HÖGSKOLAN DALARNA

Introduction to Fronter for students

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

For more information about the specific tools in Fronter, see separate manuals.

Contents

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 has features that will let you interact both with teachers and other students.

In Fronter you will find important information, schedules, assignments, information about literature, discussion groups and most everything else you will need for a particular course.

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

Teachers use Fronter to publish messages, student instructions, lectures, and all documents that you as a student will need. You might also find self-grading tests. Teachers have the opportunity to follow student progress with the *Portfolio* tool.
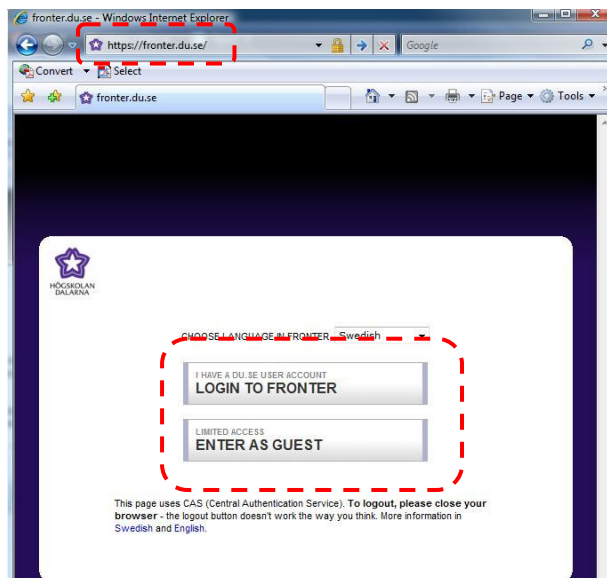
By using Fronter you will keep all information in one place, and there is no need to communicate by mail and attached files.

How does Fronter works?

To log in to Fronter, go to www.du.se and click Fronter up right or go directly to https://fronter.du.se.

Click on *"Login to Fronter"* and then type in your *username* and *password*. Then click *"Login"*. Your username is the same as your email address, but without @du.se. For example, if your email is h07ansve@du.se, your username is h07ansve.

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 is the rights you get if you log in to Fronter as Guest.

Write: (Student)

