

# Help pages - Student guide to using NMIT Online



NMIT Online is a website providing course resources and learning activities for NMIT students. Not all courses at NMIT have materials in NMIT Online – your tutor will direct you to the site as appropriate. The site utilizes the internationally recognized MOODLE Open Source software platform.

To get to NMIT Online, go to <http://ecampus.nmit.ac.nz/>

## Help pages - Student guide to using NMIT Online (Version 2)

### NMIT FLEXIBLE LEARNING

12 March 2010

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## NMIT Online Student Help

In this guide you will be introduced to the basics of accessing course resources and activities available in NMIT Online. Most NMIT courses are classroom-based but we do provide a page where you can see some [sample online courses](#). If you're looking for hints on how to manage your online study, see the separate pages: [Online study - so what's involved?](#)

### Assistance

Please contact the **ITS Helpdesk if you have any problems logging in** on this site - 0800 422 733 ext 792 -- [helpdesk@nmit.ac.nz](mailto:helpdesk@nmit.ac.nz) (8.00 am to 5.00 pm – Monday to Friday)

Please contact your tutor if you cannot access a course area once you have logged in on NMIT Online or if you cannot find materials they have told you will be available.

Please contact the **Flexible Learning Team if you have any other problems** using this web site - 0800 422 733 ext 778 -- [nmitonline@nmit.ac.nz](mailto:nmitonline@nmit.ac.nz) (8.00 am to 5.00 pm – Monday to Friday).

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These pages have been adapted from material kindly provided by the [Wintec](#) Moodle team and [Humboldt State University](#)

## Getting started with NMIT Online

This section covers the basics of logging in, updating your personal information and registering on the relevant course sites.

### Computer requirements

Students planning to study our online courses or access NMIT Online from home will require access to:

- A computer capable of running the following software, accessing the internet and playing audio and video files (i.e. has a sound card with speakers or headphones).
- An Internet connection – while the courses can be accessed via a 56 kbps modem we strongly recommend a broadband connection to take full advantage of video and audio resources provided.
- An email programme (e.g. Outlook or Thunderbird) or online email account (e.g. Gmail or Hotmail)
- An [Internet Browser](#) equivalent to Microsoft Internet Explorer 7.0 or above (e.g. Firefox 3+ or Safari).
- Media player software for playing common audio and video files either as a standalone software (e.g. [Windows media player](#), iTunes, QuickTime, VLC media player) or plug-ins to your internet [browser](#) (e.g. Flash).
- Adobe Acrobat Reader (version 7 or above) for displaying PDF files.
- A word processing programme - either Microsoft Word 2000 (or above), [Open Office](#) (free), Google Docs (free) or some other equivalent.



Students should also be comfortable with using the computer including, basic file management, email and word processing skills. Access to and familiarity with using a digital camera and uploading pictures would also be an advantage.

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The following resources may be useful to guide you through general computing and online study issues.

#### **NMIT Computer support materials**

[iNeedHelp](http://www.nmit.ac.nz/support/iNeedHelp/) (http://www.nmit.ac.nz/support/iNeedHelp/)

- provides information on other NMIT computing services as well as resources on a range of general software and internet skills

#### **Library, research and study support**

[NMIT Learning Support service](http://www.nmit.ac.nz/support/learning/) (http://www.nmit.ac.nz/support/learning/)

- Study tip sheets

[NMIT Library](http://library.nmit.ac.nz/) (http://library.nmit.ac.nz/)

- Online research resources
- SearchPath - a tutorial on Library services and research skills
- Services for distance students

[Online study – so what's involved?](http://www.nmit.ac.nz/support/online/) (http://www.nmit.ac.nz/support/online/)

- Hints for studying online

# Logging in to NMIT Online

## NMIT Online password for campus students & staff

**For Campus-based students and staff**, your NMIT Online password is the same as your NMIT computer network password. You can change this password on any campus computer or by visiting [the Password Service Manager page](https://webmail.nmit.ac.nz/iisadmpwd/) (https://webmail.nmit.ac.nz/iisadmpwd/).

**Note:** these passwords MUST be changed every 90 days - we recommend you choose to change them yourselves via [the Password Service Manager page](#) every second month to prevent accidental password expiry locking you out of the system. Any problems with logging in should be referred to the ITS HelpDesk.



## NMIT Online password for distance students & special users

**Online Distance students & special users**, your passwords are unique to NMIT Online and can be changed from your profile page once you have logged in to NMIT Online.

The term "Distance students" includes any students on the following online courses **Aviation, Career Guidance, First Line Management, Horticulture, NZ DipBus, Tourism Management** or **Viticulture and Wine Science**. [See this page for more details.](#)

**Special users** are people who aren't students or staff members but have been provided login access to NMIT Online for community or project work. [See this page for more details.](#)

**If you have any problems contact the ITS Helpdesk**

0800 422 733 ext 792 -- [helpdesk@nmit.ac.nz](mailto:helpdesk@nmit.ac.nz)

8.00 am to 5.00 pm – Monday to Friday

## Format of your initial / default NMIT login account

### Initial NMIT student account format

Student login example

Name: Jo Bloggs

Student ID: 20049999

Username : jo-bloggs

Password : 20049999Jb (that is: ID number followed by upper case first initial, lower case last initial)

Remember the hyphen between names is important and the password is case sensitive!

NOTE – long names:

Usernames are restricted to a maximum of 20 characters , and any punctuation in names has been removed. (e.g. Simon Foxtton-Hummingbird will have a username of Simon-FoxttonHummingb).

## Password format

**When you change your password it must be in the following format**

1. Be at least eight (8) characters in length
2. Have at least one (1) capital letter – ABC ...
3. Have at least (one) 1 number 123 ...
4. Have at least one (1) lower case letter – abc ...
5. Cannot contain 3 consecutive letters from your user name" e.g. jimmy cannot use jim, mmy, etc.
6. Not be the same password that you have used in the last 24 passwords

[Back to Password Service Manager](#)

## Having trouble Logging in?

### Students on campus-based courses

Your password is the same as your computer network password. If you are visiting this website before you have logged into an NMIT computer, go to [the Password Service Manager page](#) to activate your account. Contact the [ITS HelpDesk](#) if you have any problems.

Make sure

- You include the **hyphen** in your username.
- Check your “Caps Lock” key is not active on your keyboard and that you have entered your initials in the correct case.
- If you supplied a **preferred name** in your enrolment forms this has been used for your username (e.g. Elizabeth Smith prefers to be known as Liz Smith. Her username is Liz-Smith).
- Usernames are restricted to a **maximum of 20 characters**, and any punctuation in names has been removed. (e.g. Simon Foxtton-Hummingbird will have a username of Simon-FoxttonHummingb).
- Occasionally other people at NMIT may share you firstname and lastname. In this situation numbers have been added to the usernames to ensure they are unique. You could try adding 2 or 3 on the end of your username (e.g. Jo-Bloggs2)
- Contact the [ITS HelpDesk](#) for further assistance.

### Distance students

#### First time visit

Not sure if you are a distance student? [Check out this page](#).

Your login details should be provided to you in your online orientation pack. They will normally follow the [format described on this page](#).

#### Been here before but can't remember your login?

If you have logged into NMIT Online previously and are sure your email address in your NMIT Online profile is correct, you can have the system generate you a new password.

Click on the “[Yes, help me log in](#)” button underneath the login boxes. Fill in your username OR your email address (this must match the address in your NMIT Online profile) and the system will send you an email asking you to confirm you have requested a new password. Go to your email account, and click on the link within the email message. The system will then send you a new password.

For your own security, you should always change a system generated password as soon as you have successfully logged in again.

Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

Some courses may allow guest access

Forgotten your username or password?

#### Still having problems?

Make sure

- You include the **hyphen** in your username.
- Check your “Caps Lock” key is not active on your keyboard and that you have entered your initials in the correct case.
- Make sure you are using your **NMIT Online password**. As a distance student, if you have changed your password on the computer network or the NMIT email service, it has NOT changed on NMIT Online.
- If you supplied a **preferred name** in your enrolment forms this has been used for your username (e.g. Elizabeth Smith prefers to be known as Liz Smith. Her username is Liz-Smith).

- Usernames are restricted to a **maximum of 20 characters**, and any punctuation in names has been removed. (e.g. Simon Foxtton-Hummingbird will have a username of Simon-FoxttonHummingb).
- Occasionally other people at NMIT may share you firstname and lastname. In this situation numbers have been added to the usernames to ensure they are unique. You could try adding 2 or 3 on the end of your username (e.g. Jo-Bloggs2)
- Contact the [ITS HelpDesk](#) for further assistance, **telling them which course you are on so they know you are a distance student.**

## Am I an online distance student?

A NMIT Online distance student is an NMIT student enrolled in one of the following courses.

