



## **Tools in Fronter, for student**

This manual describes how to use the tools in Fronter and how to create content like news articles, folders and forums.

## Contents

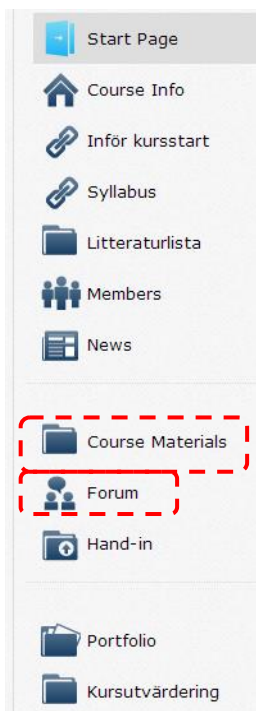
<i>What tools are there in Fronter?</i> .....	3
<i>Which tools can I find in Course Materials?</i> .....	3
How do I upload a file?.....	7
How do I create a document with multiple authors and versions? .....	8
How do I create a Forum? .....	11
NGL Centre .....	<b>Error! Bookmark not defined.</b>



### ***What tools are there in Fronter?***



As you can see in the picture below, there are several tools in Fronter. This manual covers ***“Course Materials”*** and ***“Forum”***.

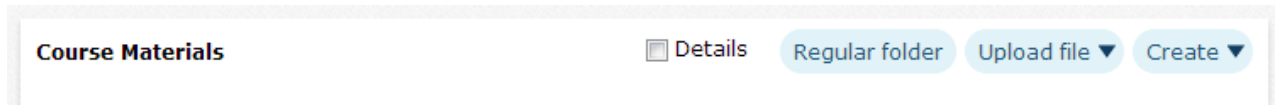


### ***Which tools can I find in Course Materials?***



Under the link ***“Course Materials”*** you will find most of the course material you will need in your course. You can also work with shared files, create links and participate in forms. In this manual we will describe the tools ***“Folder”, Upload file”, “Link”*** and ***“Forum”***.

On the picture below you can see the toolbar in “*Course Materials*”.



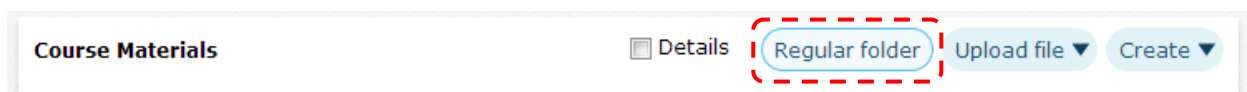
### How do I create a Folder?