You can add your own content and read other peoples documents. You can also save documents, be a part of discussions and more. This is the rights you get if you log in to Fronter with your username and password.
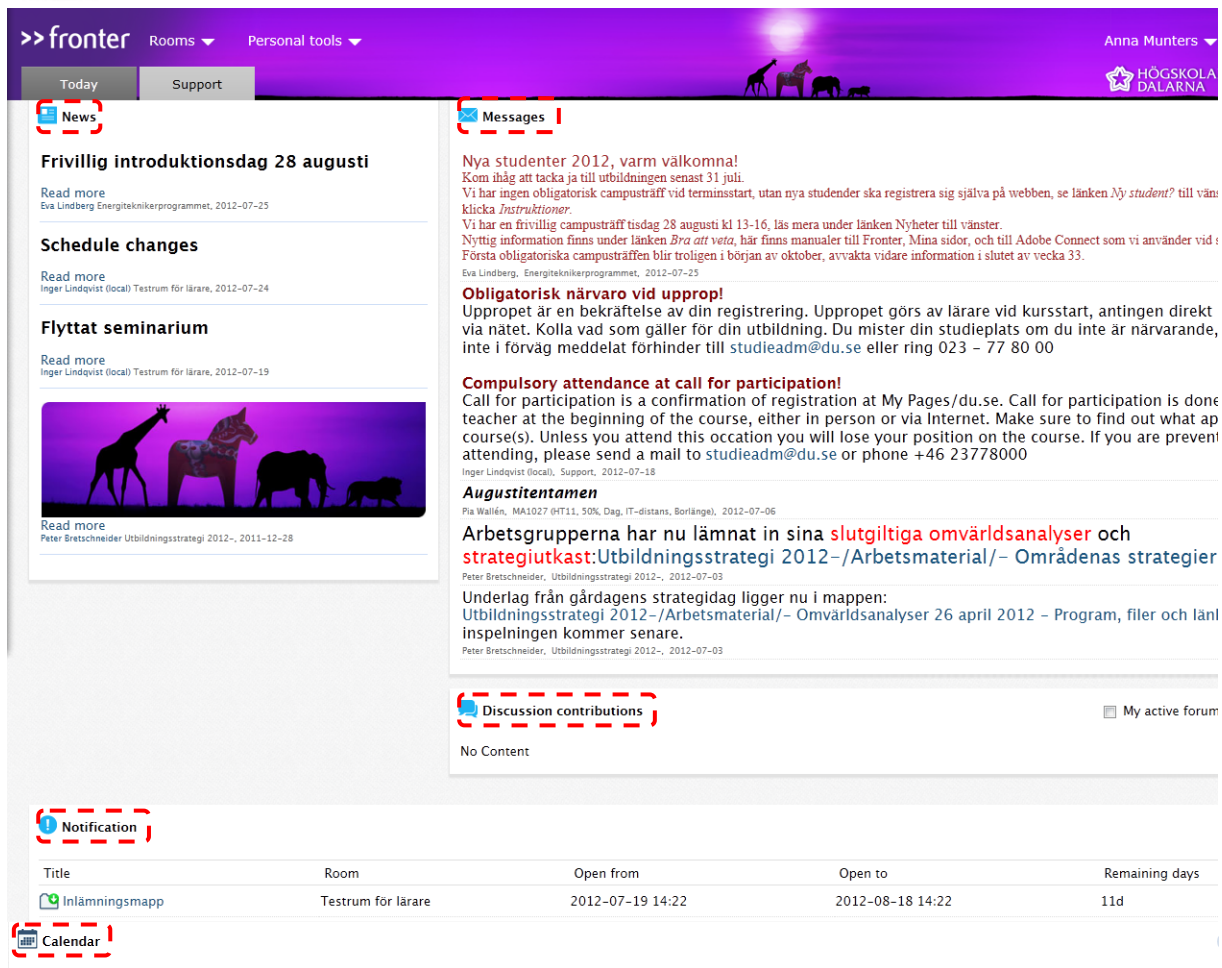
Erase: (Teacher)

This is the highest right according to contents, and is only for teachers. The teachers can read and create content and erase it, even things that other people have uploaded.

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.

Your Today-page contains:

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

Shows the latest messages from all rooms you participate in.

Shows the latest discussion contributions from all your rooms.

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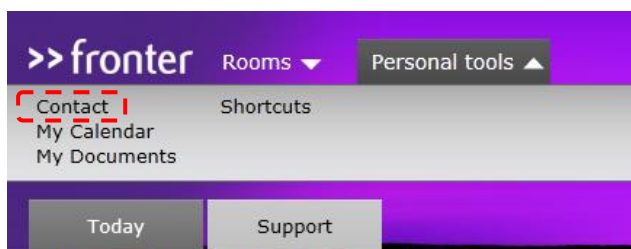
The tools in the upper menu bar represent your personal room. Only you can access these tools.

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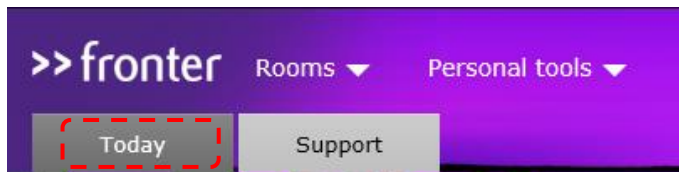
The Today-page is the first you meet when you log in to Fronter. At any time you can return to this page by clicking the link at the top left.