1. **Aviation:** All courses in Aviation are considered online distance. If you are enrolled in any course in the in Diploma in Aeronautical Maintenance Engineering then you are an online distance student.
2. **Career guidance:** All courses in the Diploma in Career Guidance are considered online distance. If you are enrolled in a course that has **CRS** in the course code (eg CRS601) then you are an online distance student. If you require help with your NMIT Online password please contact SUTI directly -- [raymond@technical-support-advisor.com](mailto:raymond@technical-support-advisor.com)
3. **National Certificate in Business (First Line Management):** All courses in First Line Management are considered online distance. If you are enrolled in a course that has **FLM** in the course code (eg FLM401) then you are an online distance student.
4. **Horticulture:** All courses in Horticulture are considered online distance. If you are enrolled in a course that has **HRT** in the course code (eg HRT201) then you are an online distance student. If you require help with your NMIT Online password please contact SUTI directly -- [raymond@technical-support-advisor.com](mailto:raymond@technical-support-advisor.com)
5. **New Zealand Diploma of Business (NZ DipBus):** All courses in New Zealand Diploma of Business (NZ DipBus) are considered online distance. If you are enrolled in a course that has **NZDB** in the course code (eg NZDB550) then you are an online distance student.
6. **Tourism Management (Distance):** If you are a student who is enrolled in one of the following courses, then you are a distance student.
  - a. HRM501 Human Resource Management for the Tourism Industry (Distance Learning)
  - b. HRM501 Human Resource Management for the Tourism Industry (Distance)
  - c. ITC502 Information Technology Two
  - d. POT501 Principles of Tourism (Distance)
  - e. TBS502 Tourism Business Skills Two (Distance)
  - f. TIM501 Tourism Industry Management (Distance)
  - g. TMK501 Tourism Marketing (Distance)
  - h. TMK501 Tourism Marketing (Distance)
7. **Viticulture and wine science:** If you are a student who is enrolled in one of the following courses, then you are a distance student.
  - a. PSC401 Plant Science (Dip VWP - Distance)
  - b. VWP402 Viticultural Engineering (Distance)
  - c. VWP403 Vineyard Experience (Distance)
  - d. VWP501 Viticultural Practices (Distance)
  - e. VWP505 Wine Science (Distance)
  - f. COM540 Professional Communications (DipVWP, Distance)
  - g. MGT533 Human Resource Management (Dip VWP -Distance)
  - h. MKT571 Principles of Marketing (Dip VWP -Distance)
  - i. VWP502 Soil Science (Distance)
  - j. VWP503 Vineyard Bioprotection (Distance)
  - k. VWP504 Wine Production (Distance)
  - l. HMT601 Horticultural systems (Dip VWP - Distance)
  - m. VWP601 Viticultural Science (Distance)
  - n. VWP603 Winery Experience (Distance)
  - o. VWP604 Wine Technology and Evaluation (Distance)

## Applications and software you may require

The icons below are common file formats used on the internet and in NMIT Online. They will require you to have the software application installed on your computer or viewers to display the NMIT Online files. All NMIT computers will have this software but you may need to install some software on your home computer (see separate page for [minimum computer requirements](#)).

See details below on where you can download the appropriate application viewers and software.

### Links to application resources

 PowerPoint Presentation	 Excel Spreadsheet	 Word Document
 Graphic, picture or image	 Flash file	 Adobe Acrobat file
 Sound file	 Zipped file	 Movie or video file

### What do I do if I can't open or download a file?

If you are using a NMIT computer, ask for advice from a member of ITS HelpDesk. If you are away from the NMIT, maybe at home, it's possible that your computer does not have the software to read that file.

Is your computer telling you what type of file it is? Most people should be able to open Microsoft Word documents, but you may not have the software to open an [Adobe Acrobat \(pdf\)](#) file.

If, however, you don't have MS Office, you may consider purchasing MS Office under academic licence [LapShop](#).

**Popup blockers:** Check that your computer is not blocking pop-up windows from the NMIT Online site.

Depending on which [browser](#) you are using you can add <http://ecampus.nmit.ac.nz> your trusted sites.

There are links on the front page of NMIT Online to some additional help files; these are under the main menu.

### Important

NMIT does not endorse any of the following sites and we can't be held responsible for damage caused to your computer by installing software.

**Software installation is at your own risk**

### Convertors

Microsoft Word 2007 saves documents in a different format - .docx - in order to open this with an older version of Word, click here to use a [Microsoft Word 2007 Converter](#)

### Application Viewers

**Some resources in NMIT Online require you to have software installed on your computer. Following is a list of software that you will most commonly need.**

- [Adobe Flash](#)
- [Adobe Reader](#)
- [Adobe Shockwave](#)
- [Microsoft Windows Media Player](#)
- [Quick time player](#)

### Microsoft Viewers

**While you will not be able to edit the files, these free viewers will allow you to view files created in all versions of Office.**

- [Microsoft PowerPoint Viewer](#)
- [Microsoft Excel Viewer](#)
- [Microsoft Word Viewer](#)

### Full versions

- MS Office -- purchase from [LapShop](#)
- [OpenOffice](#)
- [Google Docs](#)

# Your personal NMT Online home page

As soon as you login you will be presented with a list of courses you have access to. This is your "My Courses" page and has a number of useful components identified below.

You can return to this page from anywhere within the site by clicking on the "My Courses" link at the top right of the screen. Explore this page for yourself once you have logged in and then Click on the name of a course to see the course home page.

The screenshot shows the 'Overview of my courses' page on NMT Online. The page is divided into several sections:

- Top Header:** Includes 'Student Portal | Staff Portal | NMT Online | Library' and a user profile for 'Testing Student 2' with links for 'My courses | Update profile | Logout'.
- Navigation Bar:** Contains 'Home | All Courses | Student Resources | Tutor Resources' and a date 'Friday 12 March 2010'.
- Messages:** A block showing 'No messages waiting'.
- Upcoming Events:** A block with a calendar icon and a link to 'Go to calendar...'. A callout box explains: 'A list of upcoming events taken from all your courses AND from the site-wide calendar'.
- My courses:** A list of courses including 'Online NMT Diploma in Viticulture and Wine Production Programme Homepage', 'WVP502 Soil Science (Distance)', 'Arts & Media Home Page (HP)', 'VAD701 Visual Culture : Studio Research', 'VAD703 Studio Project 2', 'National Certificate in First Line Management Home Page', and 'Flexible Learning Support Services'. A callout box explains: 'A quick list of courses you have access to. This list will show on the left side of most courses so you can quickly jump to a new course without having to return to this page.'
- Course Details:** The main content area shows details for 'Arts & Media Home Page (HP)' and 'VAD701 Visual Culture : Studio Research', including forum links and post counts.
- Latest News:** A section with a date '28 Jan, 12:30' and a link to 'NMT Online News'. A callout box explains: 'News taken from the main NMT web site'.
- NMT News:** A section with various news items like 'Scholarship Presentation' and 'Opening of the Black Waimarama Sanctuary Conservation Classroom & Facilities'.

Additional callout boxes provide general navigation information: 'The grey navigation menu bar includes links to the NMT Online home page, a place to browse all the courses available on NMT Online and drop-down lists of resources available for students and tutors at NMT' and 'These links will show on every page within NMT Online. Click on your name or picture to view your profile page and associated links. Click on My Courses to return to this page. Click on Update profile to change your email address or upload a replacement picture.'

# How to update your user profile & email address

The first time you login, you should make sure the details in your profile are complete and correct, especially your email address. Your tutor will often send messages via NMIT Online and email copies will be sent to the email address you specify in your NMIT Online profile.

There are several ways to view and edit your personal information on NMIT Online. The most persistent way is to click on the "Update profile" link at top right of the screen (after login).

## Important:

- **You must have something in the description text box** to be able to save changes
- **If you alter your email address**, the system will send a confirmation message to the new email address. You must click on the link in that email AND click the "Continue" button on the resulting screen.
- See the separate page on [Managing forum emails](#) for hints on controlling when and how you receive email messages from NMIT Online

Home All Courses Student Help Tutor Resources myPortfolio Webmail Library

NMIT Online > TestingSturrock > Edit profile

Click on the Edit profile tab link to chnage your personal details

Testing Sturrock

Profile Edit profile Forum posts Blog

General Show Advanced

First name Testing  
Surname Sturrock  
Email address\* dsturrock@nmit.ac.nz  
Email display Allow everyone to see myemail address  
Email activated This email address is enabled  
City/town\* Nelson  
Select a country\* New Zealand  
Timezone Pacific/Auckland  
Preferred language English (en)  
Description\*

Edit your edits as necessary. it is VERY IMPORTANT that you change your email address to one you will be regularly checking. Feel free to make it a home address if that is your preference.

You MUST have some text in this "Description" box. This text is seen by anyone else who looks at your profile page. A short sentence describing your role at NMIT is sufficient.

Verdana 1 (8pt) Lang **B** **I** **U** **S**

Test account

Path:

**Picture of**

Current picture 

Delete

New picture (Max size: 64MB) 

Picture description

**Interests**

List of interests 

**Optional**

**NMIT Custom**

User creation date

\* There are required fields in this form marked\*.

You can upload a picture that will appear beside your name in many places within NMIT Online. You must use a picture that is already saved on your computer. Click on the browse button to open a dialog box that lets you find where the picture file has been saved.

Click on the Update profile button to save your changes.

Update changes to return to the version of the profile page that everyone else sees.

# Using your course page

Click on a course name in the my Courses list or block to enter the course. Your course may look different to the sample below but the general format will be the same.

The course menu includes a summary of topics & links to pages for things like a list of other participants in the course & overview pages for the different types of activities within the course.

Course materials are divided into topics or weekly boxes, with each box containing some instructions and a list of links to documents or activities. Blocks on the left and right of the central topic area provide additional features and information.

Blocks showing on this course can keep you up to date with course news, recent changes within the online course activities and the course calendar and upcoming events.

The Administration block includes a link to your profile page and, if enabled, an overview of your grades that have been recorded within NMIT Online.

Click on a link to view the web page or document. PDF or Word documents usually open in new browser window.

Click on the text link to enter a activity like one of these forums. The forum detail page will provide details on what you're expected to do.