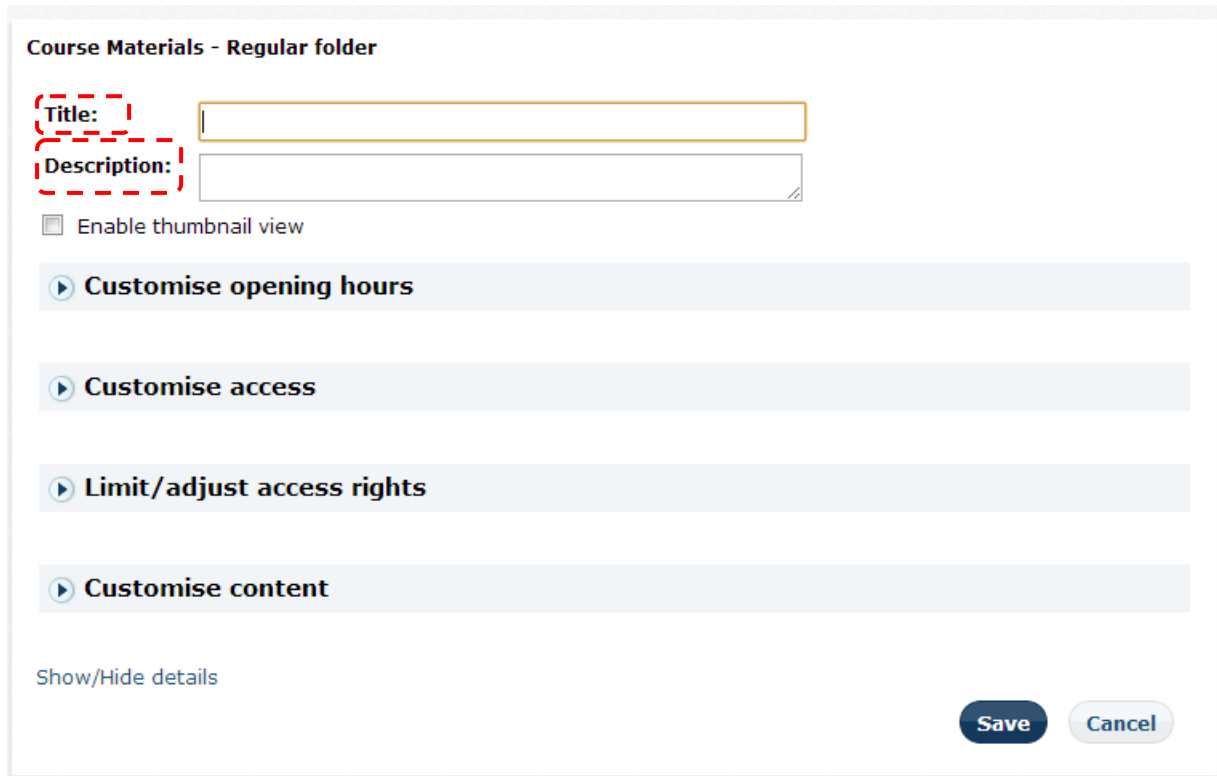
Folders are useful when you want to organize the material, you can create file trees, with folders and files. As a student, you can create folders and files, but please, contact your teacher first so that the structure in the Course material folders does not change.

If you want to limit the time period when the folder is open or restrict access, these rights are decided on folder level.

To create a Folder, click “*Regular folder*”



Then you will see the window below. First, give the folder a **“Title”** and if necessary, there is a field for **“Description”**.



Course Materials - Regular folder

Title:

Description:

Enable thumbnail view

▶ Customise opening hours

▶ Customise access

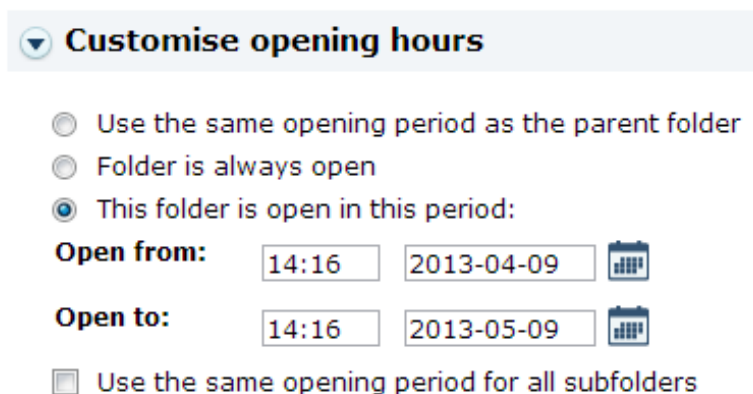
▶ Limit/adjust access rights

▶ Customise content

Show/Hide details

Save Cancel

If you want to limit the opening hours of the folder, you can do that here under the link **“Customise opening hours”**. Select the third alternative, **“This folder is open in this period”** and then fill in the time and date for opening and closing.





▼ Customise opening hours

Use the same opening period as the parent folder

Folder is always open

This folder is open in this period:

Open from:   

Open to:   

Use the same opening period for all subfolders

If you want to restrict access for some members in the room, click on **“Customise access”**. Then select the choice **“Select from participant list”** and mark those members that you want to give access to the folder. This tool can be useful when you work in smaller groups.

