Wisdom Master Pro (v2.0)
User Guide for Students
III. Questionnaires/Polls ....................................................... 74

Information Center 78
I. Contact Info ................................................................ 78
II. Course Calendar ........................................................... 80
III. Course Intro ............................................................... 82
IV. Course Schedule .......................................................... 82
V. Instructor Profile .......................................................... 83
VI. Chatroom Logs ............................................................ 83
VII. Rankings ................................................................. 85
VIII. Grade Info ............................................................... 86
e-Campus Homepage

Open your Internet browser and type in the URL of e-Campus. The e-Campus Homepage will display as shown below. This is the entrance of e-Campus where the students can log in and pursue their knowledge.

The following describes each section of the Homepage.

**News**

*News* is the area to display important announcements published by the e-Campus administrator. The Homepage displays the top 3 latest news. Click on the title to read the complete announcement.

**New Course**

*New Course* displays the top 5 latest courses in e-Campus and the profiles of the responsible instructors. Click on the course title to view the instructor's course introduction, grading standards, textbooks and other teaching materials to be used.

**Log in to e-Campus**

Enter your username and password, and click **Login** to log in to e-Campus.

**Account Application**
Usernames and passwords are usually created by the e-Campus administrator. Some campuses allow students to apply online. In such case, click **Account Application** to enter the registration page.

When logging in for the first time, you will be required to fill out your personal information. Please fill out the fields with true information in order to stay connected with the e-Campus administrator and the instructors. Name, E-mail and Telephone are required fields; others are dependent upon the requirements of e-Campus.
Log in to e-Campus

Enter your username and password to log in to e-Campus. After login, you will see two main menus - **Personal Area** and **Public Zone**. The default page will display the first sub-menu of the first main menu, which is **My Courses** under **Personal Area**. If you have enrolled a course, the page will display **Enrolled Courses**. Click on the course title to enter the classroom. If you have not yet enrolled a course, the page will display **All Courses** for you to choose from.

Personal Area

I. My Courses

**My Courses** menu lists all courses in e-Campus and the courses that the student has enrolled. Click a course on **Enrolled Courses** tab to enter the classroom, or view all courses on **All Courses** tab. You can also add your favorite courses to **My Favorites** tab in order to gain quick access in the future.

The followings describe the three tabs under **My Courses**:

- **Enrolled Courses:**

  **Enrolled Courses** tab lists the courses that a student has enrolled. Click the
course title to enter the classroom. The left pane displays the course groups of
the enrolled courses. By default, the page displays all the courses you’ve
enrolled. Click on a group name in the left pane to display the enrolled courses
under this particular group only. The number in the Announcements field
shows the number of articles added in the discussion forum since your last visit.
The numbers in the Undone Assignment(s), Undone Tests and Undone
Questionnaire(s) fields show the numbers of assignments, tests and
questionnaires to be completed. The Learning Progress bar shows the
progress of your learning. For those courses you access frequently, click the
asterisks 🌟 at the very right the course titles to add them to My Favorites tab.

**All Courses:**

All Courses tab lists all courses offered in e-Campus. Click on a group name in
the left pane to display the courses under this particular group only. You can
view the information of the courses such as registration period, course period,
instructor, etc. Each course has its deadline for enrollment and auditing. Click
Auditing allowed to become an Auditor and you will be able to enter the
classroom.

Tip: To search for a course

First, enter the related information such as Course Title, Instructor,
Registration Date and Study Date. For example, enter “Technology” in the
Course Title field and click Search . The course(s) matching the searching
criteria will display.
Tip: To enroll

If you find any course in the **All Courses** list that you would like to enroll, follow these steps:

1. Select the check box next to course title to be enrolled and click **Submit**.

2. When the "Add to Wish List Successful" dialog box appears, click **OK**.
3. The results of your enrollment will display. In the Result field, "This course has been added" means you have successfully enrolled the course. Click Back to My Courses and click on the course title to enter the classroom. In the Result field, "Selected courses still being reviewed" means you need approval to enroll the course. The system will notify the reviewer automatically by sending an e-mail request for approval. You will be notified of the result via an e-mail.

During the review period, you can click Show Elective Result to drop the course. However, if your enrollment has been approved, you can not drop the course online. Instead, you need to contact the instructors or the administration personnel for assistance.

**My Favorites:**

You can add the courses you access frequently to My Favorites tab.

**Tip: To edit My Favorites**

You can create new folders and organize your courses by categories in My Favorites tab.

**Example:** To create a new folder named "information".

1. Click Edit in the left pane.
2. Click **Add new subfolder** under Management Toolkit in the left pane. A new folder named "undefined" will be created.

3. Click on the folder and rename it to "information".
4. Click **OK** to save the new name.

5. The new folder has been renamed to "information".

Make sure you click **Save** under Management Toolkit in the left pane to save any changes.

**Tip:** To organize the courses in **My Favorites**

1. Select the check box next to the courses to be moved (e.g. Information Technology and Management). Click on the bullet next to the destination folder under the Management Toolkit in the left pane, and then click **Append** or **Move**.
2. Click to open the "information" folder and the course "Information Technology and Management" will display.

II. My Portal

My Portal includes all information related to your learning, providing an overview of your study. You can customize a learning center with personal style by rearranging the order and layout of the windows, or close any unwanted windows.

You can adjust the column size by dragging on each column to best fit your needs.
The followings describe the windows on this page:

- **Undone Reminder**
  Among the courses you take, if there are undone assignments, undone tests, unread messages and posts, the corresponding icon will light on to remind you. Click on the icon to go to the undone list of courses and finish the corresponding jobs.

- **My Classroom**
  It lists the courses that you have enrolled. Click on the course title to enter the classroom.