This second topic box contains a fresh set of resources (documents, instructions, links to web sites etc) and activities (in this case a forum).

The course page for 'Soils' shows a 'Course Menu' on the left with a tree view of topics like 'Soil Formation Learning Activities', 'Soil Properties Learning Activities', etc. The main content area has a 'Topic outline' with a welcome message and a 'Soils' image. Below this are sections for 'General resources for this paper', 'Course-wide activities', and 'Soil Formation' topic box. The 'Soil Formation' box contains 'Learning Activities', 'Assessment for this topic', and 'Learning resources'. The right sidebar has 'Latest News', 'Recent Activity', 'Course updates', 'Random Glossary Entry', and 'Upcoming Events'.

Each NMIT Online course is divided into parts or topic boxes - the topic names or weeks are usually listed in the course menu at the top left of the course page. Each topic or weekly box will contain instructions, links to documents or web sites and perhaps links to activities such as discussion forums, assignment drop-boxes, quizzes etc. All your courses will look fairly similar, but with different resources, activities, number of topic areas available and perhaps different blocks showing on the left and right sides.

Scroll down the page to view all the available topic boxes and their content. Your tutor may have all the topic boxes visible from the start of your course OR they may only make certain topic boxes visible as they become relevant. NMIT Online gives you some clues to the type of resources and activities in each topic (🗨️) indicates a discussion forum, and the Word document symbol (📄) indicates a Word document for you to download. You'll come across other ones too for PDF documents (📄), web links (🌐) and quizzes (🎮) etc. Click on the linked text beside the icons to view the documents or follow the links. Some links may open in a new window.

It is possible to focus on one topic box only, and to access the other parts by selecting from a drop down list. To achieve this, click on the **squares** at the right edge of the topic box you want displayed, as shown below.

2

Part 1



This will "collapse" the parts leaving just one in view. The process can be reversed by clicking one of the two squares now displayed at the right of the topic box.

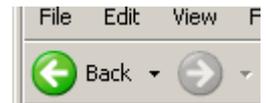


Looking higher up on this screen, there is a string of links just below the grey navigation menu bar, showing your present location in the course (like the one below)?

[NMIT Online](#) ► [US16614](#) ► [Resources](#) ► [Getting started](#)

This is the **breadcrumb menu**, which is one of the easiest ways of navigating NMIT Online. It shows where you've been so you can **go back** by simply clicking any of its links.

If you use the Internet, you'll be familiar with a "**back**" button in your web [browser](#). You can use this in NMIT Online too, however we recommend using the navigation options within the website and course pages as the safest options, as different browsers behave inconsistently. By all means **try it** and see if it works for you.



# Private messaging

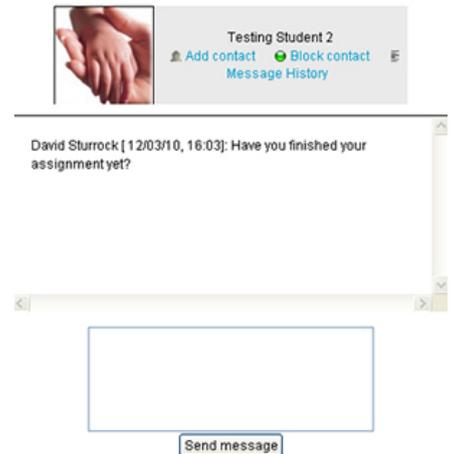
NMIT Online supports private messaging between users. Messages are sent via a popup Message window and if both users are online at the same time can operate as a private chat room. If you send a message to someone who isn't online, an email copy is sent to their preferred address.

## Sending a message

You can send someone a message in three ways:

- From their profile page, click on the "Send message" button. You can view someone's profile page by clicking on their name where it is linked from a forum post or in the course participants list (click on the Participants link in the course menu or people block).
- Click the "Messages" link in the Messages block on the "My Courses" page. Then click on the Search tab to search for the person, if appropriate checking the box "Only in my courses", then click on their name.
- Alternatively, if the person is listed in an Online Users block on your course, simply click on the "Add/send message" envelope opposite their name.

In all cases, once the message box appears simply type your message and click "Send message". If you expect a quick reply, leave the message box showing and their reply will appear below your original message.

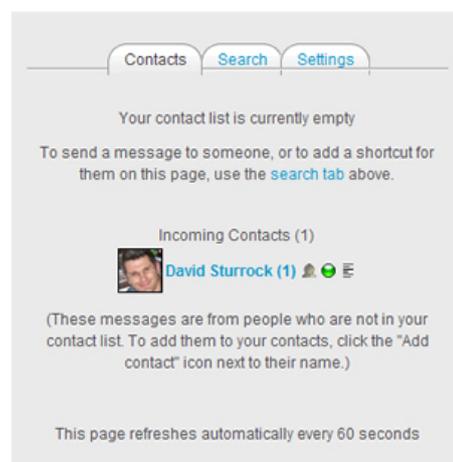


## Reading and replying to messages

When you are sent a message, the Messages window will pop-up. Also, the Messages block will display the name of the person sending the message with a link to read the message. If you have set the email option (see Message Settings below), then you will get a copy of the message in your email after the time you have specified if you are not logged in. After reading a message, you may type a reply then click on the "Send message" button.

## Managing contacts

People may be added to your list of contacts (or blocked from contacting you) by clicking the "Add contact" (or "Block contact") icon opposite their name in the Messages window. By default the contact list is empty. In order to send a message or to create a shortcut to the person you are sending, go



to the Search tab.

## Message history

A record of messages sent to/from a person may be obtained by clicking the "History" icon opposite their name in the Messages window.

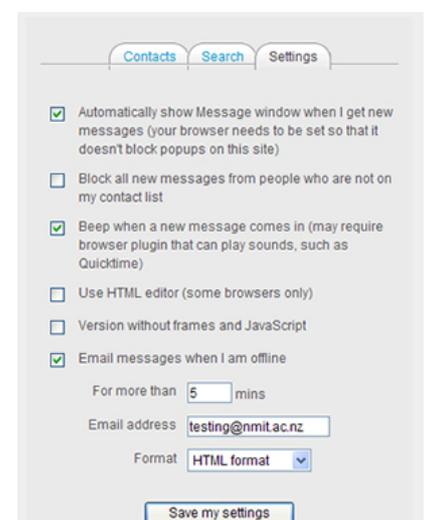
## Searching messages

In addition to searching for people, the Search tab in the Messages window provides the option to search for keywords, only messages to or from you, and to include in the search people you have previously blocked from contacting you.

## Message settings

Message settings may be changed via the Settings tab in the Messages window. Here you can decide on having a popup Message window whenever you get a new message, blocking messages from people who are not on your Contacts list, having an audio signal for a new message, using a HTML editor, or getting email messages when you are offline.

**Note:** It's possible to set a different email address for receiving copies of messages to the email address in your profile.



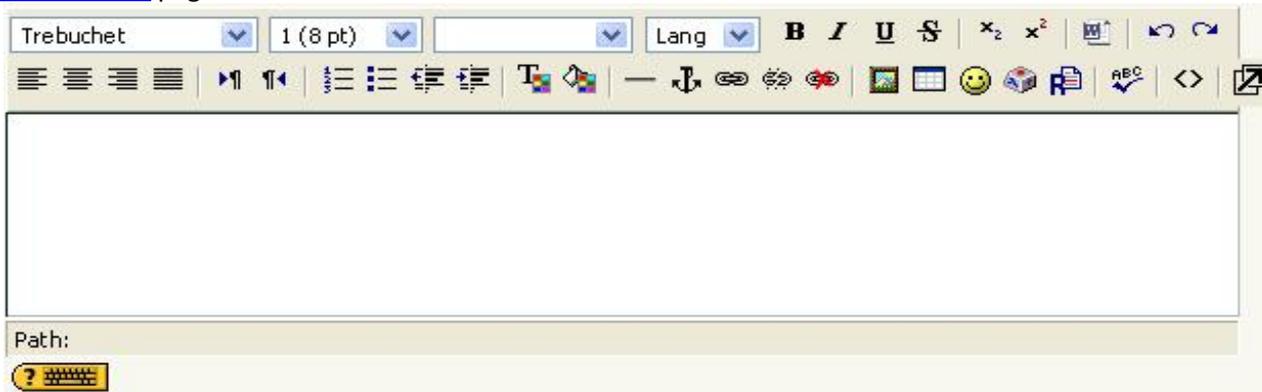
## Using the NMIT Online text editor

The text editor in NMIT Online shows up whenever you are asked to submit substantive text within NMIT Online. Examples include the Description box in your personal profile, when you are adding a forum message or a glossary entry, using a wiki etc. The editor allows you to format your text using standard word processor tools. The editor enables you to do things like add pictures, link to web site, add color and formatting to your messages, spell check your messages, undo and redo, change your fonts, etc.

The editor runs on Windows on Internet Explorer 7+, Firefox 2+. For Macintosh it runs on Firefox but NOT the Safari [browser](#).

Below is a screen shot of the editor showing some of the common commands. Simply type your text, select the section you want to format and click the appropriate icon on the editor tool bar.

Inserting images is a little more complex than if you are using Microsoft Word, see the separate [Adding images to NMIT Online](#) page for more detail.



If you know HTML you can click on the edit source button (<>) and paste code right into the editor. Be careful however as you cannot include the head tag or style sheets. All CSS must be inline.

If you do not see the editor, it may be that your [browser](#) does not support it or that your Profile settings have the editor option disabled.

