



OMNIUM[®]

CLASSROOM



GETTING STARTED GUIDE



Welcome to the *Getting Started Guide*

Congratulations on choosing Omniium Classroom Software! Even if you only have basic computer experience, this *Getting Started Guide* will assist you in the following:

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Enjoy getting started!

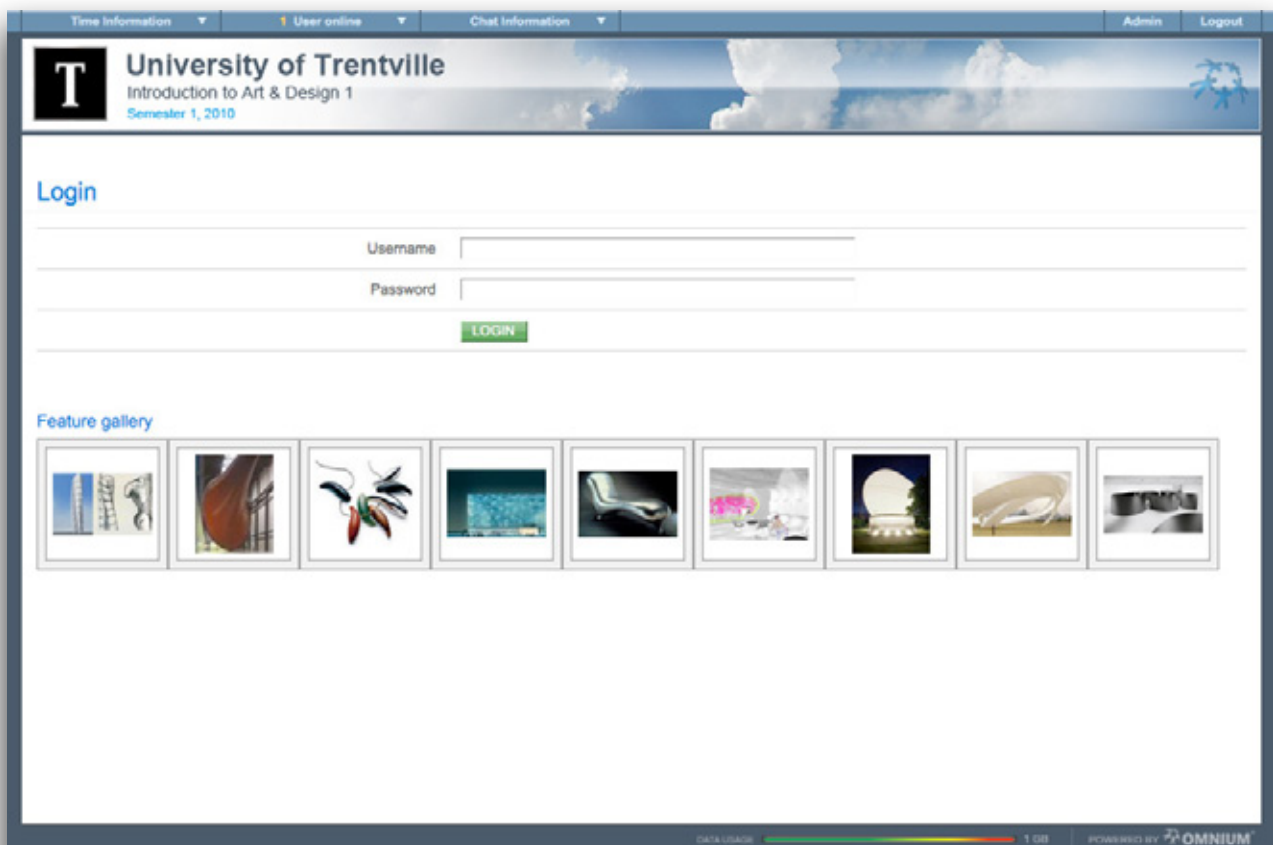




Logging In

Once you have ordered your Omnium Classroom Software you will receive an email with a link to your brand new website. This email will also contain your *username* and *password* details. When you click on this link you will be asked to enter your *username* and *password*.

Login to access your website.



