



## **Introduction to Fronter for teachers**

This manual gives a basic description of our web platform Fronter and the tools you can find in a course room and in a program room.

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## **What is Fronter?**



Fronter is a Learning Management System, also known as a LMS. The purpose of a LMS is to organise and publish distributed education material. Fronter can keep and arrange all information about your courses and it's features will let you interact both with teachers and other students.

Fronter makes it possible for you to communicate and work with students and teachers over the web. The students can collaborate with assignments by writing documents together, exchanging documents and links, sending messages and sharing experiences and opinions.

Teachers use Fronter to publish messages, student instructions, lectures, and documents that the student need. You can also create self-grading tests. You have the opportunity to follow your students progress using the "**Portfolio**" tool.

By using Fronter you will keep all information in one place, and there is no need to communicate by e-mail and attached files.

We have high demands on our "digital" study environment. Fronter can't make the content in your course better but, you can develop our course with support from Fronter.

The benefits with Fronter are:

- Students can: work together on the web, create documents and write them together, exchange information with links to other web pages, send messages, share experiences for example.
- Teachers can: publish messages to students and participants, publish syllabuses, time for meetings, create tests and evaluations, lectures and other documents that will be available. It is also a benefit to always have updated information about students and

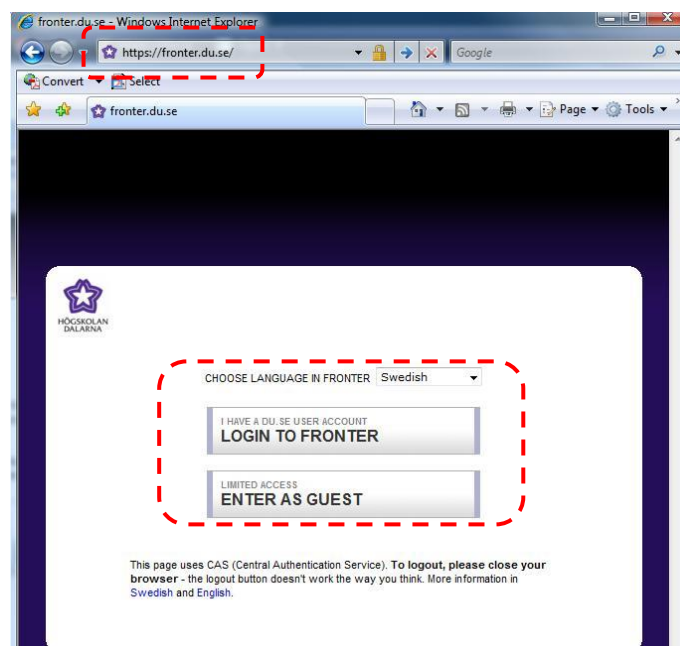
the possibility to see the students' portfolio. All the course material are located at the same place!



### **How does Fronter works?**



To log in to Fronter, go to [www.du.se](http://www.du.se) and click Fronter up right or go directly to <https://fronter.du.se>.



Click on **“Login to Fronter”** and then type your *username* and *password*. Your username is the same as your email address, but without @du.se. For example, if your e-mail is abc@du.se, your username is abc.

If you do not have a user account you can login as a guest by clicking **“Enter as guest”**. Remember to change language from Swedish to English.

Then click **“Login”**.



### ***Which access levels are there in Fronter?***



There are three access levels in Fronter, these levels depends on your role in Fronter; guest, student or teacher.

#### **Read: (Guest)**

You can only read what other people have added to the rooms. You are a guest in the system and can't change the content. This are the rights you get if you log in to Fronter as Guest.

#### **Write: (Student)**

The student can add their own content and read other peoples documents. They can also save documents, be a part of discussions and more. This are the rights you get if you log in to Fronter with your username and password when you are registered as a student at HDa.