### Using emoticons

Emoticons can be used to convey the non-verbal tone, expression or intent of a comment. The text editor has a  image on the toolbar that allows you to insert an emoticon into your forum posts or other places where the text editor appears. In chat sessions you can use the keyboard characters to convey the same emoticons - see table below.

Note: when using keyboard characters there should not be any spaces between characters.

	smile	: -)		sad	: -(
	big grin	: -D		shy	8 -.
	wink	; -)		blush	: -l
	mixed	: -/		kiss	: -X
	thoughtful	V -.		clown	: o)
	tongueout	: -P		black eye	P -
	cool	B -)		angry	8 -[
	approve	^ -)		dead	xx -P
	wide eyes	8 -)		sleepy	-.
	surprise	8 -o		evil	} -]

For more general tips for studying online see the separate pages: [Online study - so what's involved?](#)

## Adding images to NMIT Online

Some of courses may ask you to share images of your own work or other pictures to share with your peers. NMIT Online supports sharing pictures (and other files) in a number of ways:

1. Uploading or attaching a picture file from your computer - you can attach files to messages posted in forums, glossaries and wiki's or add pictures to a gallery within your course
2. Inserting a picture from the internet - you can embed a picture located elsewhere on the internet within your own message or wiki page. In fact this method works anywhere you have access to the "Insert Image" tool in the standard text editor (  ).

Note: Whichever way you choose to post images within NMIT Online, for copyright purposes you should include appropriate references for the website you are taking the picture from.

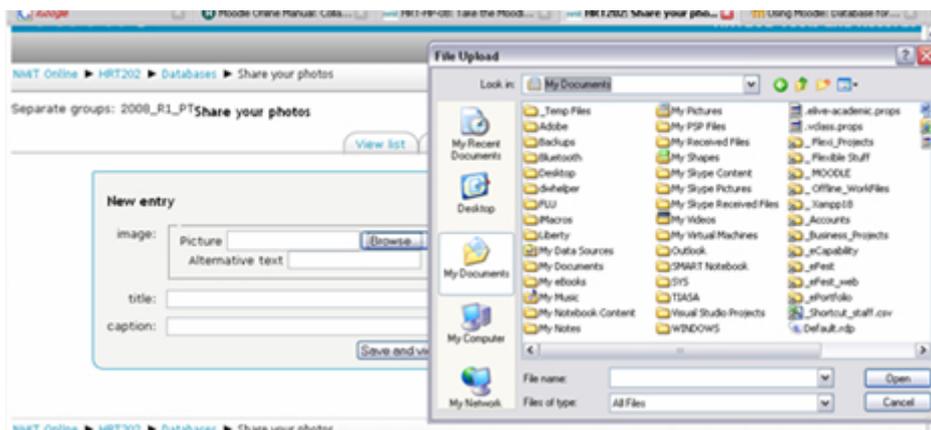
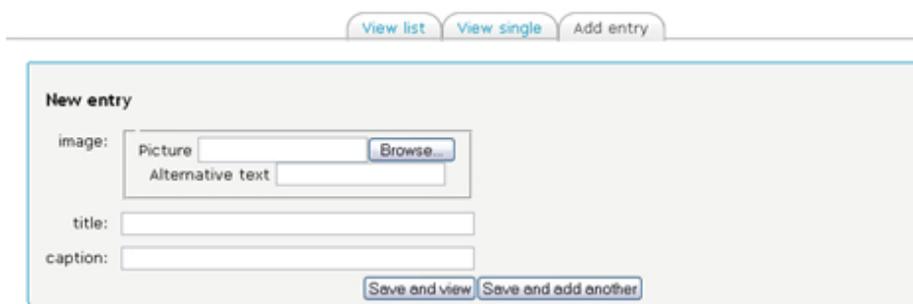
### Uploading or attaching a picture file from your computer

In a forum or glossary, you will see an Attachment option below the box where you type your message. In a photo gallery there will be an option to add your own entry by clicking on the "Add entry" tab.

In both cases, click on the **Browse** button. Find where the file is located on your computer and select it.

Once you have filled in all the boxes click on the "Post to forum" or equivalent save button to save your entry. Your information will be saved on NMIT Online, including a copy of your picture. Check it is all correct and you can use the edit option to change it if required.

If you uploaded a picture within a picture gallery, NMIT Online will automatically create a small version of it (thumbnail) to display in the list view.



### Editing picture files

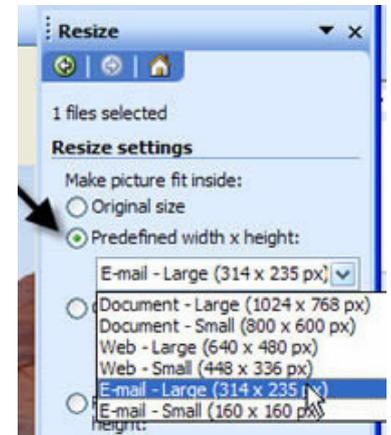
Picture files can be large in terms of their dimensions (800 x 600) and their file size (1.5 MB) depending on the camera settings and how you have saved them on your computer. We recommend images are kept to the following standards to ensure they display correctly on Moodle:

- Maximum dimensions of 640 x 480 pixels
- File formats: jpg, gif or png
- File size: less than 150 kb if possible.

You may have your own software you can use to resize images (e.g. Picasa, Paint.Net, IrfanView) or others. NMIT provides the Microsoft Picture Manager software on all our computers.

## Using Picture Manager to resize an image

- Use Windows Explorer to find your picture file
- **Right Click** on it and select "Open with... Microsoft Office Picture Manager" from your context menu.
- Picture manager will open and show the selected picture
- Click on the Edit Pictures option on the Toolbar - an editing option pane will show on the right of screen
- Click on the "Resize" option
- Select the picture size you want from the "predefined width x height" option or make a custom selection (web large or web small are good starting points).
- Click OK - the picture will change size
- Choose File --> Save As... to save the new version of the picture, giving it new file name to distinguish it from your original
- You are now ready to upload the smaller picture into NMIT Online.



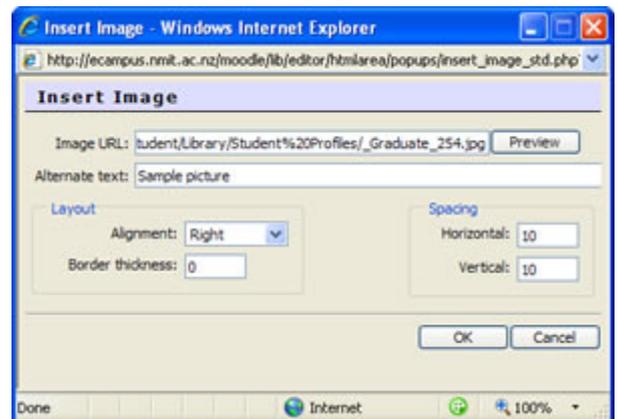
## Inserting an image from the internet - copy/paste URL (web address)

These images must already reside on the internet (e.g. be elsewhere within NMIT Online or be on a different website e.g. Flickr, Wikipedia etc).

You must have two tabs (or windows) open in Internet Explorer (or your alternative [browser](#)). One showing the NMIT Online page you are editing, the other showing the web site that contains the picture you want to embed.

1. Right click on the image you want to embed
2. Left click on the Properties option (usually at the bottom)
3. Highlight the Address (URL) text - usually looks something like  
`http://www.websitename.xxx/image/sample.jpg`
4. Copy the text (right click -> copy or keyboard shortcut Ctrl + C)
5. Go to your NMIT Online page and click the cursor where you want your picture to be inserted
6. Click on the "Insert image" icon in the editor toolbar (a dialog box will pop up)
7. Paste the image address into the Image URL box (right click paste or keyboard shortcut Ctrl + V)
8. Type short descriptive text in the "Alternative text" box
9. Select alignment, border and spacing options to suit and then click "OK"
10. Your image should appear in the text editor within a few seconds.
11. You can do some resizing using the handles in the corners of the picture, then click the Save changes or Post to Forum button.

Your picture should now show within your saved page.



## NMIT Online activities

Course sites include content and activities defined by the course tutor. In addition to web links and documents, courses may contain activities based on the following features available in NMIT online.

-  An assignment is a task with a due date and a maximum grade. Assignments can be either Offline or Uploaded.
-  Chat tool used for instant online discussions with one or more participants logged in at the same time.
-  A choice is like a poll and allows the instructor to gather statistics.
-  Forums are ways for students to hold discussions online and act like a virtual message board. A forum is a good place to post questions and comments.
-  A glossary is a list of words defined by you or your instructor. Participants are able to view and comment on all entries. Your instructor may allow you to also add entries.
-  A Lesson delivers your course content in one or more pages normally ending with a question. To advance to the next lesson you are required to answer the question.
-  A Quiz is an online test and can have either multiple choice, true-false or short answer questions.
-  Your instructor will use resources to provide course information or reference material.

# How to view and upload an Assignment

## Assignments

Assignments allow teachers to grade electronically submitted material or 'offline' submissions such as paper-based assignments or class presentations.

-  An Online Text Assignment
-  An Upload File assignment
-  An Offline assignment
-  Submit multiple files assignment

Click on the assignment name to see the assignment details and submission area. Your course may have several assignments, so be sure to submit work in the right one.

An assignment submission area will look like this, although your tutor may have chosen not to enable all the submission features shown here.

NMIT Online ► Moodle\_Features ► Assignments ► Submit multiple files assignment

This assignment area can be used to submit multiple files (e.g. several Word documents) that will be treated as components of one assignment.