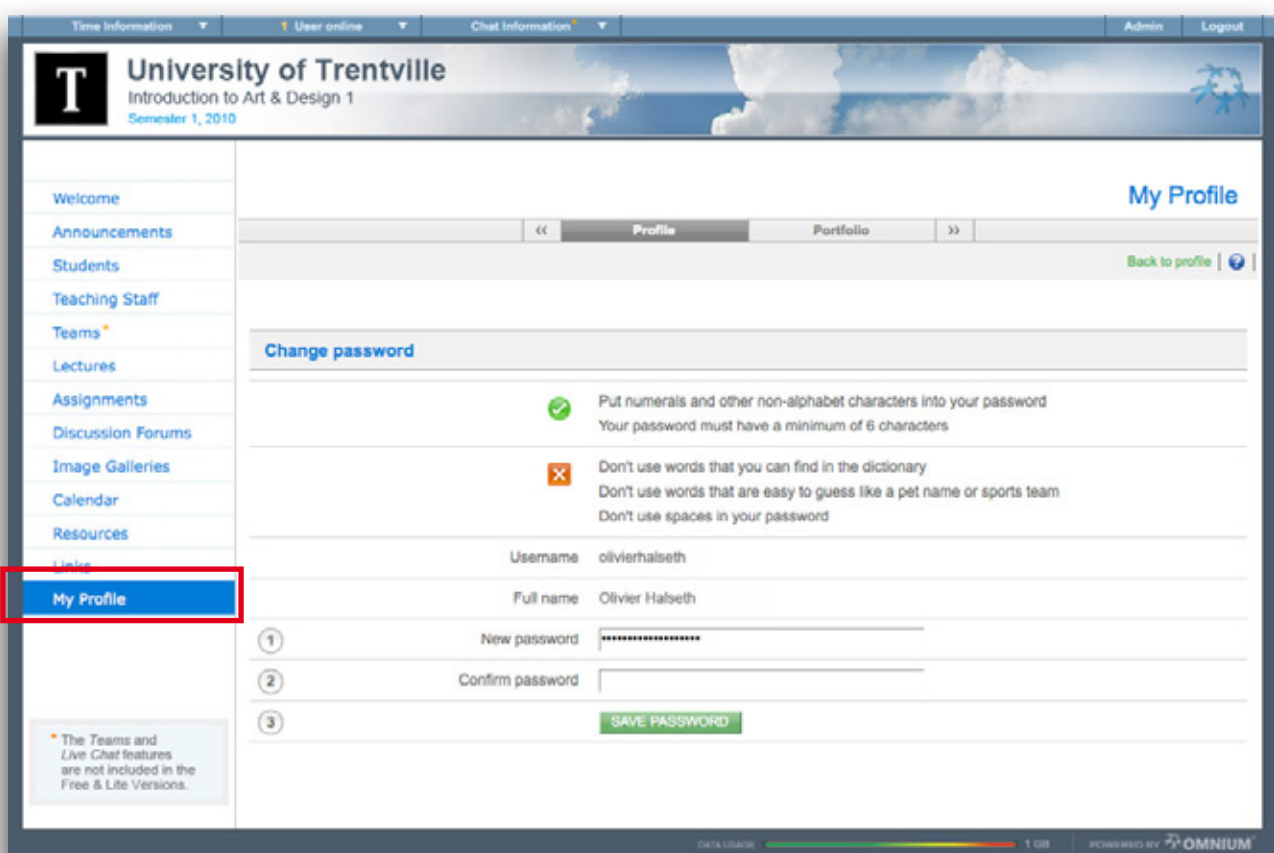
The 'Login' page



Changing your Password

Click on 'My Profile' on the left-hand vertical navigation bar. This will take you directly to your personal profile page. In the top right-hand corner, click on the 'Change password' option. Type in your new password. It must be at least 6 characters long. To create a more secure password use a combination of letters, numerals and non-alphabet characters.

Retype your new password in the 'confirm password' field and then click on 'Save Password'. You have successfully changed your password.

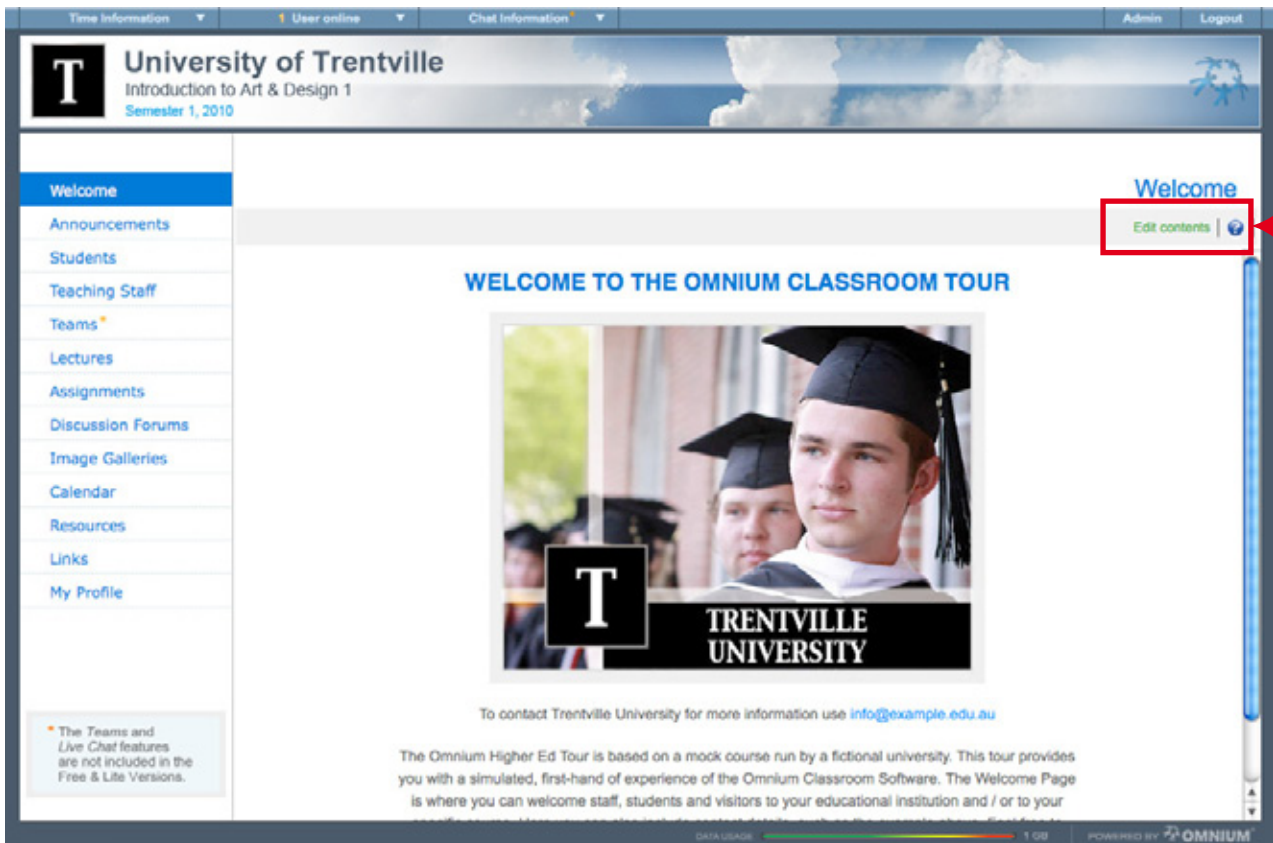
A screenshot of a web application interface for the University of Trentville. The page title is 'Introduction to Art & Design 1 Semester 1, 2010'. The left-hand navigation bar includes links for Welcome, Announcements, Students, Teaching Staff, Teams, Lectures, Assignments, Discussion Forums, Image Galleries, Calendar, Resources, and My Profile. The 'My Profile' link is highlighted with a red box and a red arrow. The main content area shows the 'My Profile' page with tabs for Profile and Portfolio. A 'Change password' section is visible, containing two validation messages: one with a green checkmark stating 'Put numerals and other non-alphabet characters into your password' and another with a red X stating 'Don't use words that you can find in the dictionary'. Below these are fields for Username (olivierhalsbeth) and Full name (Olivier Halsbeth). There are also fields for 'New password' and 'Confirm password', both masked with dots. A green 'SAVE PASSWORD' button is at the bottom of the form. The footer shows 'DATA USAGE: 1 GB' and 'POWERED BY OMNIUM'.