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
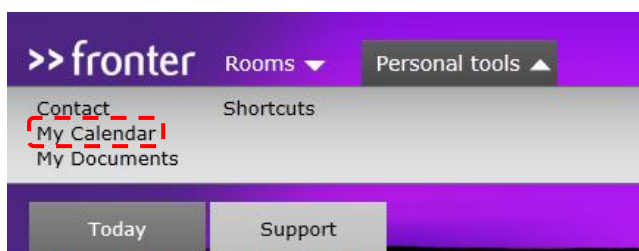
Using the calendar helps you keep track of meetings, both private meetings and those with more participants than yourself. You can also invite other Fronter-users to meetings. The calendar found in the toolbar is your personal tool. Meetings and other items that you add

are not shown in the calendar for your course room. Others can see the meetings you have invited them to however.

My Documents
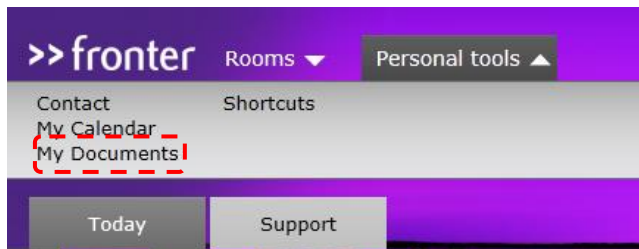