### Submission draft

No files submitted yet

Upload a file (Max size: 2MB)

### Notes

No entry

So what does it all mean? Follow the numbers...

NMIT Online ► Moodle\_Features ► Assignments ► Submit multiple files assignment

1. Assignment instructions will show here

Wednesday, 3

This assignment area can be used to submit multiple files (e.g. several Word documents) that will be treated as components of one assignment.

### Submission draft

-  PDF\_Creator\_settings.doc ✕
-  Sustainability\_Final\_small.pdf ✕

2. Click on the browse button to find where your file/document is saved on your local computer. A dialogue box will appear, find your assignment file and double-click it to return to this page.

4. Your uploaded files are listed here. If your tutor has allowed files to be deleted, you can click on the red crosses to delete each file.

Upload a file (Max size: 2MB)

My Documents\my-assignment.doc

3. Click this button to submit your file. Large files may take few minut to upload.

## Optional feature 1

### Final submission for assignment marking

If you see this button you must click it to formally submit your assignment files, after which no changes can be made.



Send for marking

---

## Optional feature 2

### Notes

If **Notes** have been enabled by your tutor, click the "Edit" button to add explanatory notes about your files or to respond to comments from your tutor.

Edit

**Note:** You can click on your file to view it. When you upload or replace a file your instructor is notified of the date.

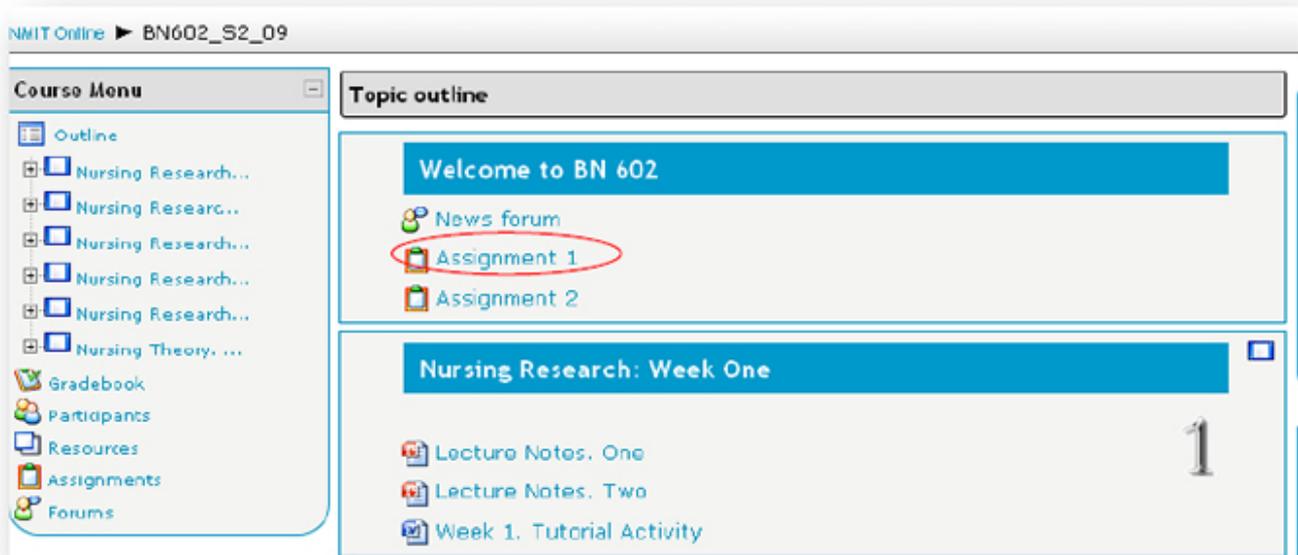
**Grading:** When your tutor has marked your assignment, they may send you an email notifying you that your marks and feedback are available online. Follow the link in the email, or just return to the place you submitted your assignment and your grade and tutor comments will be visible.

# Turnitin - Submitting your assignment

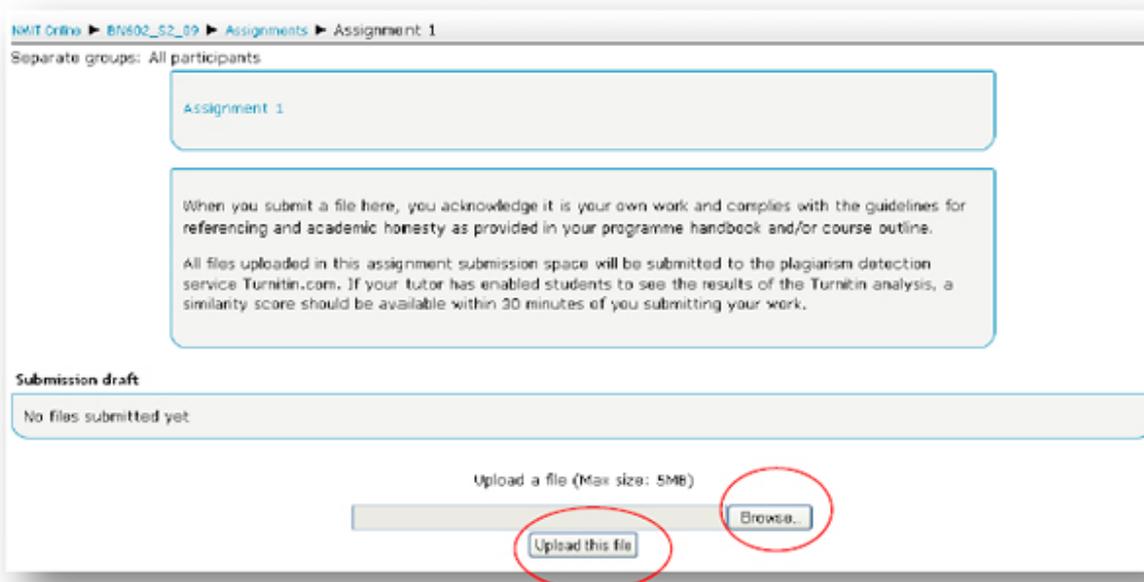
Turnitin.com provides a service for checking academic work for possible sources of plagiarism. Your tutor will provide details on what they consider plagiarism to be and how to maintain your academic integrity. NMIT has a policy of allowing students to check your Turnitin reports prior to formally submitting your assignments - and it happens within NMIT Online.

Turnitin can only generate reports for Microsoft Word, PDF, HTML, RTF or plain text files. There are online instructions available for converting Open Office and Microsoft Works files so they can be submitted in an Turnitin enabled assignment.

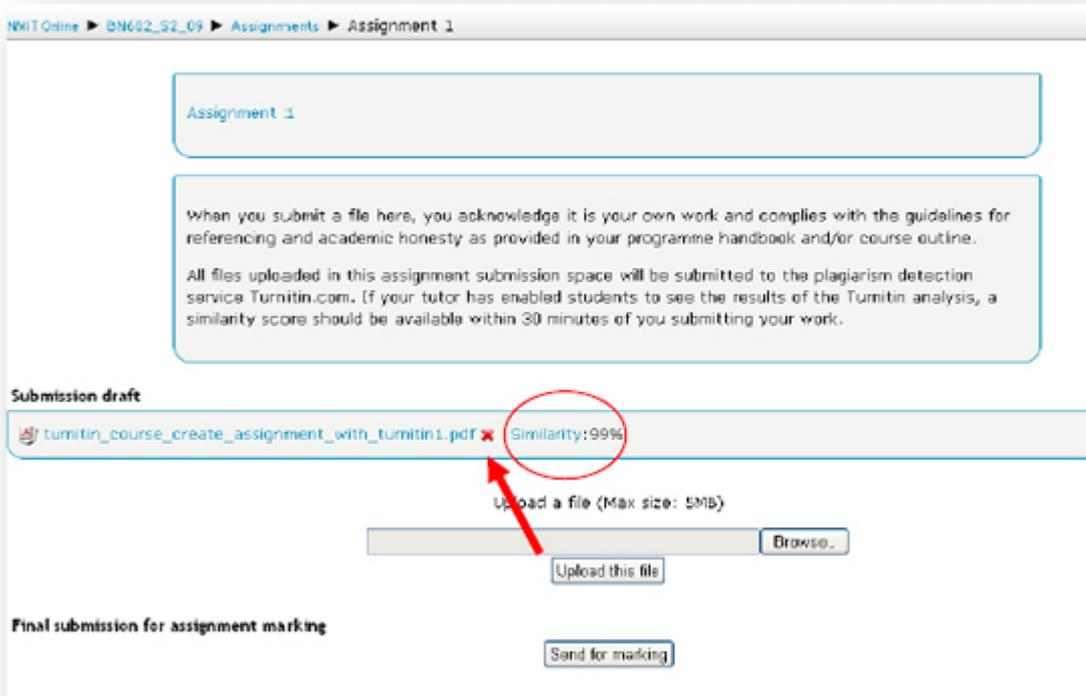
1. Select the assignment drop box on the course's homepage. In this case, select **Assignment 1**.



3. Press **Upload this file**. Turnitin will create reports on Microsoft Word, PDF, HTML, plain text, and RTF files. Turnitin will **not** create a similarity report for MS Works or PowerPoint files.



4. Within 30 minutes, your assignment should have been processed by Turnitin. Refresh or return to the assignment submission page to see your report.



