.

    b. On completion - once a user has completed the quiz they will be taken to a page displaying the correct answers.

    c. When quiz closed - once the closing date for the quiz is reached users will be given a link to display the correct answers.

7. Show feedback - if you entered feedback for each question when you set them up there are three options as to when this will be displayed:

    a. No - the user will not be shown any feedback .

    b. On completion - once a user has completed the quiz they will be taken to a page displaying the correct answers and the feedback for each question.

    c. When quiz closed - once the closing date for the quiz is reached users will be given a link to display the correct answers and feedback for each question.

8. Grading - if the quiz is linked to a Gradebook item, and users are allowed more than one attempt at the quiz, then you can specify which score will be transferred to the gradebook:

    a. Highest score - the highest score from all attempts will be saved.

    b. Average score - the average of the scores from all attempts will be saved.

    c. First attempt - only the users first attempt will be saved.

    d. Last attempt - only the users most recent attempt will be saved.

9. Minutes allowed - if you want a time limit on the quiz you can set it here in minutes. The user will be notified on the quiz start page how much time they have. They will also see a timer counting down in their browser window title bar and will see a warning popup box when they have 10 minutes left.

    If they go over time they can still submit the quiz, but the time taken is recorded for the admin to see on the quiz start page.

Adding questions to a quiz

There are several steps to adding a questions to a quiz:

1. Firstly you need to add categories under which to store your questions. This then enables you to create banks of questions that can be added to different quizzes in different sites. When you add a category it is available to you and also to the other administrators in the current site. If you move to a different site you can see all of the categories added by you in any site.

2. Once you have categories added, select the category that you want to add a question to and then click on the 'Create a new item in this category link'.

3. Once you have added your questions you need to select them in the right hand box and click on 'Add'. This will add it to the left hand box and it is now available in the current quiz.

4. In the 'Items Currently Included' box you can specify the sort order of the questions (this is ignored if you select to 'Shuffle Questions' in the quiz component setup). You can also specify the score for each question. If you do not specify a score here, or leave it set to 0, then the score specified for each response during the question setup will be used.

5. Once you have all the question you want appearing in the left hand box click on the 'Finished' link.

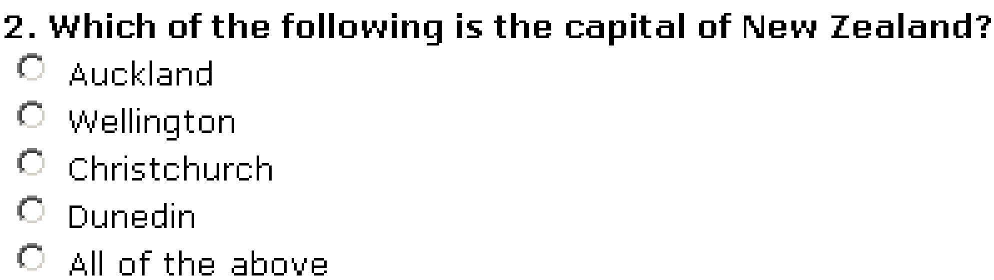
Setting up questions

At present you can set up three types of question:

- True/False, eg.

  For this type of question simply add the question with two responses of true and false and flag one of the responses as correct.

- Multichoice, eg.



  For this type of question add the question with up to 6 responses and flag just one of the responses as correct.

- Multianswer, eg.

  For this type of question select 'Multiple Reponse' under settings. Then add up to 6 responses and flag as many of these as correct as you want.

When adding/modifying questions you have the following settings:

1. **Name** - the name field allows you to enter a simple name for the question that will enable you to easily identify it when viewed in a list of questions.

2. **Category** - this is the category to which this question will be assigned. This enables you to file questions under categories of your choosing for easy retrieval. You can file a question under more than one category.

3. **Multiple Response** - if you select multiple response they you can select more than one correct response for a given question. All of the correct responses need to be selected by the user in order for the answer to be correct.

4. **Question** - enter the question in this box. The question can contain text and graphics. If you are wanting to include formatting and graphics in the question then click the EasyEdit button to show the editor toolbar.