Change your password in the 'My Profile' area.



Editing the Welcome Page

The 'Welcome' page is the first page any member or visitor will view when they visit your website. To edit the 'Welcome' page, click on the 'Edit Contents' option in the top right-hand corner (see screenshot below).



The 'Welcome' page

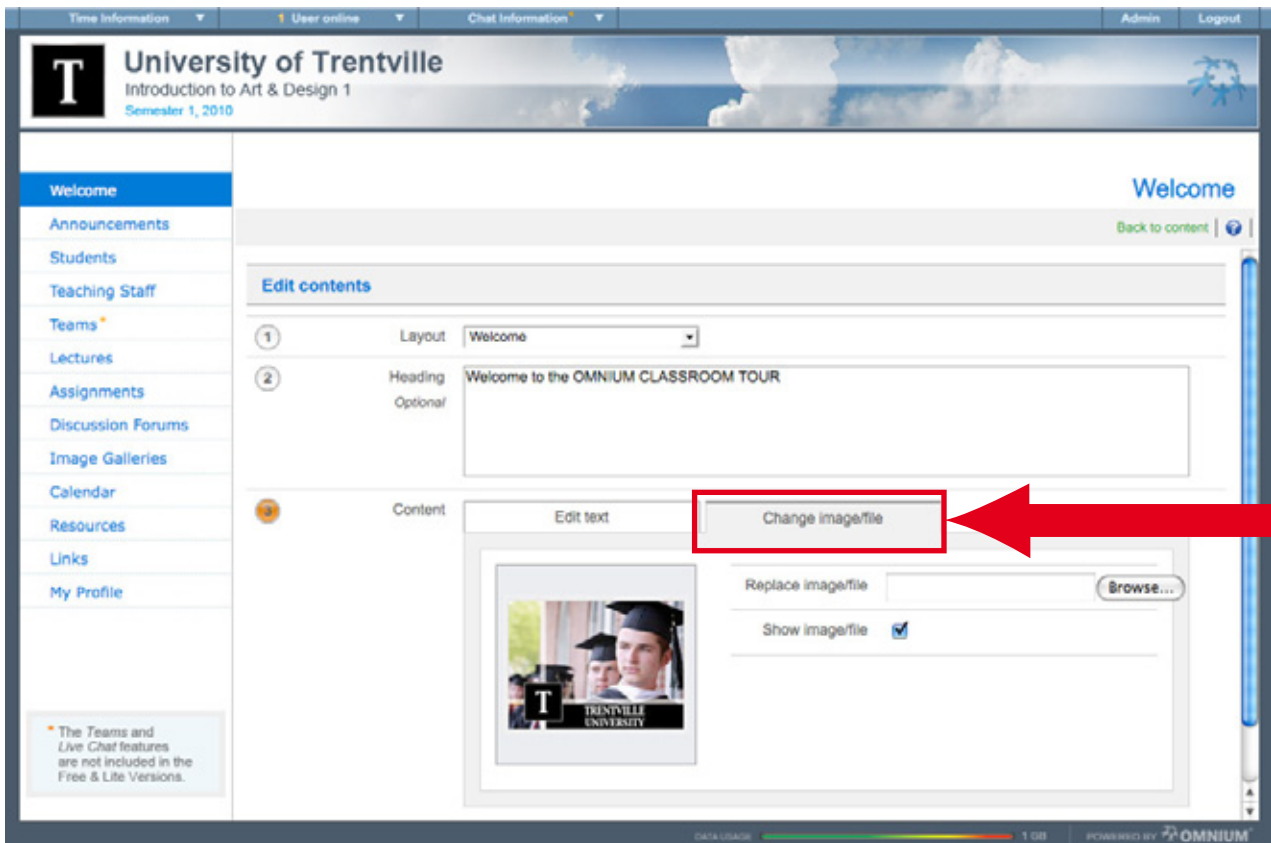
To edit the text and image on the 'Welcome' page follow these steps:

1. Choose a layout for the page. You have two options. You can select the default 'Welcome' layout. This will feature a centered image and text. Or you can also choose to select the 'Standard' layout. This will format your 'Welcome' page in the style of a news post, with the image aligned to the right.
2. Type a title into the Heading field. You can hit the enter key to create two lines of text. Text on the top line will appear above the 'Welcome' page image, while any text on the lower line will appear below the 'Welcome' page image.
3. Type or paste your desired text into the Content field. Modifications can be made using the toolbar above the Content field to bolden, italicise, underline, strikethrough or modify the colour of your text. You can also create a list with bullet points, add a link or embed a YouTube video.