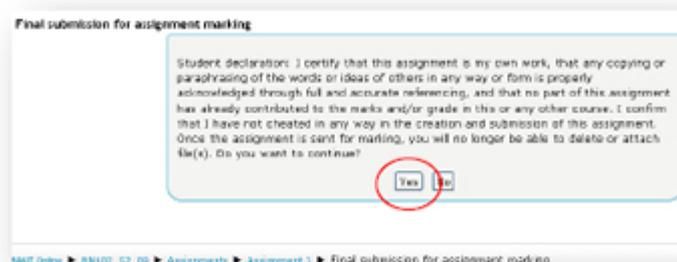
Notice that this assignment has a Similarity index of 99% to see more about your Similarity index, move to point **10**

5. At this stage, if your tutor has allowed deletion, you can delete your assignment by pressing the and then resubmitting the assignment by following the steps above.
6. If you are happy with the assignment that you have submitted, press the Send for marking button.

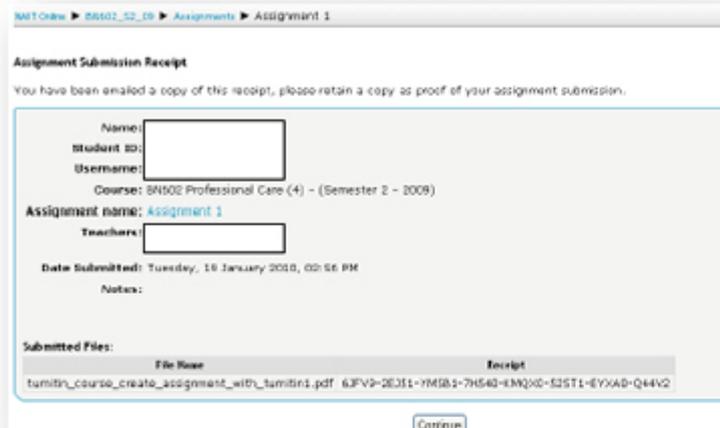
Final submission for assignment marking

Send for marking

7. Read and understand the student declaration. And then press Yes to confirm the submission



8. Submission is now complete. You can print the digital receipt for your record. Also you will have emailed a copy of your receipt.



Assignment Submission Receipt

You have been emailed a copy of this receipt, please retain a copy as proof of your assignment submission.

Name:

Student ID:

Username:

Course: BN102 Professional Care (4) - (Semester 2 - 2009)

Assignment name: Assignment 1

Teachers:

Date Submitted: Tuesday, 19 January 2010, 02:56 PM

Notes:

Submitted Files:

File Name	Receipt
turnitin_course_create_assignment_with_turnitin1.pdf	6JFV2-2E311-YMSB1-7H540-EMQ00-525T1-EYXAD-Q4V2

Continue

9. **Please note that once the Send for marking button or the assignment due date comes around the assignment cannot be changed or updated or deleted\*\*.**
- \*\* Note: there is a bug. While there is a red x which allows you to delete the assignment, you will not be able to upload another assignment. Hopefully, the bug will be fixed shortly.**



Submission

 turnitin\_course\_create\_assignment\_with\_turnitin1.pdf  Similarity: 99%

Assignment was already submitted for marking and can not be updated



Submission

 turnitin\_course\_create\_assignment\_with\_turnitin1.pdf Similarity: 99%

Assignment was already submitted for marking and can not be updated

## 10. Turnitin originality report will be displayed (if instructor opts for allowing students to view their originality reports)

Processed on: 02-04-09 8:53 PM PST  
 ID: 86204424  
 Word Count: 1800  
 Submitted: 1

3-Online\_study\_-olved.doc

Similarity Index: 5%

Similarity by Source	
Internet Sources:	4%
Publications:	3%
Student Papers:	2%

Exclude quoted | include bibliography | exclude small matches

immediate feedback, and you can see how you are doing. You will get to know your peers and colleagues through online discussions, and often get to know more about their ideas than if you were

self-discipline to learn without face-to-face

Sharing, collaborating and discussing... you will need the rest of your life. Adapt...

Ten ways online education matches... to face learning. Retrieved on May... http://ts.nyu.org

So what does... activities to...

1 2% match (Internet from 04/24/08) http://www.lib.ncsu.edu

2 < 1% match (Internet from 07/21/08) ...

3 < 1% match (Internet from 08/19/08) http://www.businessvibe.co.uk

4 < 1% match (publications) Albrecht, Encyclopedia of Disability

Click on any matching passage to open the Direct Source Comparison window to the right, where the match is shown in context within the suspect source

View results without including quoted material or the student's bibliography

Investigate suspect sources either all together or one at a time

Refresh any report at a later date to include the most recent content in your results

All matching sources are listed in order of percentage match and referenced to matching passages the paper body

2% match (Internet from 07/21/08) http://www.lib.ncsu.edu

self-discipline needed to learn without face-to-face

interaction with instructor and peers. I believe that the quality of my online courses will be just as high as the same courses taken in a traditional classroom. I believe high quality learning can take place without attending the traditional classes. I have compelling reasons for taking an online program of study and believe the convenience and flexibility are essential to my education. TIME MANAGEMENT I manage my time well. I complete what I start and can manage deadlines.

I am willing to dedicate the same time and effort to online learning as to a

Easily scroll through all matching passages with a source

Live Internet pages easily viewed in their original context.

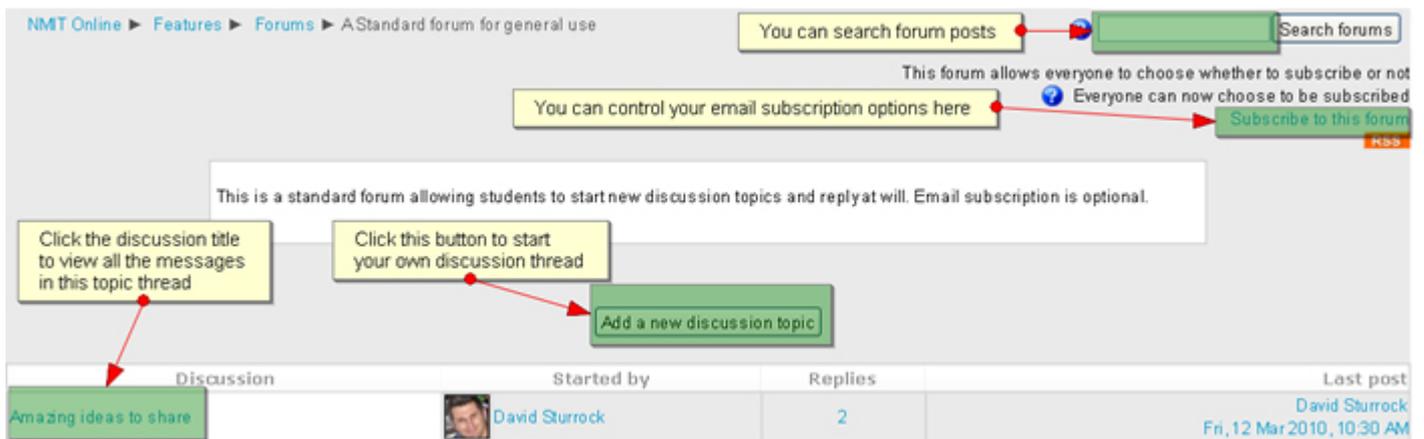
Matching text is blocked out and highlighted for easy identification, short, non-matching sections are easily identifiable within larger passages

## How to participate in a Forum

Forums (  ) are ways for students to hold discussions online and act like a virtual message board. Each course contains at least one forum for course news and announcements (the exact name can vary). This forum is used by the tutor to broadcast course news to all students and every student will receive email copies of messages posted within it.

Other forums may also be available within a course at the discretion of the tutor and are good places to post questions and comments, share ideas etc.

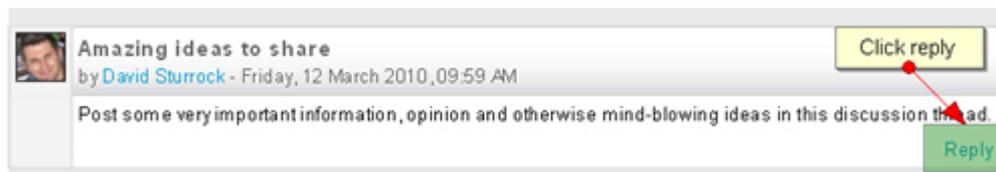
Click on the forum's name to view a description of the forums purpose and a list of the Discussion topics. The topics are listed from latest to oldest. Click the **discussion topic's title** to view and participate in the discussion. If you click on the persons name you will see their profile page, not their forum message.



The screenshot shows a forum page titled "A Standard forum for general use". It includes a search bar, a "Subscribe to this forum" button, and an "Add a new discussion topic" button. A table lists discussions with columns for "Discussion", "Started by", "Replies", and "Last post".

