

Permissions: Allows you to define who can read, write, change, delete or admin resources on a page. Follow instruction on the page to modify the permissions.



Page properties: Allows you to change the name of a page, change the way information is displayed on the page ... or add key words that can be used by search engines to catalogue the contents of the page. Follow instruction on the page on how to change the page properties.



The edit icon is replaced with:
 - the live icon: to switch back to live mode
 - the page properties icon:
 - the permissions icon: **! Restriction:** only displays when you are the page owner

Placeholders appear add paste to add new resources (p4) or to paste resources from clipboard.

Edit Mode activates the edit mode of a webpage.



! Restriction: This function will not display when you do not have edit rights.

Live Mode Use this function to switch from edit to live mode.



Edit Mode Use this function to switch from live to edit mode. (p3)



Watch Use this function to activate the watch function on a webpage to notify you when changes are made to a particular page.
 - The page will be listed in watch list on MyPage
 - Optional you can set the system to send you emails whenever content changes are made to a page.



RSS News Feed News feeds allow you to see when websites have new content. When you subscribe to a page feed, it is added the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs.



Email to a friend Use this function to send a friend or yourself a link to a page within the system.



Print Click on this function to print the page. This will activate the printer and reformat the page content to fit on a A4 or letter format.



Add resource Click on this function to add a new resource to a webpage. You can add the following resources:

Select resource type	Static resources	Container resources	Interactive resources
Project stage - add	Text	Web page	Forum
Text resources, page	Image	Gallery	Poll
Embed an image	Link	Folder	
Link to an external resource	File		
Upload a document	News		
A webpage for adding resources	Web Object		
A photo gallery or image collection	Podcast		
A folder to hold files	Project		
A forum for discussion			
A user poll or questionnaire			
A collection of shared resources			
Upload an podcast			
Link to an external resource			

Follow instruction on the page on how to add particular resource.



Resource tools allow you to: **Edit** a resource, **cut** a resource to clipboard, **copy** a resource to clipboard, permanently **delete** a resource or **set permissions** to an individual resource or **translate** a resource

Follow instruction on the page on how to use individual tools.

! Restriction: Will not display when you do not have edit rights.



We recommend you to **always login**. (top left corner). Use your personal account. Login is successful when your name appears in the top right corner.

Use the navigation bar to navigate to the **Members' Lounge** or your **MyPage**

login [Registered]

Projects Partners MyPage

> home

Creative collaboration for teachers globally

MyPage: Opens your activity overview with direct links to your projects, discussion forums, last resources you added to the system and messages you sent and stored through the system.

In the right column you find What's next section with links to your

Hello page edit details to your user profile, decide which details to show or hide to others

What's next?
 Links to get you started

Request new password
 Return to previous page

Clipboard items in your personal clipboard. You can copy or paste resources from a personal clipboard.

Watched resources list of pages that you requested to shortlist or receive updates from by email

Administration menu change password

Activity

My Projects

Projects you are currently participating in
 You are currently not participating in any projects.

My Forums

Discussion forums are currently participating in
 folder test
 test forum 2

Last 6

A listing of the last five resources you either added or used

- test news
- 245
- LAL feedback.mp3
- time
- test forum 2

Saved Messages

Messages sent through the system.

- 2009-05-18 12:54 Report forum abuse
- 2009-05-18 12:20 Contact Administrator