▼ **Customise access**

This folder is available to:

- Copy access limitation from the folder above
- Select by room access:
- Select from participant list:

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Surname, First Name

Andersson, Gunilla

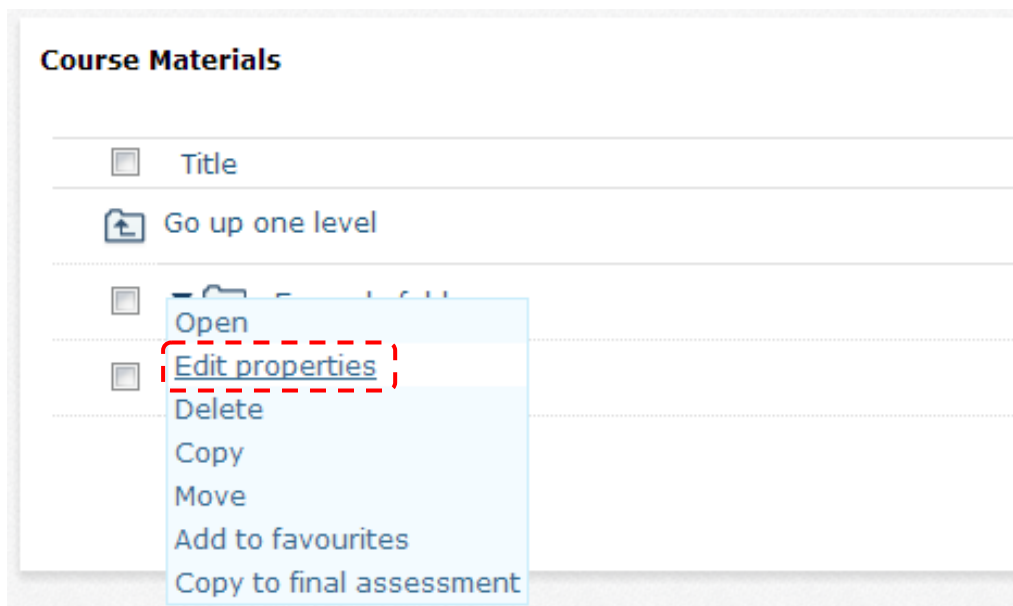
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Andersson, Robert

If you want to change the access for all members in the room, you can use next tool,  
**“Limit/adjust access rights”**

- ▼ **Limit/adjust access rights**
- **Standard access** - based on the member's access in the room
  - **Guests** - that normally have read access in the room should have **write access in this folder**
  - **Pupils/students** - that normally have write access in the room should have **read access in this folder**
  - **Teachers** - that normally have delete access in the room should have **read access in this folder**

If you want to make changes to an already existing folder, click on the black arrow at the left of the folder, and then select **“Edit properties”**.