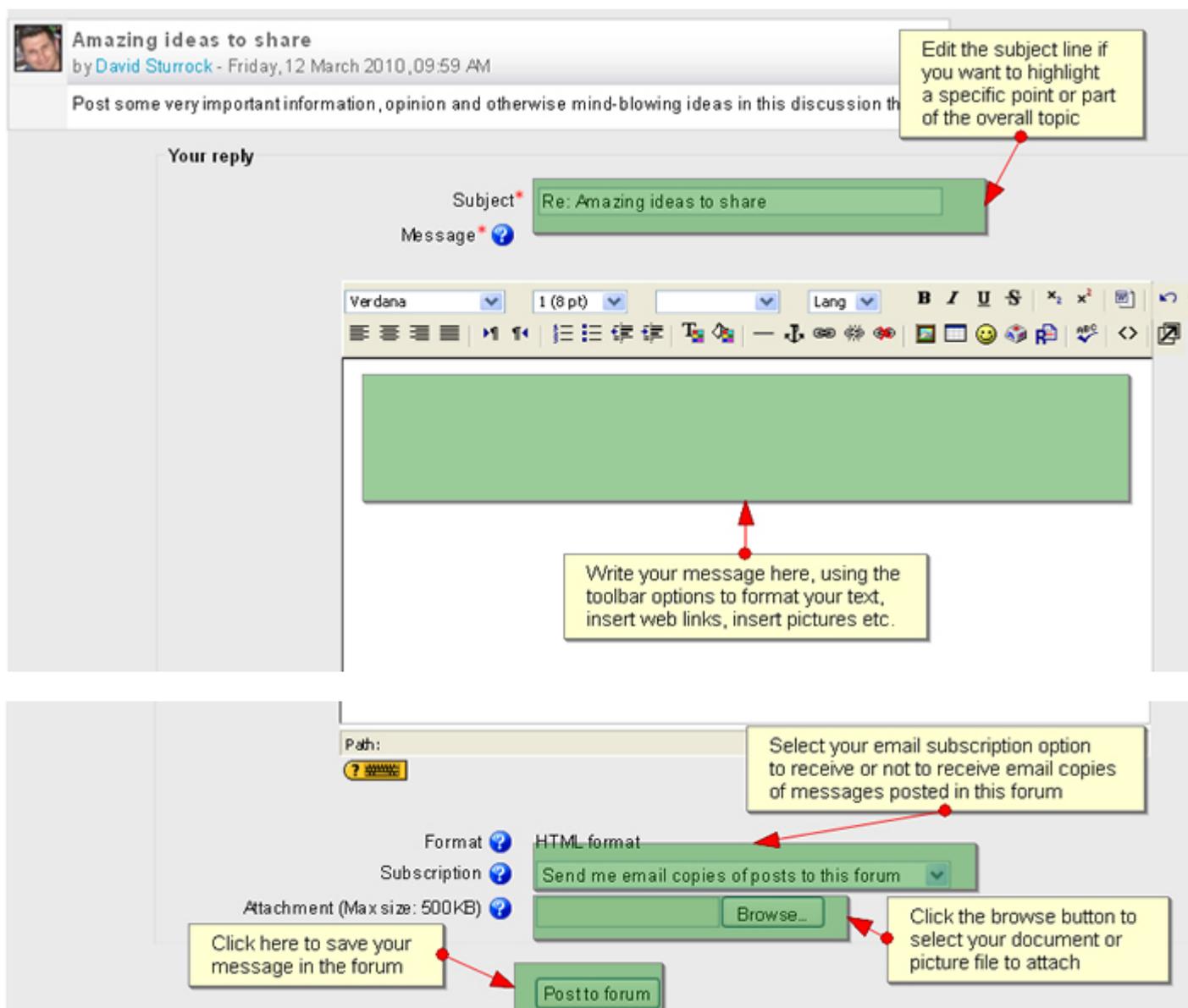
Discussion	Started by	Replies	Last post
<a href="#">Amazing ideas to share</a>	 David Sturrock	2	David Sturrock Fri, 12 Mar 2010, 10:30 AM

The discussion and all replies are listed from oldest to newest. Click the Reply link on the appropriate discussion to post your ideas or comments (the link is at the bottom right corner of the message).



The screenshot shows a forum message titled "Amazing ideas to share" by David Sturrock, dated Friday, 12 March 2010, 09:59 AM. The message content is "Post some very important information, opinion and otherwise mind-blowing ideas in this discussion thread." A "Click reply" button is visible above the message, and a "Reply" button is visible below the message.

Type your message in the text entry box. Click '**Post to forum**' to finish. Your message will be indented underneath the one you replied to and will be visible to everyone else with access to the forum (class mates). You have 15 minutes to edit your entry, after which edit rights disappear and email copies are sent to anyone subscribed to the forum.



Subscription means that you are automatically emailed when someone posts a message. [[Click to see more details on managing your email subscription options](#)]

You may also attach a document or picture file to your forum message if you wish by clicking '**Browse**' to upload a file before posting your message to the forum. File size limits may apply for attachments (e.g. maximum file size of 1 MB for an attachment).

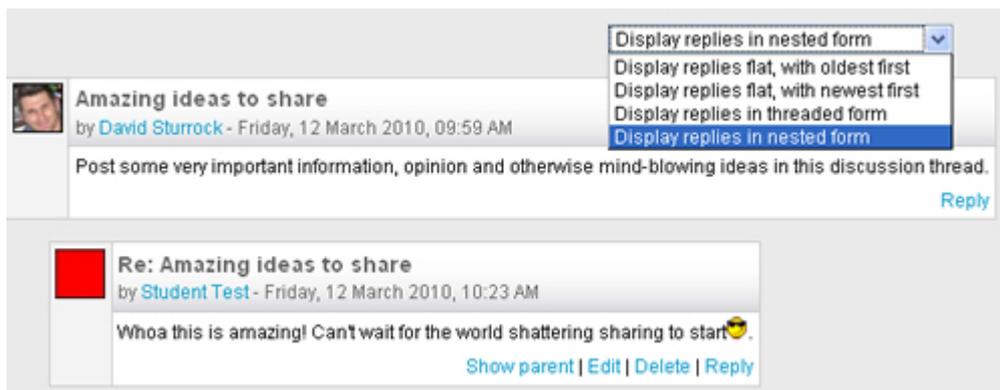
If you want to change your attachment after you have posted your message, follow these steps (within 15 minutes of making your original posting):

- Click on Edit at the bottom of the page
- Scroll down to the attachment box. You will notice that this box is blank. This does not mean there is no attachment on your message!
- Click browse. Choose your new attachment file.
- Click Post to Forum - this will replace your old attachment.

**Note: Remember, only post information on what the forum is about. You only have 15 minutes to edit your entry.**  
**Starting your own discussion topic**

Click '**Add a new discussion topic...**' to begin a new discussion - you may not be able to do this depending on how the tutor has set up the forum. Make sure your subject line explains the topic well. Follow the instructions.

## Layout options for forums



You have several options for displaying topics or discussion threads on the forums. There is a drop-down menu at the top of each topic. Experiment with these options to find the format that you find easiest to use.

## Precautions

It wouldn't be fair if we didn't admit that things occasionally **go wrong** while using the discussion forums. When working on a message over a long period there is the risk of it "disappearing" should, for example, the NMIT Online session time out or a dial-up connection drop out. Also, there is no "auto-save" feature, so if you move away from the reply page (e.g. click on a link) you will lose all your typing.

Noting the following tips for writing and saving discussion forum messages will spare you from these mishaps.

1. Just before you post your message, select all the text of your message and copy it. If your message fails to save properly you will be able to create a new message and paste you copied text back into it.
2. If you need to follow a link while you are part way through typing a message, use the "New Tab" feature of your [browser](#) to follow the link in a separate tab. Tabs allow you to work on other web pages without affecting your original one.
3. Good, "safe" practice when creating long forum messages is to put your cutting and pasting skills to work. **Write and save** the message in a word processor, copy it, then log in to NMIT Online and paste the text into a discussion topic message. Keep formatting to a minimum when using a word processor, applying the required formatting after pasting into the NMIT Online text editor.

This method also **saves quite a bit of online time** if a you happen to be working via a dial-up connection.

## Discussion Forum Communication Protocols

1. Avoid using all capitals – Internet conventions mean this is the equivalent of shouting or “flaming” someone.
2. When posting a reply to another student’s discussion posting or chat comment, make sure the ‘golden rule’ applies i.e. don’t post anything you would be unhappy to receive if it were posted to you.
3. Any issues or problems with the course or with another course member should be notified privately to the tutor by email or phone, not raised in a chat room or posted publicly on a discussion forum –please use email or phone the tutor for emergencies or important course issues only.
4. Log in to the course regularly (but preferably each working day) just to keep up with what is happening.
5. Keep to one topic per discussion posting as much as possible, it is better to post several postings on one topic each, rather than one long posting with several topics embedded in it.

# Managing Forum emails

An option when using forums is to receive postings via your email address. This provides a number of advantages such as important message posted by the instructor. You have the option of receiving forum postings to your email. There are three actions you can take to control these e-mails:

1. You can choose to unsubscribe from a forum
2. You can go to your NMIT Online profile and change your e-mail settings there
3. Create a rule in your email account to automatically shift course messages into a special folder to view later

## 1. Unsubscribing from a forum

You can change this before you post your message to the forum, so check the **Subscription** option before clicking 'Post to forum'.

- If you choose **Send me email copies...** you are subscribing to this forum.
- If you choose **I don't want email copies...** you are unsubscribing to this forum.

To view which forums you are subscribed to click 'Forum' on the breadcrumbs at the top of the page when viewing a forum.

- You can then click either the word **Yes** or the word **No** to change if you are Subscribed or Unsubscribed to that particular forum.

	Forum	Desc.	Discussions	Subscribed
5	<a href="#">A Standard forum for general use</a>	This is a RSS feed enabled	1	<a href="#">Yes</a>
	<a href="#">Each person posts one discussion</a>	In tman then reply to any of the dis	0	<a href="#">No</a>

**Note:** If your instructor has forced **everyone to be subscribed** to a forum it will be for a valid reason, such as passing on important information.

1. You can not Unsubscribe from a forum when the instructor has done this.
2. The only way to stop receiving emails from these types of forums is to change your User Profile.