My Documents is a personal archive where it is possible to save files and links. Files and documents are organized in folders. Only you have access to your personal archive. If you want to publish material from your archive in to a course room, just copy it by marking the item and selecting the button "copy". This archive is your personal portfolio.
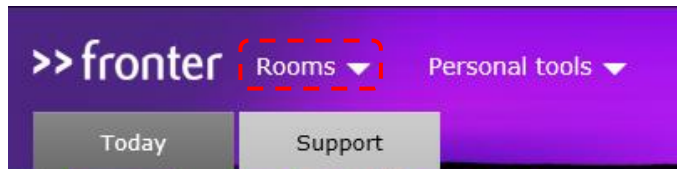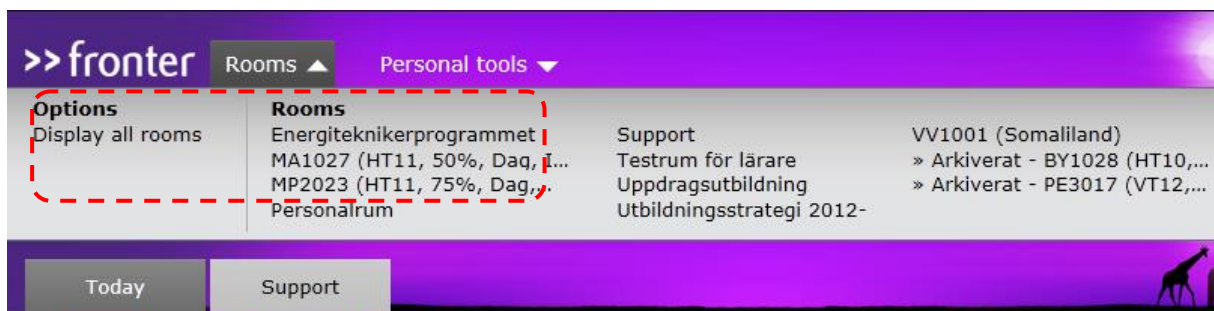
Shortcuts
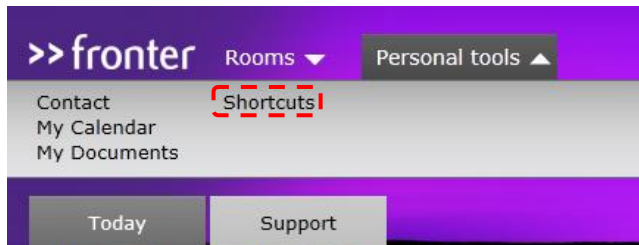
In Shortcuts you will find links to important pages, for example Connect, videochat and manuals.
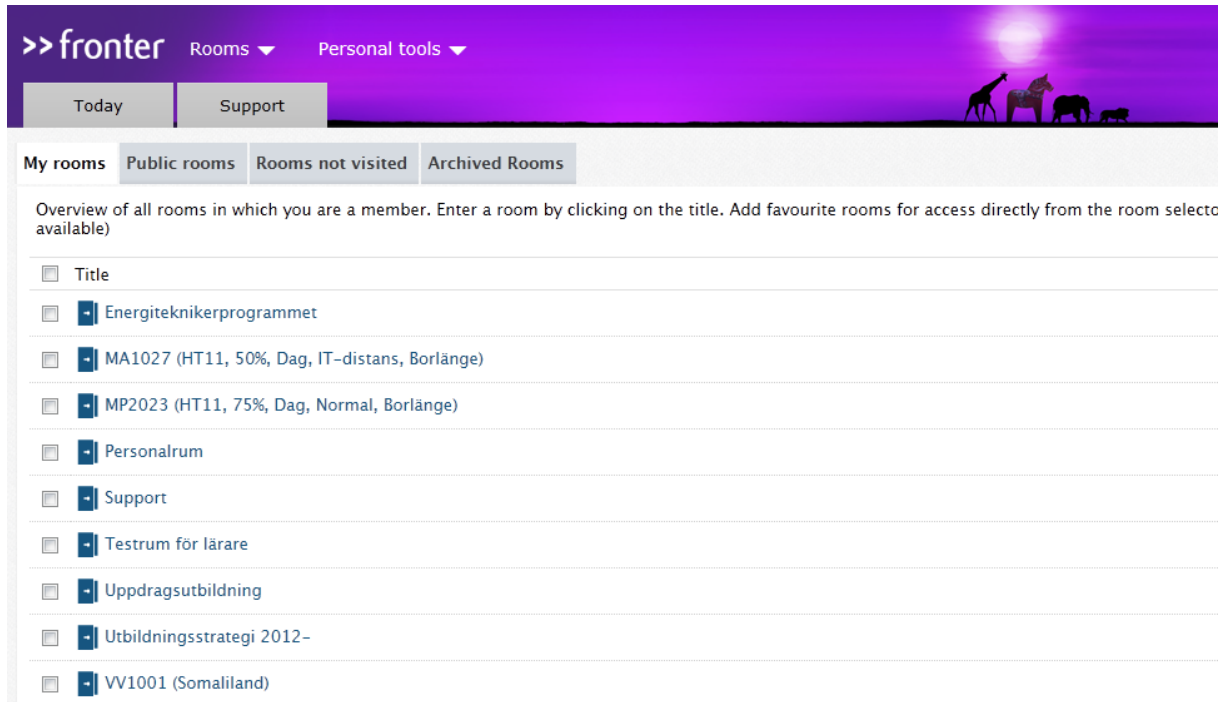
How do I find a Course room?