#### **Erase: (Teacher)**

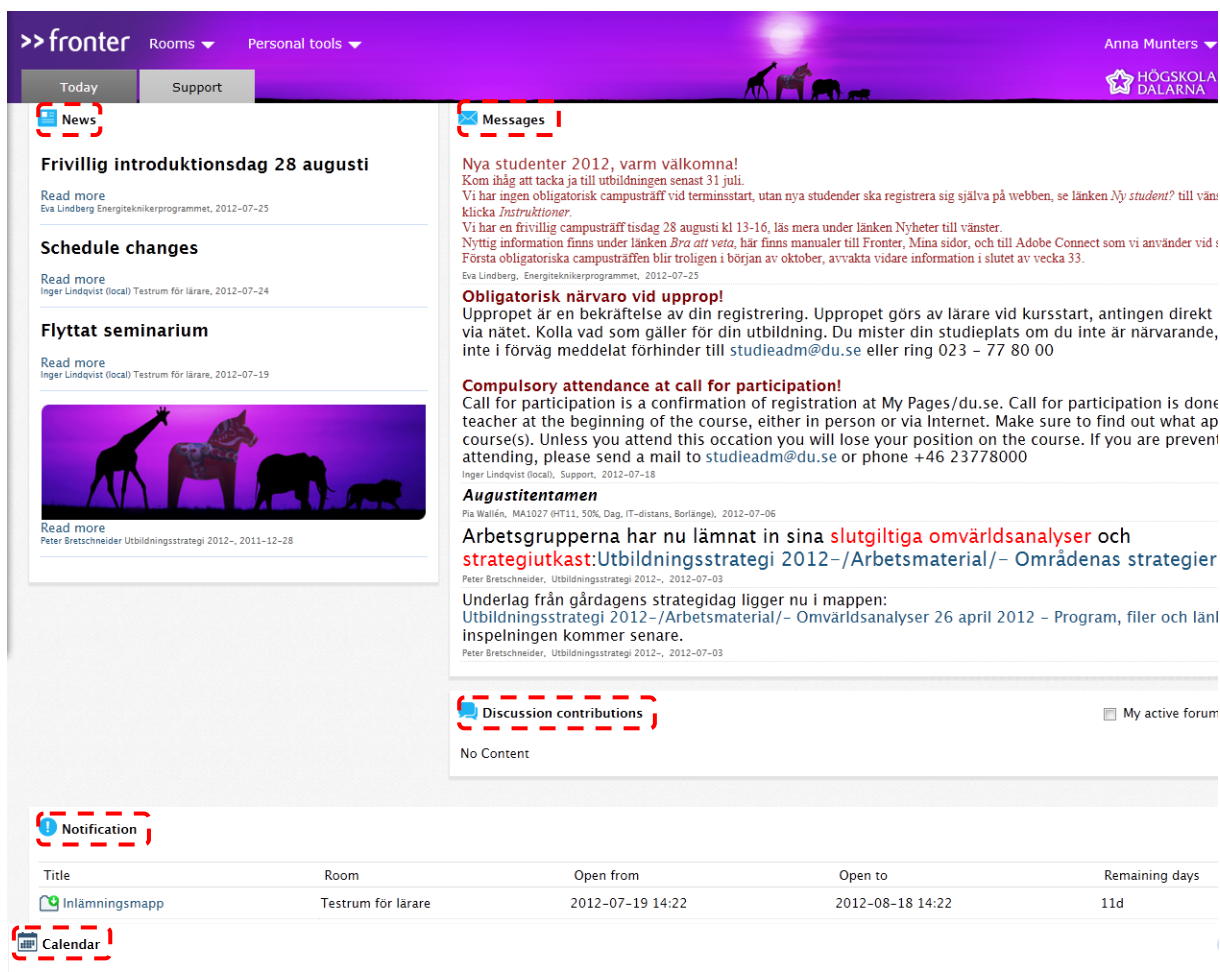
The teacher can read and create content and erase it, even things that other people have uploaded. Only teacher can have these access.



## What can I find on the Today-page?



The first page you see when you open Fronter is the “**Today-page**”. This page contains the latest information from all your Fronter courses.