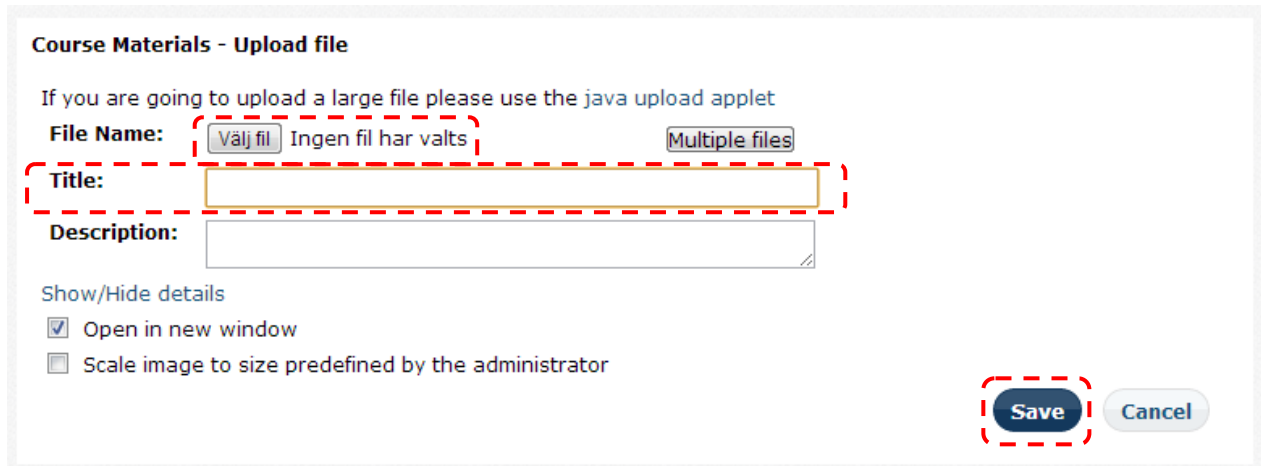


### How do I upload a file?



When you want to search and upload documents and files from Word, Excel or PowerPoint from your own computer to Fronter, you will use the tool **“Upload file”**. Go to the folder where you want to upload your file, choose **“Upload file”** and then click on **“Browse”** to find the file on your computer. You can add a title to the

document by clicking **“Title:”**, if you don’t write anything the file will keep its original name. Finally, click **“Save”**.



**Course Materials - Upload file**

If you are going to upload a large file please use the java upload applet

**File Name:**  Ingen fil har valts

**Title:**

**Description:**

Show/Hide details

Open in new window

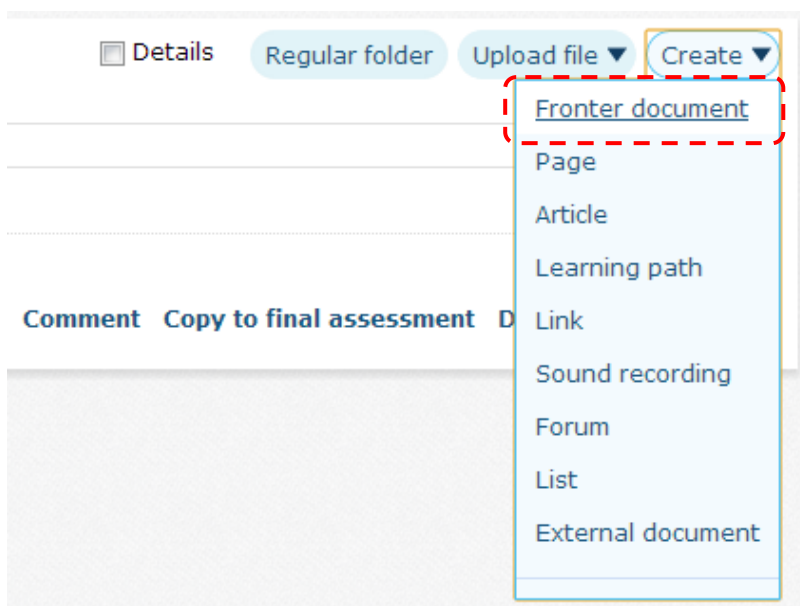
Scale image to size predefined by the administrator