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.

Which tools can 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.
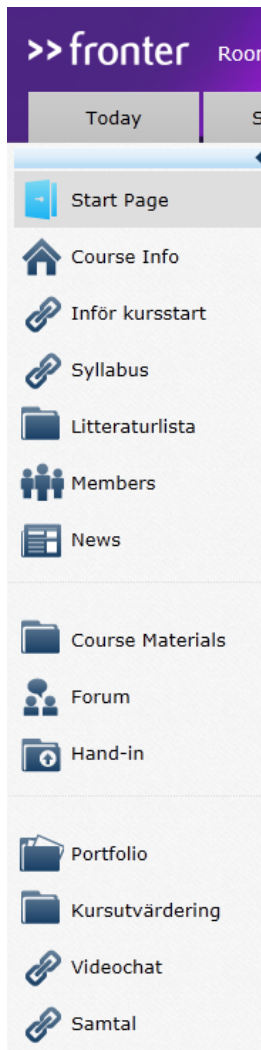
We will describe the different tools:

Start Page

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

Course Info

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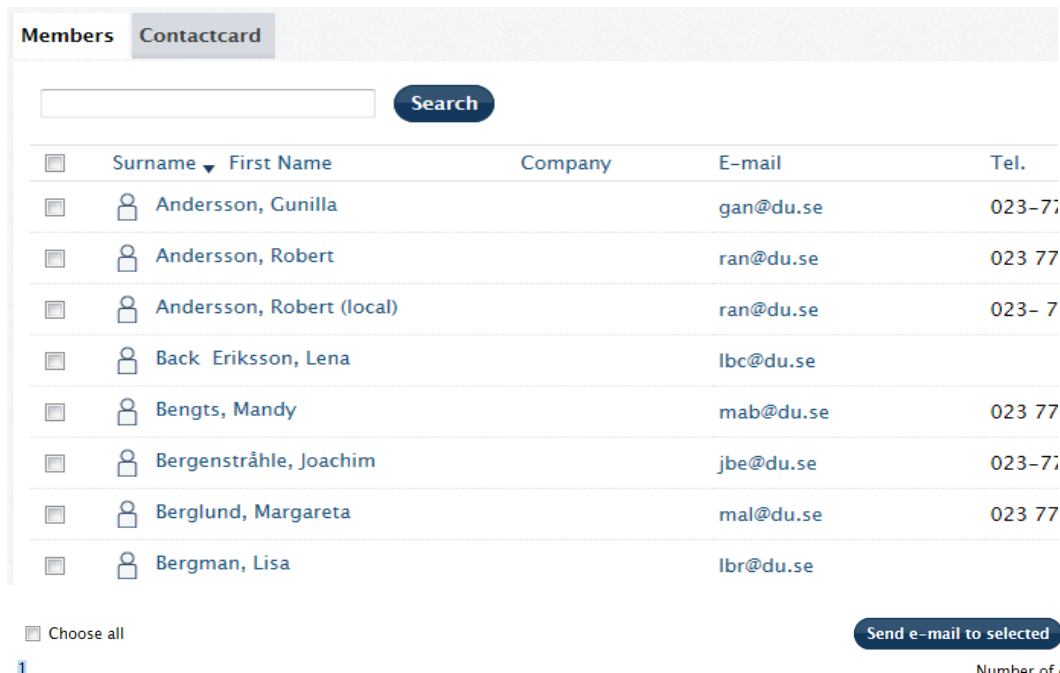
Inför kursstart 🔗 Inför kursstart

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.

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

Members | **Contactcard**

Search

☐ Choose all   Send e-mail to selected   Send sticky

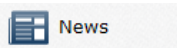1   Number of elements 400

"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.

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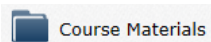
Course Materials is used to distribute course material. Here, both teachers and students can upload documents, files and links. It is also possible to work with shared documents, create tests and forums. It is fast and simple to share course material.

Hand-In
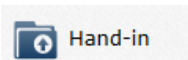
In a *"Hand-In"* folder students upload documents, assignments and essays and have them graded and commented by the teacher. The students can only see her/his uploads but the teachers have access to all documents from all students. To use this tool the teacher first has

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 Programme room?

If you are registred to a programme that have a programme room in Fronter can you choose it in the drop-down menu *Choose room*. A programme room contains the following information:

Room

This lists the particular programme name.

News

This is where the teacher publishes 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 (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.
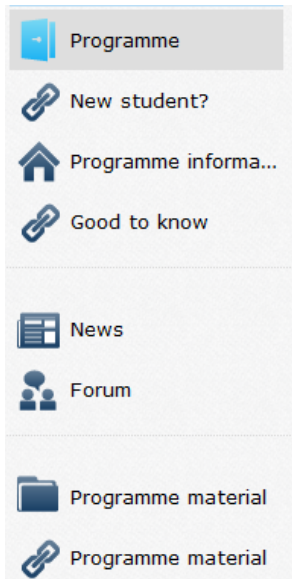
Discussion contributions

This shows the five latest entries from the courses discussion forum.

Links

Here can the teacher publish links that are useful.