The screenshot shows the Fronter interface with a purple header. The main content area is divided into several sections:

- News:**
  - Frivillig introduktionsdag 28 augusti** (Eva Lindberg, 2012-07-25)
  - Schedule changes** (Inger Lindqvist (local), 2012-07-24)
  - Flyttat seminarium** (Inger Lindqvist (local), 2012-07-19)
  - Arbetsgrupperna har nu lämnat in sina slutgiltiga omvärldsanalyser och strategiutkast: Utbildningsstrategi 2012- / Arbetsmaterial / - Områdenas strategier** (Peter Bretschneider, 2012-07-03)
- Messages:**
  - Nya studenter 2012, varm välkomna!** (Eva Lindberg, 2012-07-25)
  - Obligatorisk närvaro vid upprop!** (Eva Lindberg, 2012-07-25)
  - Compulsory attendance at call for participation!** (Eva Lindberg, 2012-07-18)
  - Augustitentamen** (Pia Wallén, 2012-07-06)
- Discussion contributions:** No Content
- Notification:**

Title	Room	Open from	Open to	Remaining days
Inlämningsmapp	Testrum för lärare	2012-07-19 14:22	2012-08-18 14:22	11d
- Calendar:** (Empty)

### Your Today-page contains:

#### News

Shows the ten latest news from all rooms you participate in (klick on **“Show all”** to see if there are more news).

#### Messages

Shows the latest messages from all rooms you participate in.

#### Discussion contributions

Shows the latest discussion contributions from all your rooms.

#### Calendar

Gives you the opportunity to schedule your own activities as well as those of your colleagues and courses. The latest ten activities are listed on the Today page.

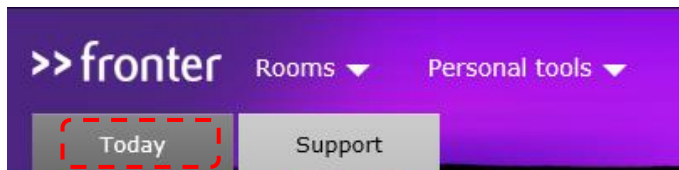
In this menu bar will you find the link **“Support”**. By clicking there you will come to the support page where you can find manuals, instruction films and useful information.



There is also a tool where you, for example can change your personal information and upload a picture of yourself. To do so, click on your name in the menu bar. You will then be redirected to a page on which you can enter information about yourself which you like others to see.

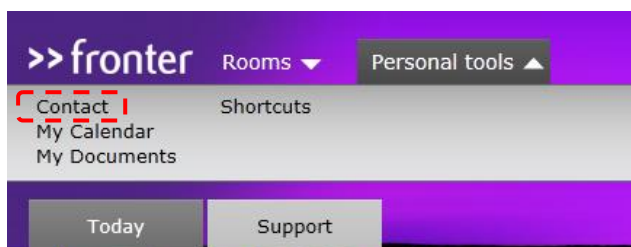
The tools in the upper menu bar represent your personal room. Only you can access these tools.

## Today



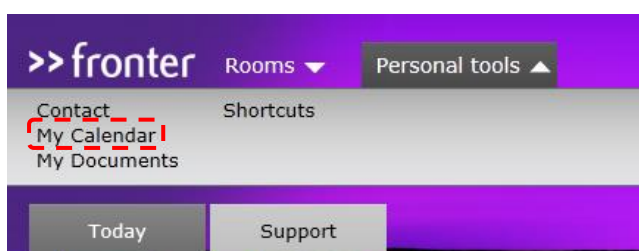
The Today-page is the first you meet when you log in to Fronter. At any time you can return to this page by clicking the link at the top left.