## How do I create a document with multiple authors and versions?

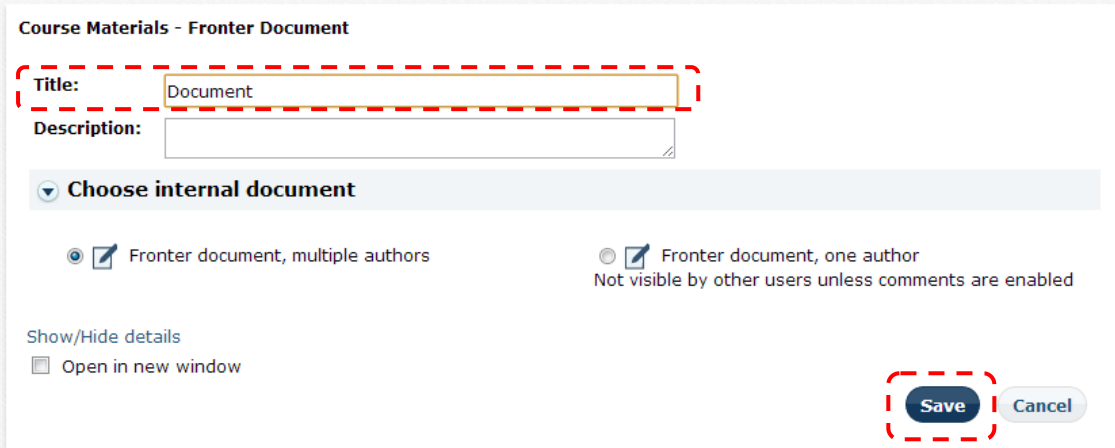


You can create a document in Fronter with a built-in editor. This is mostly used for shared documents (documents with several writers) and is very useful in example team-works. The teacher can also comment the document. Start by clicking **“Create”** and then **“Fronter Document”**.



Details

- Fronter document**
- Page
- Article
- Learning path
- Link
- Sound recording
- Forum
- List
- External document



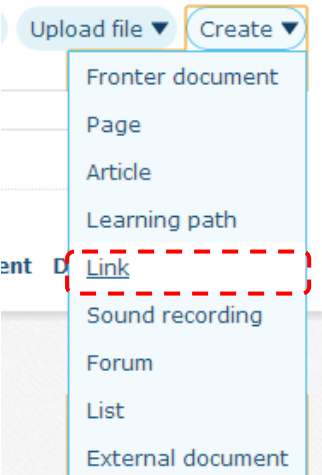
Enter a name for your document and click **“Save”**. Make sure to check the option that says **“Fronter document, multiple authors”**.



### How do I create a link to another webpage?



With the option **“Link”** you can you create links to external web pages. In the field **“URL”**, you enter the correct URL to the webpage and then you write the title. It is the title that will be shown on the Fronter page (not the URL). Put a mark in front of **“Open in new window”**, if you want the file to be opened in a new browser window, otherwise it will be opened in the Fronter-environment. Then finally press **“Save”**.



**Course Materials - Link**

**URL:**

**Title:**

**Description:**

Show/Hide details

Open in new window



## How do I create a Forum?



With the Forum (discussion) tool, students and teachers can carry out discussions. The discussions are threaded and based upon participants starting new threads. It is then possible to make new posts or answers. This feature is also available as an independent tool in the toolbar in a course room.

The discussions are searchable and can be organized into folders. Professional or social discussions, in Fronter you can choose the form of the discussions. All participants of a room are resources that can contribute to the topic discussed. There are five different discussion interfaces:

**Course Materials - Discussion**

**Title:**

**Select type of communication forum:**

- Discussion  
Traditional threaded discussion, where replies are grouped under the subject in which they are posted.
- Conversation  
A simple one threaded discussion where all contributions are listed in chronological order.
- Debate  
Unthreaded discussion, just like Conversation, but with an option for the user to take a position from a predefined list.
- Questions and answers  
Any user can post a contribution/question, but only a selected user or group of users is allowed to reply/answer.
- Brainstorm  
All postings are placed as notes onto the page, side by side.