You can click on 'Preview' on the right of the toolbar to review the changes you have made. This preview will appear in the space below.

4. You can add an image to the 'Welcome' page by clicking on the 'Change image/file' tab (see screenshot below). Click on the 'Browse' button to select an image from your computer.



Editing the contents of your 'Welcome' page

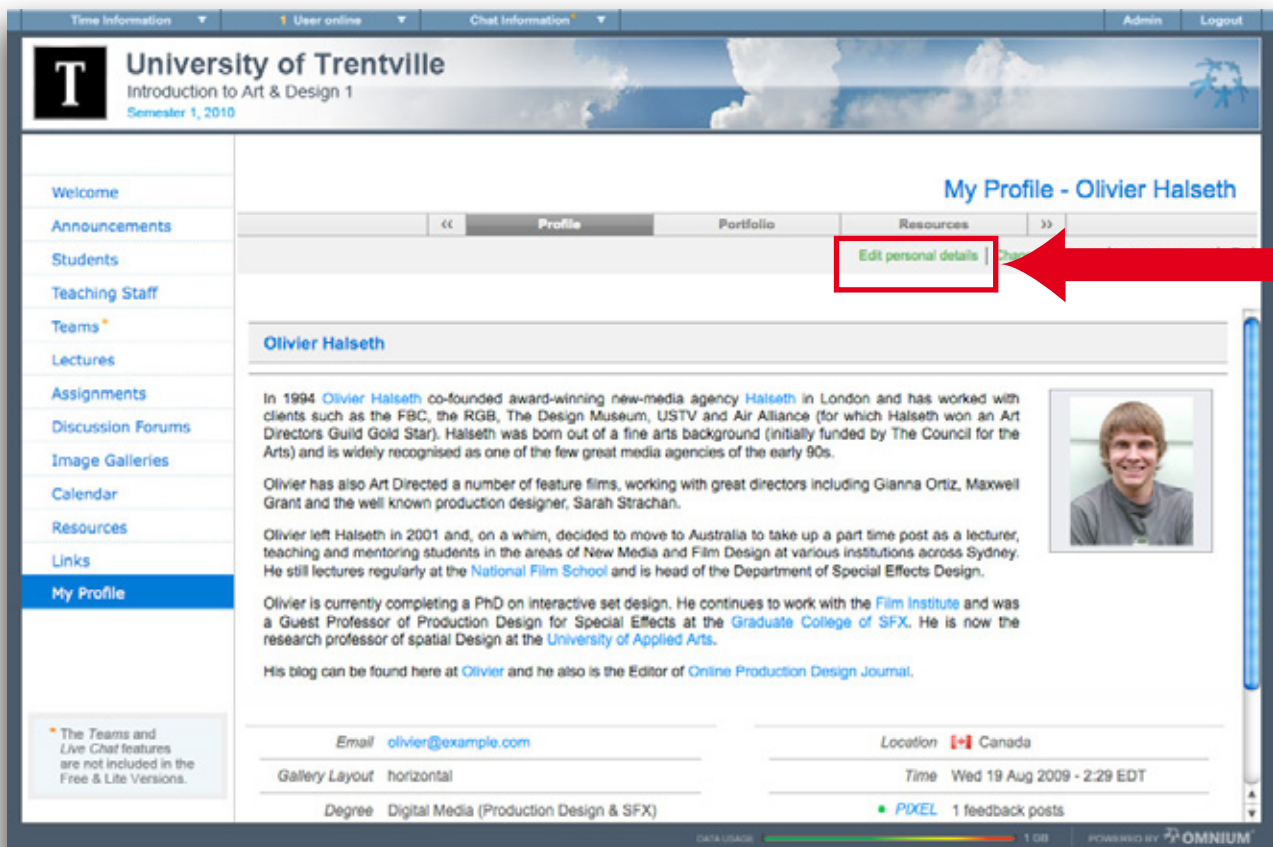
5. Finally, click the 'SAVE CHANGES' button. Wait until all uploads are fully complete before moving on. When this process is complete, you will automatically be taken back to the 'Welcome' page.



Creating or Editing your Personal Profile Area

To create or edit your personal details please follow the simple step-by-step guide below:

1. Go to 'My Profile' located on the left hand vertical navigation bar. You can also access your profile by clicking on your name in the 'Students' or 'Teaching Staff' area.
2. Click on the 'Edit personal details' option (see screenshot below).



The screenshot shows the 'My Profile' page for Olivier Halseth. The page is titled 'My Profile - Olivier Halseth' and has a navigation bar with tabs for Profile, Portfolio, and Resources. The 'Edit personal details' link is highlighted with a red box and a red arrow. The profile information includes a bio, a profile picture, and details such as email (olivier@example.com), location (Canada), time (Wed 19 Aug 2009 - 2:29 EDT), and degree (Digital Media (Production Design & SFX)).