## Contact



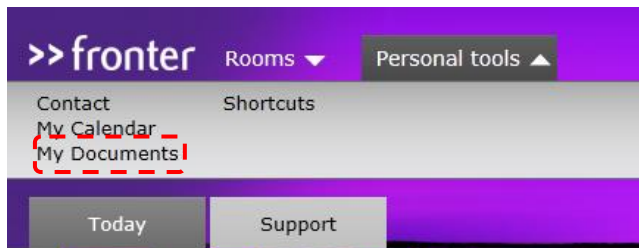
In Contact you can seek and sort contacts, friends and colleagues. You can only seek among the groups that you have access to. You can only add new contacts that are already users/members of Fronter. It is not possible to add external contacts.

## My Calendar



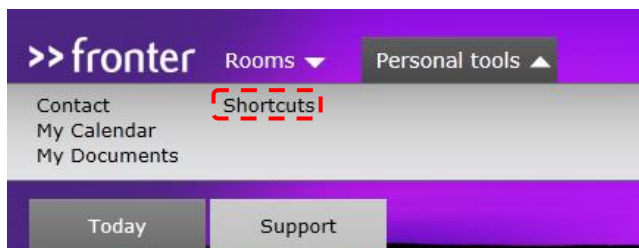
Using the calendar helps you keep track of meetings, both private meetings and those with more participants than yourself. You can also invite other Fronter-users to meetings. The calendar found in the toolbar is your personal tool. Meetings and other items that you add are not shown in the calendar for your course room. Others can see the meetings you have invited them to however.

## My Documents



My Documents is a personal archive where it is possible to save files and links. Files and documents are organized in folders. Only you have access to your personal archive. If you want to publish material from your archive in to a course room, just copy it by marking the item and selecting the button “copy”. This archive is your personal portfolio.

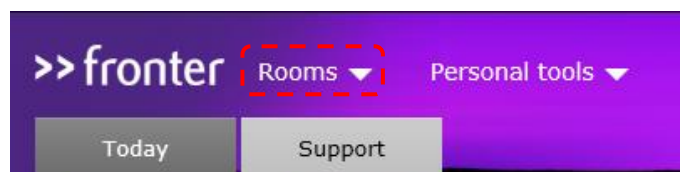
## Shortcuts



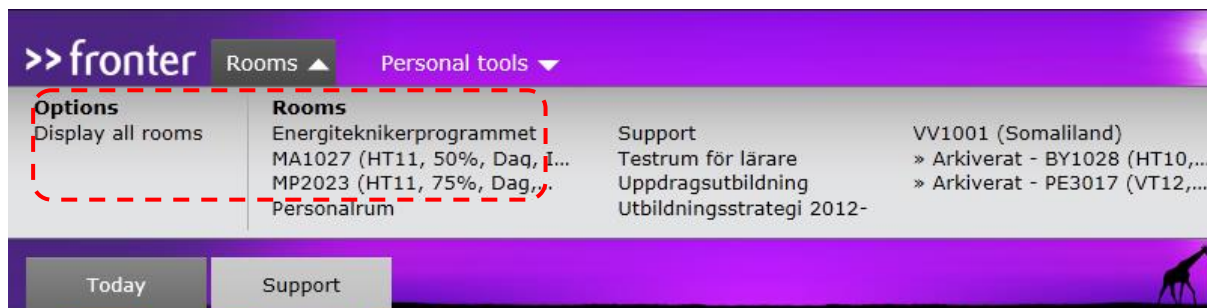
In Shortcuts you will find links to important pages, for example Connect, videochat and manuals.