## 2. You can go to your NMIT Online profile and change your e-mail settings there

There are a number five options within your User Profile which relate to the email system.

1. **Email display** allows you to choose different options to set who can view your email address through your profile.
2. **Email activated** allows you to enable or disable your email address.

Email display:	1	Allow only other course members to see my email address
Email activated:	2	This email address is enabled
Email format:	3	Pretty HTML format
Email digest type:	4	No digest (single email per forum post)
Forum auto-subscribe:	5	Yes: when I post, subscribe me to that forum

- If you **enable** your email address you will receive emails when subscribed to a forum.
  - If you **disable** your email address you will not receive emails even if subscribed to a forum.
3. **Email format** provides the option of your email address being plain text or HTML - you can leave this as 'Pretty HTML format' which is the default.
  4. **Email digest type** provides receiving options
    - If **No digest (single email per forum post)** is set you will receive an email for every single posting to subscribed forums within 30 minutes of the posting.
    - If **Complete (daily email with full posts)** is set you will receive ONE email with the forum posting details each day.
    - If **Subjects (daily email with subjects only)** is set you will receive ONE email with the forum subject details each day.

5. **Forum auto-subscribe** sets the following default option shown when posting a forum

**Subscription:**  

**Attachment:  
(optional)**

### 3. Create a rule in your email client

Create a rule in your email client to automatically shift course messages into a special folder that you can then choose to look at when convenient. Here are instructions on how to do this in [Microsoft Outlook](#) - perhaps using the option to move messages to a folder based on having the term "Course Name" in the subject line.

- Right-click the message you want to base a rule on.
- Click Create Rule.
- In the Create Rule dialog box, select the conditions and actions you want to apply.
- To add more conditions, actions, or exceptions to the rule, click Advanced Options, and then follow the rest of the instructions in the Rules Wizard.
- To run the rule as soon as you have created it, select the Run this rule now on the messages already in "folder" check box on the last page of the Rules Wizard.

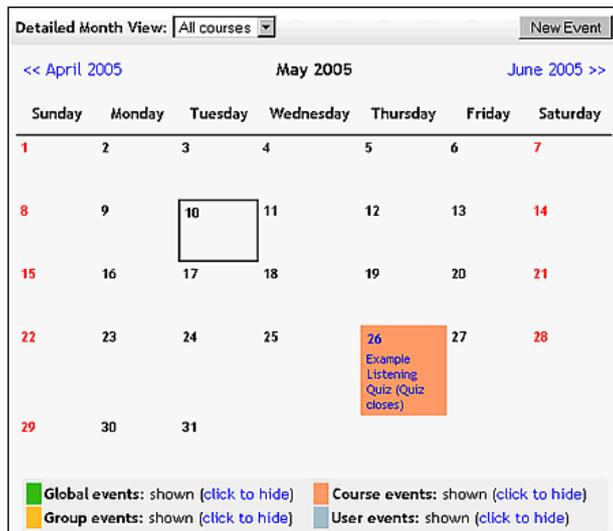
## How to use the Calendar

The course calendar highlights dates related to activities within the course. These dates may be the opening, closing or due dates of an activity.

When you move your mouse over the highlighted date the activity it is related to will appear.

- Click on the activity to view the full description.
- Click again on the activity title to navigate to it.

To view the full calendar with titles shown click on the month name.

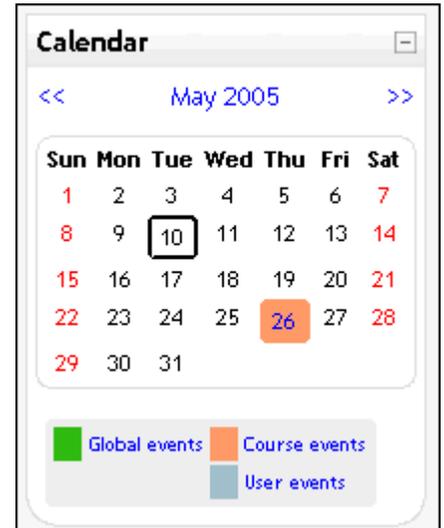


Detailed Month View: All courses [New Event]

<< April 2005 May 2005 June 2005 >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Example Listening Quiz (Quiz closes)	27	28
29	30	31				

Global events: shown (click to hide) Course events: shown (click to hide)  
Group events: shown (click to hide) User events: shown (click to hide)



Calendar

<< May 2005 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Global events Course events  
User events

To Add your own user event click the '**New Event**' button.

1. Name your event and provide a description.
2. Change the Date if required as the default is the current date, the Time is optional

You are able to specify a Duration and/or Repeats for your event

## Using a Glossary

A glossary (📖) is a list of words defined by you or your instructor. Participants are able to view and comment on all entries. Your instructor may allow you to also add entries.

### Viewing the glossary

1. Click on the glossary name to browse entries.
2. You have various browsing options. The default is browse by alphabet letter.

**Note:** You may be able to comment on the glossary entry if the comment icon is showing. Click this icon to add a comment about the entry.

### Add a new entry to the glossary

#### [Add a new entry to the glossary - video](#)

1. Click "Add New Entry" to add a new definition
2. First determine the word and the alternate words that mean the same thing.
3. Write the details of your posting in the "Definitions" field. You can add links within your text and embed pictures from other websites (refer to separate page "Adding images to NMIT Online") as well as attaching a file directly to your entry (pictures or documents).
4. Concept and definition are mandatory fields and your tutor may require you to Select a category and/or add keywords.
5. Click "Save changes" to submit your entry.

**Note:** You may or may not be able to add a new entry to the glossary, depending on how the instructor has set up the course. If you can you should remember that everyone can view your entry.

# How to participate in a Chat session

A chat () is a way for students to hold live discussions online. Click on the green numbers in the image below to see the steps demonstrated.

1. Click on the chat name to view a description
2. Click the link '**Click here to enter the chat now**'. Participants already in the chat room are listed
3. The chat room opens in a new window with the screen divided into three parts:
  - o Messages are displayed in the main part of the screen
  - o Participants are displayed on the right hand part of the screen
  - o You type your message in the text entry box at the bottom of the screen
4. When you have typed your message and press the 'Enter' key on the keyboard to submit it to the group - see standard protocols below
5. When you enter the chatroom you will only see messages posted from that point on. If transcripts have been enabled for the chat session you can view earlier comments at the end of the session (instructions below)
6. To leave the chatroom, just close the chatroom window (cross at extreme top right of window)
7. For the more confident user: Because the chatroom has its own window, you can move back to the chat description page and go to different pages or web sites while you monitor the open chatroom.  
**Be careful not to close the chatroom window**



A transcript of any chat can be recorded (option setting for the teacher). Steps to follow when viewing transcripts.

1. Go to the chat description page, but don't click on the link to enter the chat
2. Click on the "View past chat sessions" at top right on screen
3. This page will list past sessions, along with the participants
4. Scroll down to the session you wish to review
5. Click on the "See this session" link
6. Read the transcript
7. When you have finished click on the "Continue" button to return to the session list page

## Chat room protocols

Here are a few chat-specific protocols to make chats go more smoothly.

- ... (ellipses) - at the end of a line indicated that the speaker is still talking and so should not be interrupted
- GA (go ahead) - means speaker is finished. Can be followed by a name, eg GA Karen, to indicate who should take the floor
- [bla bla bla] - square brackets means an interruption for notification (ie we only have 5 more minutes) but not content
- Facilitator will use CAPITALISATION to change the topic
- ? at beginning of sentence to indicate you have a question for speaker
- use the @ symbol to respond to someone, eg "@Chris, I think you make a valid point there". This can be useful when several discussion threads are happening at the same time.
- Emoticons like the smile 😊 :- ) and wink 😉 :- ) can also be used.

## Using a Wiki

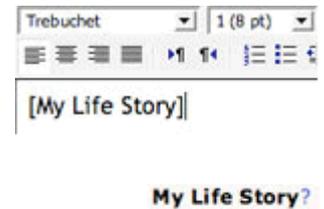
Many course's use wikis to support collaborative project work some use private wikis to allow students to keep journals. Wikis allow you to create new web pages and easily add text and images.

Most of the content formatting can be done through the in-line Web editor - including copying and pasting text from other documents. However, there are some tasks that require specific wiki formatting.

### Creating a new page

New pages are created by linking to them from another wiki page.

1. In the **[Edit]** tab screen of an existing wiki page type the name of the new wiki page inside square brackets (e.g., [My Life Story]).
2. After saving the page, a question mark will appear after the name of the new page.
3. Click the question mark link. This will take you to the edit screen of the new page.
4. Enter content for the new page and click **[Save]**.



### Linking to an existing wiki page

1. In the **[Edit]** tab screen of an existing wiki page enter the name of the wiki page you want to link to within square brackets (e.g., [My Life Story]).
2. Click **[Save]** when finished.

### Uploading and inserting images

Students are able to upload picture files to a wiki. Only .jpg, .gif, and .png files are supported.

1. In the **[Edit]** tab screen for the page there is an option to upload files.
2. Click the **[Browse]** button to locate the image file on your computer.
3. Double click on the selected picture file and click the **[Upload]** button. A new [browser](#) window will open and show an internal reference for your uploaded picture using the following syntax:  
[internal://advertisement.jpg]
4. Copy this internal reference and close the [browser](#) window.
5. Place your cursor where you want the picture to appear in your wiki page and paste the internal reference.
6. Click the **[Save]** button.