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 info

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

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 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

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

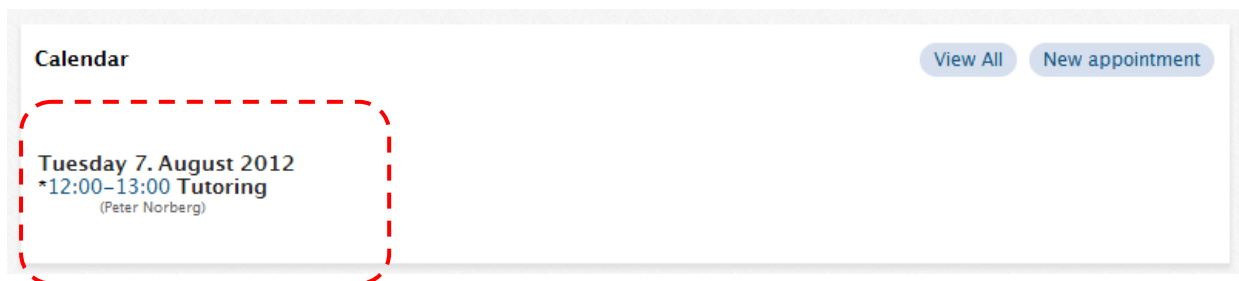Here the teacher can publish useful links to the students.
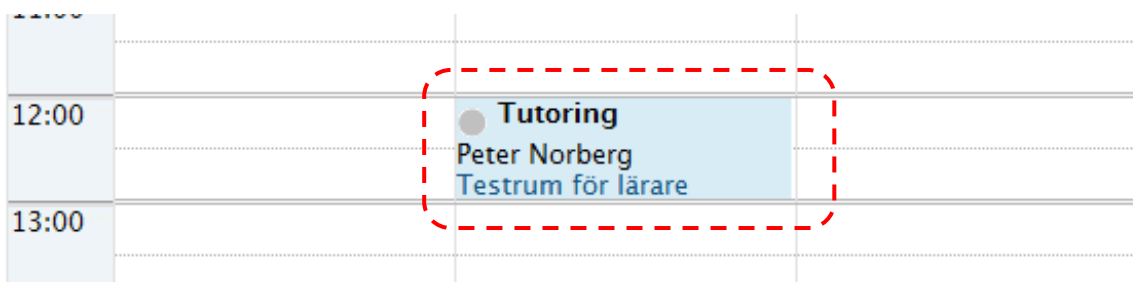
How does the calendar in Fronter work?

This example shows how you can use this tool when registering for a course. We assume that a teacher arranges an appointment and there is only room for five participants.
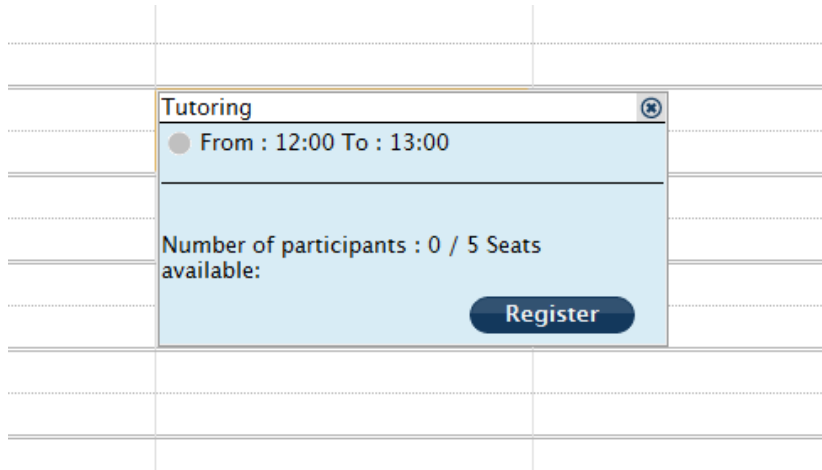
In a course room it will look like this:

A student can click this link and access the calendar where they can see the appointment.

When a student clicks the appointment he/she can see how many seats that are available and in this case, no one has registered yet. To sign up, click *"Register"*. You can go back and unregister later if you want.

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.

For more manuals, please visit:

Manuals for students: http://du.se/manualer

Do you want to know more about NGL Centre? Please visit: www.du.se/nglc