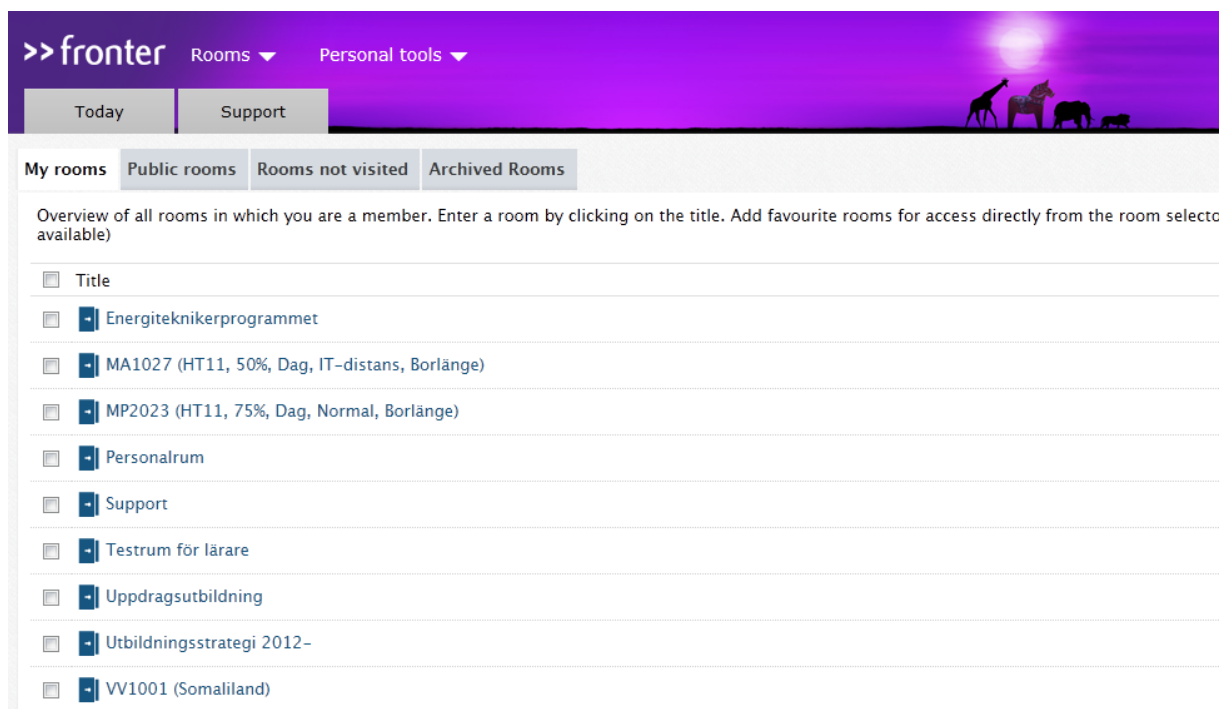
***How do I find a Course room?***



To find your course room, click on “Rooms” in the upper menu.



All your rooms will be shown. If you have access to many rooms, all of them will not be shown (there are not enough space). Click on **“Display all rooms”** and all rooms will be shown as in the screenshot below.



### ***What tools do I find in a Course room?***



When you have selected the course room you want to enter, the first thing you will see is the rooms **Today-page/Start page**, here you will find the following information:

**Room:** This lists the particular courses name and the name of the current room.

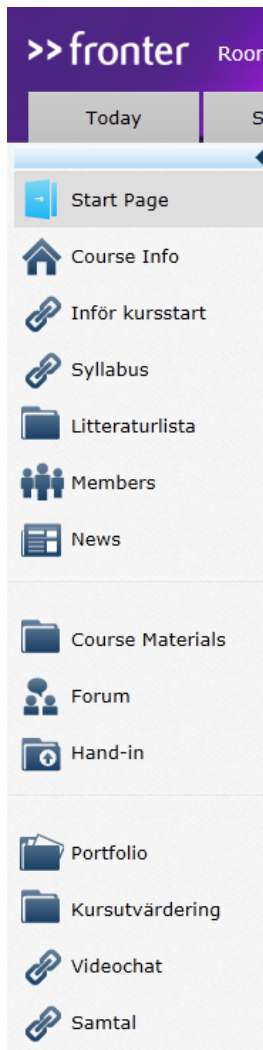
**News:** Here the teachers publish news that is relevant for the students to know about. The news has a time limit and is removed when they expire, the ten latest news is shown (klick on **“Show all”** to see if there are more news).

**Messages:** This shows messages from teachers, administrators and others with authority. There is no time limit for messages.

**Calendar:** This shows, for example, scheduled lectures or meetings. The latest ten appointments will be shown.

#### **The course room tools**

A course room contains multiple tools. When you have accessed a room, the tools are showed on the left side on the screen.