5. **Response** - for each question you can enter up to six possible responses. Each response can also contain text and graphics.

6. **Correct** - tick this box for those responses that are correct for the given question.

7. **Score** - You can specify a score for both correct and incorrect answers. The score given here will be overridden by any score specified when you add the question to a particular quiz. To have this score used then keep the score on the 'Add Item' page set to 0.

8. **Feedback** - any text entered here will be displayed to the user on completion if 'Show feedback' is set to 'On completion' or 'When quiz closed.

9. **Use this feedback for all correct/incorrect answers** - to save having to enter the same feedback for each correct or incorrect answer you can enter it just in one and select this option.

Results

The results for each user can be viewed on the quiz start page by site admins. The score and the time taken is displayed for each attempt. The site admin can remove attempt data by selecting the attempts and clicking on 'Delete selected attempts'.

The site admin can also access more detailed attempt data by following the 'View full attempt data' link. On this page is displayed the answer selected for each question, by each user. There is also an option to view the attempts by question, and this page will also show how many users answered the question correctly.

Sharing/Peer Review

There are no additional settings for the Sharing/Peer Review component. All users are allowed to add new files and links to this components

Adding files

To add a new file click on the 'Add file' link at the top of the Sharing component start page. The following options are available when adding/modifying a file :

1. **Name** - a short name for the file. This will display as a link to the file in the Sharing component area.

2. **Description** - this will display alongside the file name.

3. **File** - click on the browse button here to locate the file on your hard drive or network drive.

4. **File type** - select the file type of the file you are uploading. For common file types this will automatically add the correct file extension if it isn't already added.

5. **Zip file options** - if you are uploading a zip file you have the following options

   - *Unzip* - if selected this will unzip the file into its own directory on the server. If not selected then the zip file will be left as a single archive file.

   - *Start file* - if you are unzipping the file on the server then you need to enter the filename of the file that you want the component to initially link to. In the case of a small website this might be index.html. If the files are with subdirectories in the zip file you need to include the directory path with the filename, eg. foldername//index.html

6. **Manage associated files** - once you have added a file you can upload/delete files associated with it, eg. in the case of an html file you can upload any associated image files.

Adding links

To add a link click on the 'Add link' option at the top of the Sharing component start page. The following settings are available:

1. Name - a short name for the link. This will display as a link to the website.

2. Description - this will display alongside the links name.

3. Url - enter the url of the website or web page that you want to link to. If linking to a site outside your Interact server it must include the http:// in the url.

Modifying/Removing files and links

To modify or remove a file or link from a Sharing/Peer review component, click on the pencil that appears next to the item. Site admins can modify or remove items at any time. Users can only modify/remove items for 30 minutes after they are added.

Weblink

The only extra setting that the Weblink component has is 'Url'. Here you enter the url of the website, or web page that you want to link to. If the website or web page is external to your Interact server you need to include the http:// in the url.

Chapter 5. Constructing Your Site

Interact is very flexible when it comes to constructing your site. You start adding components to your site using the green + a the top of the navigation bar.

Because you can place any component anywhere, on the navigation, or within folders and groups, it is entirely up to you how your content is structured. You might have a folder for content and a folder for discussion, or you could have the discussion areas included within the relevant content area. You could have a folder for each week of a course, or a folder for each subject area.

To see some examples of how sites can be structured have a look at the Interact project website Example Sites [http://demo2.interactlms.org/spaces/space.php?space_key=2] area.

Below are some tips for getting started constructing your Interact site:

- Plan your site out on paper. Work out how the content will be structured, what the main navigation links will be, and how folders might be nested in order to logically structure your content. Always think about how the user is going to find the information they are looking for on your site. Having a plan will help to avoid having move and change things after you have started.
- Try to keep the options in the navigation to a minimum. Having a very long list of options in the navigation can be overwhelming for users. Also, use the heading component to break up items in the navigation into logical groupings and the sort order setting to make the items display in a logical order.
- When setting component sort orders, add them in blocks of 5, eg. 5, 10, 15, 20. This allows you to easily slot new items into the sort order without having to re-order them all.