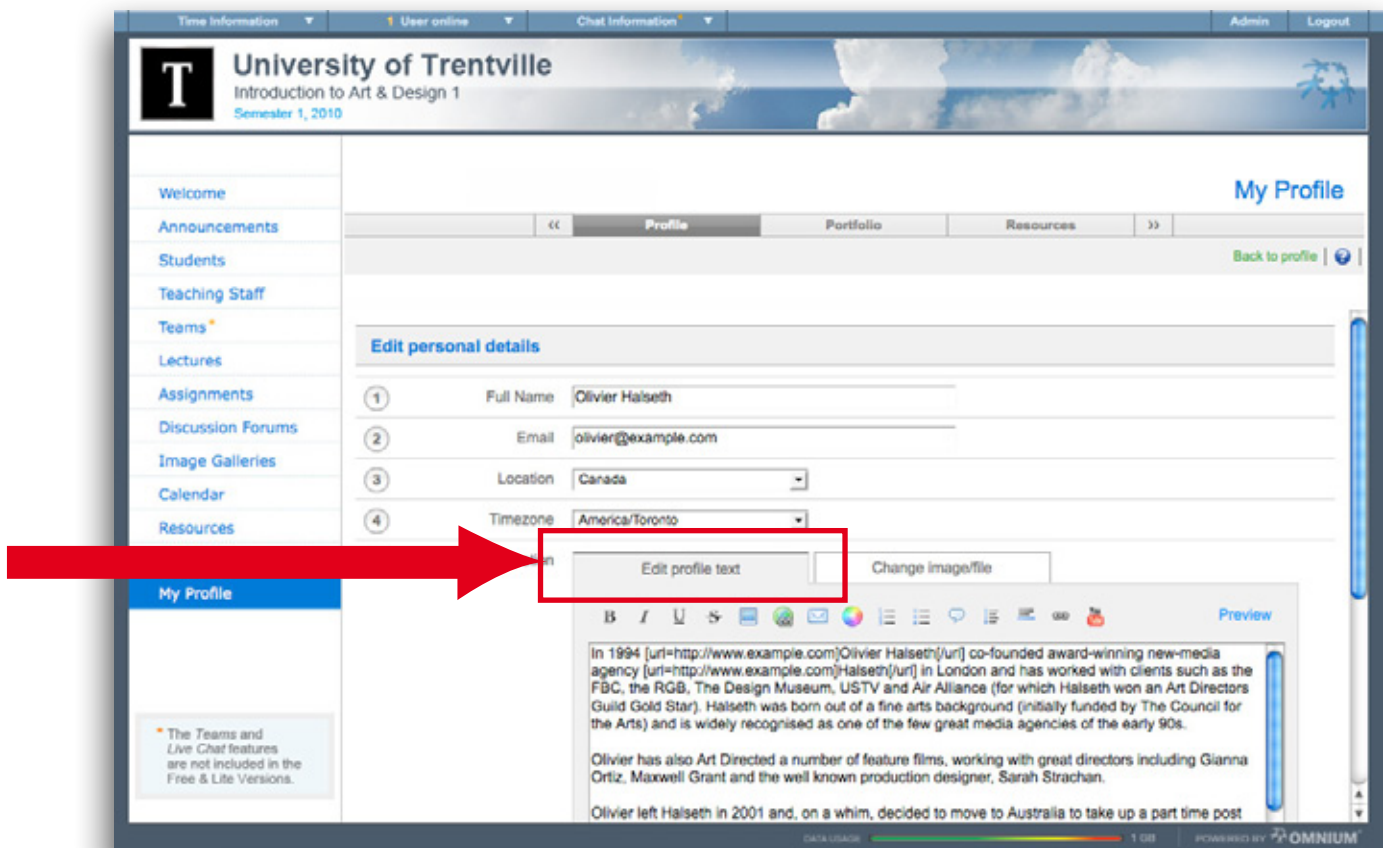
'My Profile' area

3. You can add or change your name, email, location or timezone in the appropriate fields.
4. To add your some information about yourself click the 'Edit profile text' tab (see screenshot below). *Tip:* You can draft this text in a word processing application then copy and paste it into the white text field.
5. To add an image to your Profile– click the 'Change image/file' tab, on the right of the 'Edit profile text' tab and click the 'Browse' button. Select the desired image from your computer, then click 'Open / OK' to upload the image.
6. You can also add your personal website (in text fields 6, 7 & 8). This will automatically show in your 'Profile' area and allow visitors to see that website in a new window. When adding a website, make sure you include the <http://> prefix.



7. Finally, click the 'SAVE CHANGES' button. Wait until all uploads are fully complete before moving on. When the uploading process is complete, you will automatically be taken back to your 'Profile' area where you can view your new personal profile.

Note: You can update and edit text and images in your profile area at anytime by following the same steps above.