We will describe the different tools:

**Start Page**  Start Page

Under this link the courses Today page can be found. The button always leads back to the current course start page.

**Course Info**  Course Info

The teacher might upload a welcome letter, information about the course for example here.

## Inför kursstart Inför kursstart

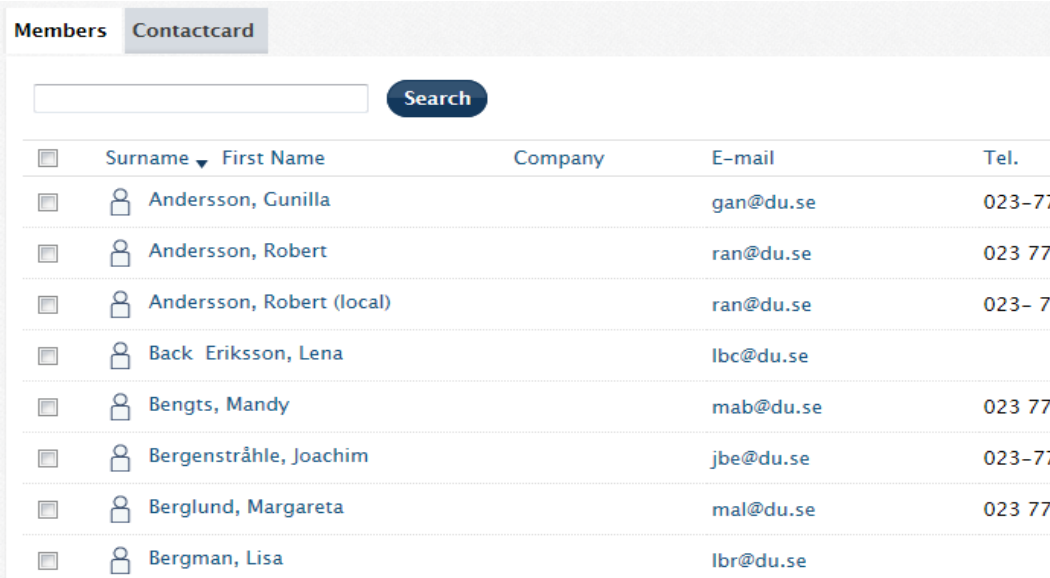
The student will find a general document about several things, for examples, studies at Dalarna University, user accounts and living.

## Syllabus Syllabus

This link gets the correct course plan from Högskolan Dalarna's website.

## Members Members

You will find all members (students and teachers) that are participants of the course room. It is possible to email one or more participants. By default name and email are displayed. Phone number is optional information and it is up to each teacher and student to decide if they want to show it.



<input type="checkbox"/>	Surname	First Name	Company	E-mail	Tel.
<input type="checkbox"/>	Andersson	Gunilla		gan@du.se	023-77
<input type="checkbox"/>	Andersson	Robert		ran@du.se	023 77
<input type="checkbox"/>	Andersson	Robert (local)		ran@du.se	023- 7
<input type="checkbox"/>	Back	Eriksson, Lena		lbc@du.se	
<input type="checkbox"/>	Bengts	Mandy		mab@du.se	023 77
<input type="checkbox"/>	Bergenstråhle	Joachim		jbe@du.se	023-77
<input type="checkbox"/>	Berglund	Margareta		mal@du.se	023 77
<input type="checkbox"/>	Bergman	Lisa		lbr@du.se	

Choose all

Number of elements: 100

**“Contactcard”** will show you a form of personal card with contact information. If the participant has elected to put up a personal picture, you can view it here.

To change your own information, click your name on the Today page or in the participant list.



**Robert Andersson**

ran@du.se

*Tel.:* 023 77 81 37

*Cell.:*

*Addr.:*

*More info:* Studentkonto!

## News

Under **“News”** the teacher can publish information about changes in the schedule, new documents for example, the ten latest news is shown (klick on **“Show all”** to see if there are more news).