**Discussion** -Everyone that enters the page can contribute and answer posts in the thread the post is written in.

**Conversation** -The same as debate but without the need to choose which side you're on.

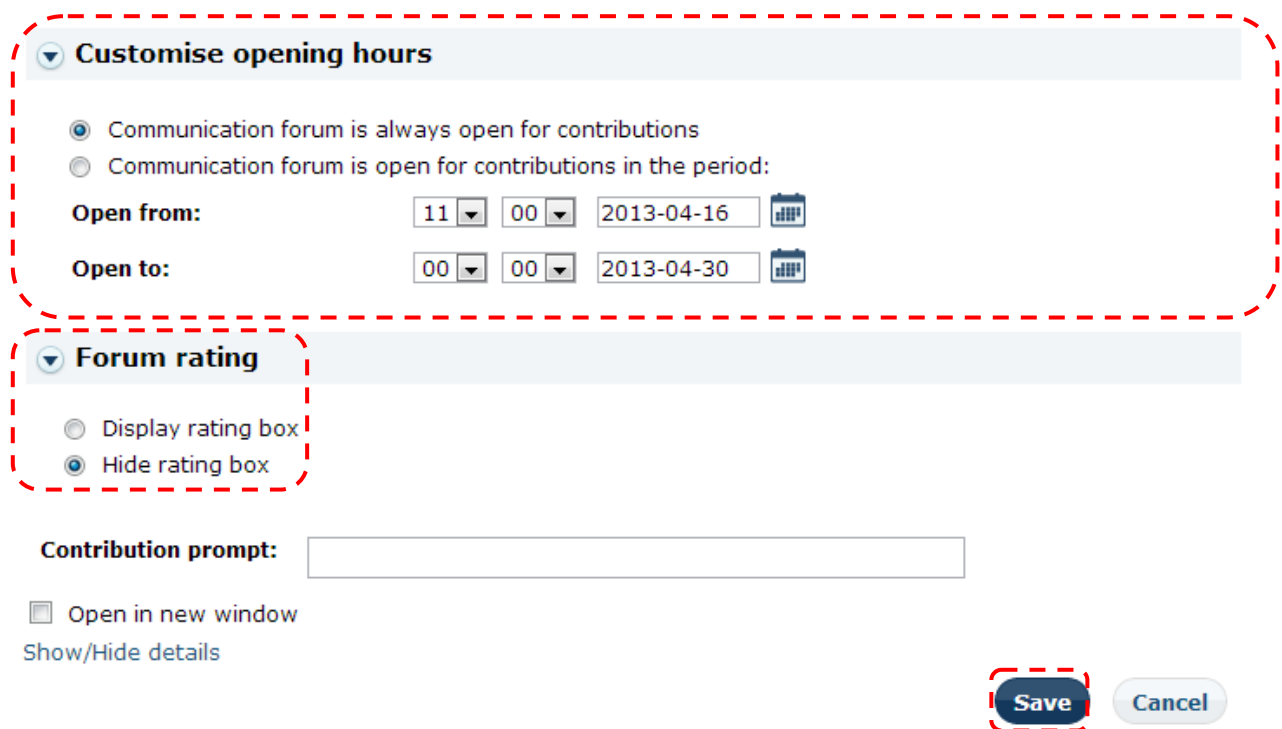
**Debate** - A simple form of discussion where the contributions are added after each other on the same level. Before you can post in a discussion you have to select among the defined alternatives.

**Questions and answers** – Both teachers and students can contribute to the discussion and send in questions, but only the owner and those selected by the owner can reply to the posts.

**Brainstorm** - If you want to brainstorm about a topic this is the tool for you. Everyone can contribute and everyone is anonymous. The posts are added next to each other without internal order.


Regardless of which kind of Forum you choose, you can decide opening hours for the Forum, and you can also let the participants rate the Forum.


Finally, to create the Forum, click **“Save”**.



**Customise opening hours**

- Communication forum is always open for contributions
- Communication forum is open for contributions in the period:

**Open from:** 11 00 2013-04-16 

**Open to:** 00 00 2013-04-30 

**Forum rating**

- Display rating box
- Hide rating box

**Contribution prompt:**

Open in new window

[Show/Hide details](#)

**Save** **Cancel**

## **Dalarna University's NGL Centre**

This manual has been developed by the NGL Centre at Dalarna University.

If you would find content that's inaccurate, we would be grateful if you could let us know by e-mailing [support@du.se](mailto:support@du.se).

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