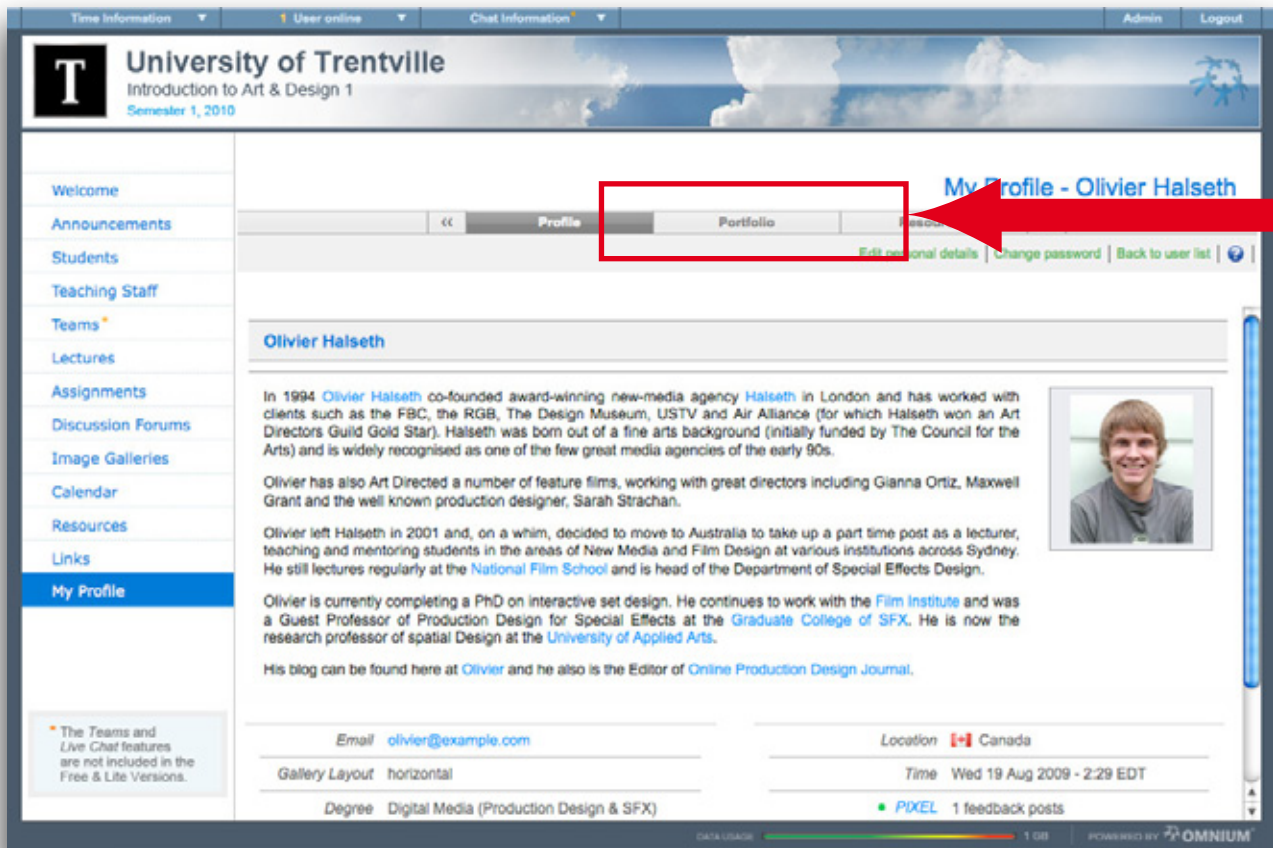


Editing your profile text



Uploading Images to your 'Portfolio' Area

Your 'Portfolio' area is where you can store and display images of your work. There are two simple steps to upload images in this area:



My Profile 'Portfolio' tab

Step 1. Creating Portfolios

- In your profile area, click the 'Portfolio' tab, located to the right of the 'Profile' tab in the horizontal navigation bar (see screenshot above).
- Click 'Create new portfolio'.
- You will now see two blank white text fields: 'Title' and 'Add description'. Enter a title and/or description in the appropriate fields.
- Finally, click the 'SAVE PORTFOLIO' button.

Step 2. Uploading image files to your portfolio

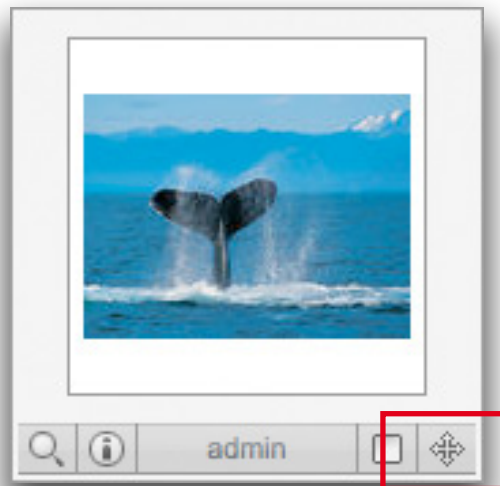
- Click on the portfolio that you wish to upload images to.
- Once you are in the chosen portfolio, click 'Upload new file'.
- Enter a title for your image.
- To add your image file, click the 'Browse' button.



- e. Select the desired file from your computer then click 'Open/OK' to add the image.
- f. Finally, click the 'UPLOAD FILE' button. Wait until the file is uploaded completely before moving on. When the file upload is complete, you will automatically be taken back to your Portfolio area.

Important Tips:

- Files must be accompanied by the appropriate filename extensions (.jpg, .gif, .mov, .mp3, etc). Remember - the smaller you keep your file sizes, the faster people will be able to view them.
- Once uploaded, you can reorder your image files in your photo gallery by clicking the bottom right button below the image and dragging the image to the desired position ([see screenshot below](#)).