## Course Materials

Course Materials is used to distribute course material. Here, both teachers and students can upload documents, files and links. It is also possible to work with shared documents, create tests and forums. It is fast and simple to share course material.

## Hand-In

In a **“Hand-In”** folder students upload documents, assignments and essays and have them graded and commented by the teacher. The students can only see her/his uploads but the teachers have access to all documents from all students. To use this tool the teacher first has to make a “folder” for the students to upload their files in. Give it a name, customize opening hours and save the folder.

## Portfolio

Portfolio makes it possible for you to follow the activities of all participants; statistics, results and final assessments. Students and course participants only have access to information about the progress of their own hand-ins.

## Forum

Forum is a discussion tool, both teachers and students can create a discussion. Someone creates a discussion subject, and then other students and/or teachers can comment the subject and create a “thread”.

There are five different types of forums; *Discussion, Conversation, Debate, Questions and answers* and *Brainstorm*. The latest contributions are also shown on the Today page.

## Course evaluation

This is a tool that helps the teacher upload material to make a course evaluation.

## Videochat

This link will take you to our video-chat. Choose the room you want to connect to and sign in with your username and password.

## Samtal

This link leads to our web conference tool, *Connect*. Click on the room you want to connect to



### ***Which tools can I find in a Program room?***



Program rooms are made for complete programs and not for single courses.

They look similar to the course rooms but are different in some aspects, mostly the links in the left menu bar. On the start page of the program can you find the following information:

**Room:** Displays the program name.

**News:** Teachers can publish news that is relevant for the students to know about. The news has a time limit and are removed when they expire, the ten latest news is shown (click on “**Show all**” to see if there are more news).

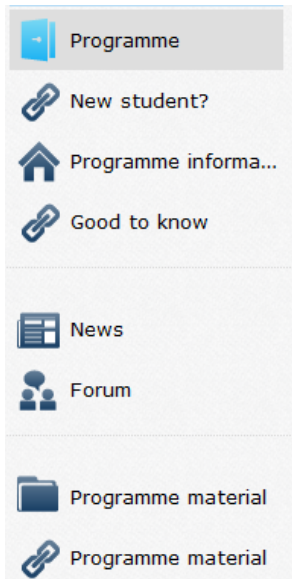
**Messages:** Teachers, administrators and others with authority can leave you messages. There is no time limit for messages.

**Discussion contributions:** Shows the five latest entries from the courses discussion forums.

**Links:** The members of the room can publish links that are useful for the rest of the participants.

## The programme room tools

A programme room contains multiple tools. When you have accessed a room, the tools are shown in the menu on the left.



We will now describe the different tools:

### Programme

Under this tool the Today page can be found. The button always leads back to the start page.

### New student?

Here can you write a few lines to welcome the students and give some information

### Programme information

Here the teacher can write more information about the programme.

### Good to know

Here will you find a general document about several things, for example; studies at Dalarna University, user accounts and living.

## News News

Under **“News”** the teacher can write and publish current news for the programme, the ten latest news is shown (klick on **“Show all”** to see if there are more news).

## Forum Forum

Forum is a discussion tool, both teachers and students can create a discussion. Someone creates a discussion subject, then other students and/or teachers can comment the subject and create a “thread”.

There are five different types of forums; *Discussion, Conversation, Debate, Questions and answers* and *Brainstorm*. The latest contributions are also shown on the Today page.

## Programme material Programme material

The Programme material-folder is used to distribute course material. Here, both teachers and students can upload documents, files and links. It is also possible to work with shared documents, create tests and forums. It is fast and simple to share course material.

## Links Links

Here can you publish useful links to the students.

### ***NGL Centre***

This manual was created by NGL Centre. If you find content that's inaccurate, please let us know by e-mail [support@du.se](mailto:support@du.se).

More manuals:

Manuals for teachers: <http://du.se/teachermanuals>

Do you want to know more about NGL Centre? Please visit: [www.du.se/nglc](http://www.du.se/nglc)