Reorder images (by dragging them) with this button

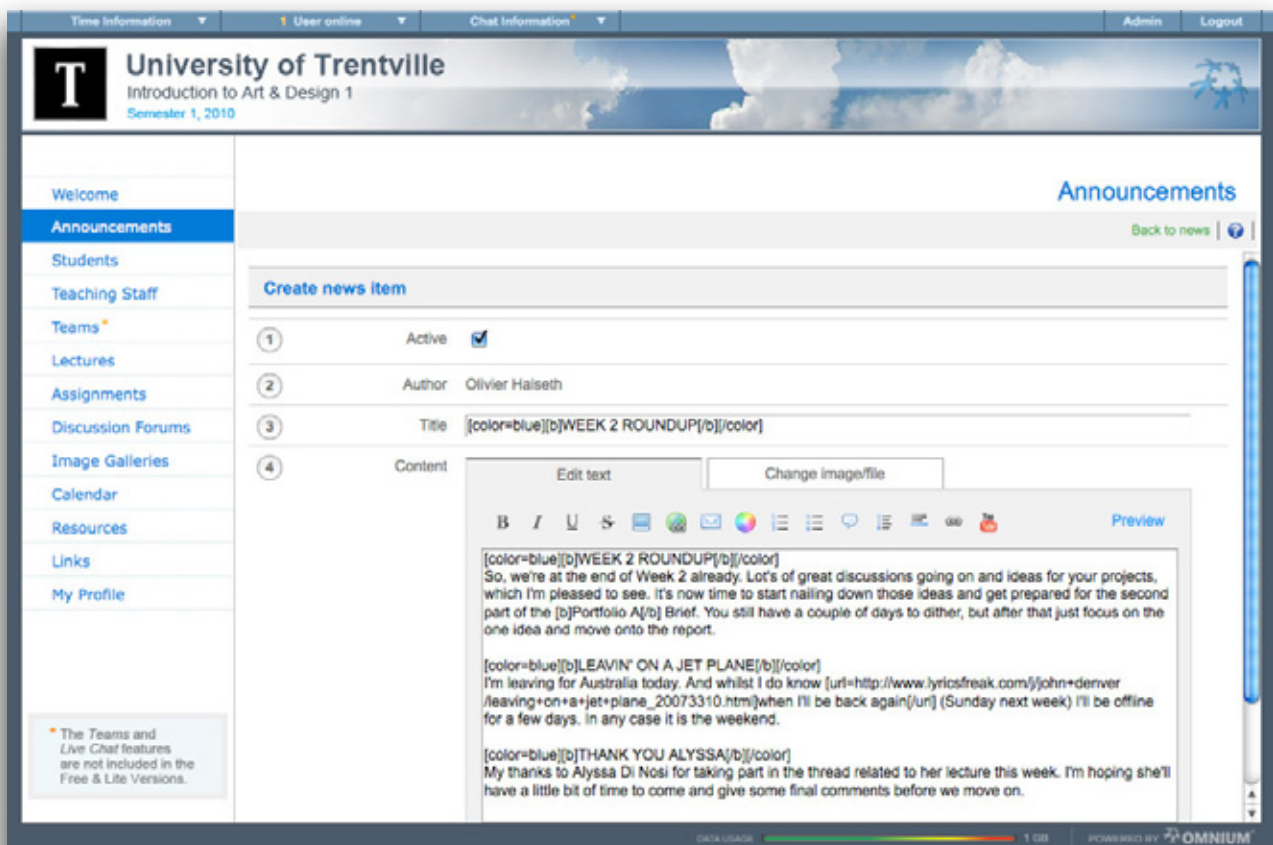


Posting 'Announcements'

The 'Announcements' area allows you to post articles, messages and news. To post announcements click on the '[Create news item](#)' button and follow these steps:

(Note: The numbers below correspond with the numbers down the side of the news form)

1. An 'Active' news post will be seen by members once published. Uncheck this option if you wish the post to remain inactive until you feel it is ready to be visible ([see screenshot below](#)).
2. The name of the post's author will automatically appear in the header of the 'Announcement'.
3. Enter the title for your 'Announcement'.
4. Type or paste your desired text into the 'Add text' field. To add an image to the News post, click the 'Add image/file' tab, next to the 'Add text' tab and click the '[Browse](#)' button. Select the desired image from your computer, then click '[Open / OK](#)' to add the image.
5. Finally, click the '[PUBLISH NEWS](#)' button. Wait until the file is uploaded completely before moving on. When the file upload is complete, you will automatically be taken back to the 'Announcements' area.



The screenshot shows the 'Create news item' form in the University of Trentville LMS. The page header includes 'University of Trentville', 'Introduction to Art & Design 1', and 'Semester 1, 2010'. A left sidebar contains navigation links like 'Welcome', 'Announcements', 'Students', etc. The main content area is titled 'Announcements' and contains the 'Create news item' form. The form has four numbered steps:

1. Active: A checkbox is checked.
2. Author: The name 'Olivier Halseth' is entered.
3. Title: The text '[color=blue][b]WEEK 2 ROUNDUP[/b]/[color]' is entered.
4. Content: A rich text editor is open with the 'Edit text' tab selected. The text area contains three paragraphs of text, each starting with a blue bolded heading: '[color=blue][b]WEEK 2 ROUNDUP[/b]', '[color=blue][b]LEAVIN' ON A JET PLANE[/b]', and '[color=blue][b]THANK YOU ALYSSA[/b]'. The text editor includes a toolbar with various formatting options and a 'Preview' button.

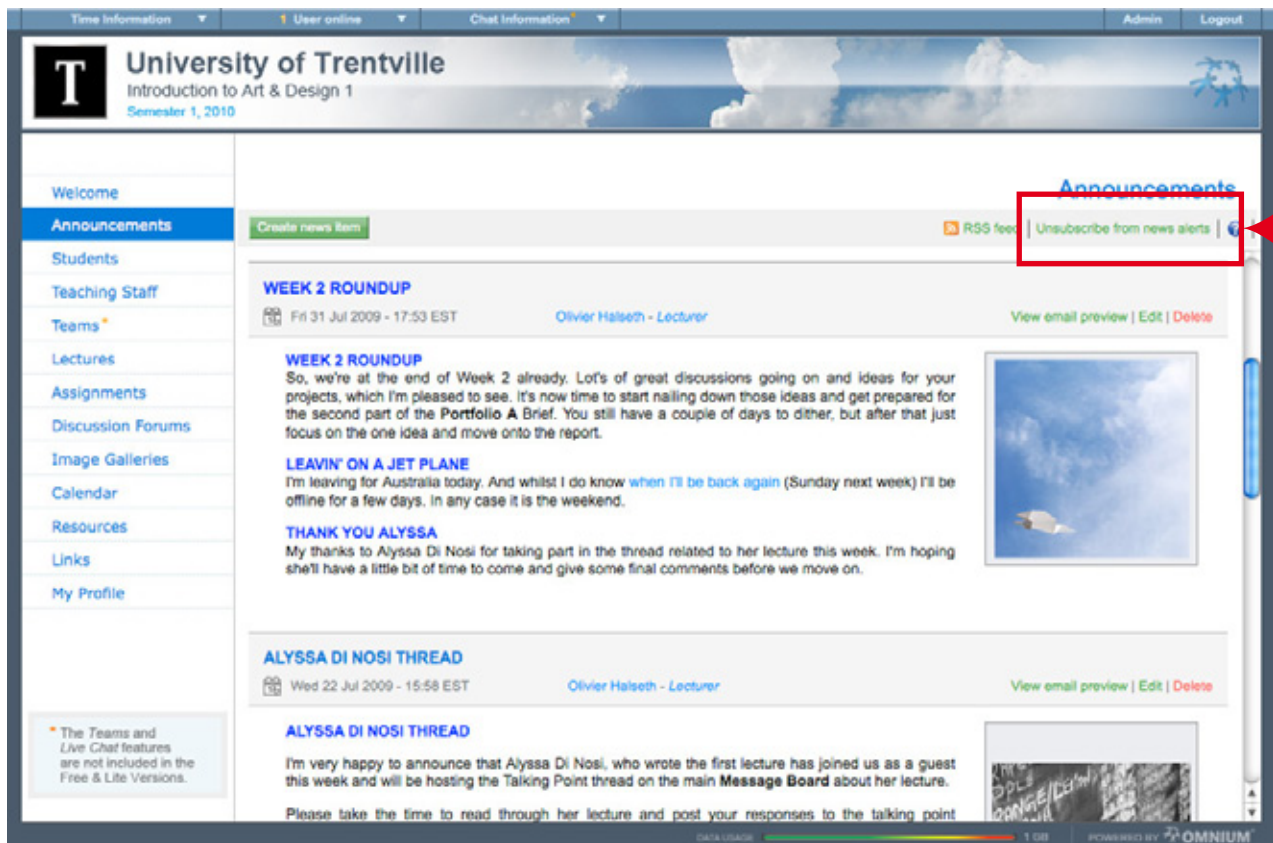
At the bottom of the page, there is a 'DATA USAGE' indicator showing 1 GB and a 'POWERED BY OMNIUM' logo.

Creating an announcement



Subscribing to the 'Announcements' Area

Users can subscribe to the 'Announcements' area to receive the latest news items via email. To subscribe or unsubscribe to the 'Announcements' area simply click the '[Subscribe/Unsubscribe from news alerts](#)' option on the top-right hand corner of the page (see screenshot below).



The screenshot shows the 'Announcements' section of the University of Trentville website. The page header includes 'University of Trentville' and 'Introduction to Art & Design 1 Semester 1, 2010'. A sidebar on the left contains navigation links such as 'Welcome', 'Announcements', 'Students', 'Teaching Staff', 'Teams', 'Lectures', 'Assignments', 'Discussion Forums', 'Image Galleries', 'Calendar', 'Resources', 'Links', and 'My Profile'. The main content area displays a 'WEEK 2 ROUNDUP' announcement by Olivier Halseth, dated Fri 31 Jul 2009. Below this is another announcement titled 'ALYSSA DI NOSI THREAD'. In the top right corner of the announcements area, there is a link labeled 'Unsubscribe from news alerts' which is highlighted with a red box and a red arrow.

Subscribing to news alerts

Once you have published a news article you have the choice of sending it to all users who are subscribed to the news area. To send a news article, you will find a '[View email preview](#)' option in the top-right of the news article header.

You will be taken to a preview page so you can revise the news article. If you are satisfied with the preview, click the '[SEND EMAIL](#)' button at the bottom of the preview to send the email.

RSS feed

Another way to be notified of posted news items is to subscribe to an RSS feed. At the top of the 'News' area you will see '[RSS feed](#)' which contains a link to the RSS feed page where you can subscribe to news.



CONGRATULATIONS!

You have now learnt the basics of the Omnium Classroom Software.

We recommend you now 'Logout' (blue button on top right of screen) and then re-enter the site. You can now view all the changes you have made.

Remember - to maximise user interaction on your site, regularly post news and messages and be sure to keep all information up-to-date.

Enjoy your new website!

For more information on how to use the features of your new Omnium Classroom Software refer to the **Administration Guide** and the **Feature Guide**.

All guides can be accessed via the Omnium website: www.omnium.net.au/software/helpcentre



Contact Omnium at www.omnium.net.au