- **Personal Calendar**
  The date with an event will display in a pink color box. Move the mouse over a color box to show the titles of the events. For details of the events, go to the Calendar under Personal Area.

- **School Calendar**
  It contains the events published by the school. The functions are similar to Personal Calendar. For details of the events, go to the Calendar under Public Zone.

- **Message Center**
  Message Center lists the unread messages the instructors or students sent to you. The read messages will not be displayed on this page.

- **News**
  This is the area where important announcements will be published. The window displays the top 3 latest news. Click more> at the lower-right corner for previous messages.

- **FAQ**
  The e-Campus administrator posts the FAQs that many students have experienced while using the e-Learning system. Click more> at the lower-right corner for more FAQs.

The icon is located at the upper-right corner of the window. Click to close the window. If you wish to restore the window that has been closed, go to **Personal Area --> My Profile** and change the settings.
It displays the list of students who are currently online. You can send messages or invite other students to have a conversation in a chatroom. The screen and operations are described as follows.

1. **Location**: Select from the drop-down list to display the students in a specific course or all students online.

2. **Send Message**: Click to send a message to the student next to this icon. A new window will display as shown below.
3. Invite: Invite the student to talk in a chatroom. A new window will display as shown below. If the student accepts the invitation, a chatroom window will open for both parties to talk online.

```
Chat Invitation
Please enter your message in the field below. No more than 254 characters.

To: studcf_A (Fanny Lin)

Content: [Message]

[Invite] [Cancel]
```

4. Send to Mary: Select the check box next to the student to receive a message and then click [Send to Mary] to send the same message to different students.

5. Chat Room: Select the check box next to the student to be invited to and then click [Chat Room] to invite many students at once.

6. Status Setting: The Message Sending Settings window allows you to set whether to receive messages, accept chat invitations or show your online status. The default settings are Yes. If you don’t wish to show your name on the online list, or if you don’t want to receive messages from others, change your settings on this page.

```
Message Sending Settings
The following settings will help to prevent you from being disturbed by other online users.

Do you want to receive messages? [Yes] [No]

Do you want to accept chat invitations? [Yes] [No]

Do you want to show your online status? [Yes] [No]

[Return to User List] [OK]
```
7. **History**: You can view the received/sent messages and reply to messages directly.

<table>
<thead>
<tr>
<th>Sender</th>
<th>Sent Time</th>
<th>Content</th>
<th>Reply</th>
</tr>
</thead>
<tbody>
<tr>
<td>studcf_A</td>
<td>2008-07-21 20:50:51</td>
<td>Hello</td>
<td>Reply</td>
</tr>
<tr>
<td>(Fanny Lin)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

1. If you choose not to receive messages, accept chat invitations or show your online status in the [Status Setting](#), you won't be able to receive messages from other students.

2. The messages kept in [History](#) will be cleared after you log out.

3. The number in the **Existence** field shows the number of duplicate logins a student has at the current moment.

### III. My Profile

There are three tabs under this menu: **Personal Settings, Signature** and **My Portal**.
The followings describe the three tabs under **My Profile**:

**Personal Settings**

When logging in for the first time, the system will require you to fill out your personal information. You can modify your personal information under this tab. After modification, click **Save** to apply the changes.

**Signature**

You can create different signature files on this page and choose to attach one when sending or posting a message.

**Tip: To create a signature file**

1. Enter the title and the content, and then click **Save**. You can create different signature files at the same time and choose to attach one when sending or posting a message.
2. You can choose to display your signature file in Text-only or HTML format. If you choose to display in HTML format, you can add HTML syntax to the contents such as `<h1>`, `<br>`, etc.

**My Portal**

You can choose to show/hide the windows in **My Portal** under **Personal Area**.

**Tip:** To show/hide the windows

Select the check box next to the module to be displayed. Click **Save** to apply the changes.

### IV. My Assignments
My Assignments lists the number of Total Assignments and Undone Assignments for each course. If there are undone assignments, you can submit assignments on this page.

Tip: To submit assignments

1. Click at the right end of a course title to enter the Assignments menu under the Assessment Center.

2. Click Do Assignment to continue.

V. My Tests

My Tests lists the number of Total Tests and Undone Tests for each course. If there are undone tests, you can take tests on this page.
Tip: To take tests

1. Click Go at the right end of a course title to enter the Tests menu under the Assessment Center.

2. Click Take Test to continue.

VI. My Learning

My Learning displays the statistics of your learning, including Last Entry, Course Attendance, Tally of Posts, Discussion Participation and Total Study Time. These statistics are helpful for you to evaluate your study.
Tip: To sort by the title

Click on the name of the title to sort by the specific title. By sorting the statistics, it is easy to tell the courses you have great interest in from the courses you have less interest in.

VII. Calendar

You can write events in Calendar. In addition to where and when, you can choose to receive an alert when you log in or the events from the instructors and the e-Campus administrator by clicking the Advanced button.
Tip: To add an event in Calendar

Example: To add a weekly meeting from 10 am to 11:30 am, on June, 25.

1. Select the year and month first and then click on the date to add an event (e.g. June 25, 2008).

Click **Dock Layer** to overlap **Events** tab with **Calendar** tab, leaving more space for event editing fields. Uncheck **Dock Layer** to cancel the overlapping.
2. The events of the day will display on the right pane. Click **Add** to continue.

3. The **Add Events** window will display as shown below.
4. Select the duration of the event (e.g. 10 am to 11:30 am) and then select whether it is a **Single event** or **Periodic event**.

<table>
<thead>
<tr>
<th>Add Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2008/6/25</strong> Add</td>
</tr>
<tr>
<td><strong>Time</strong></td>
</tr>
<tr>
<td><strong>Frequency:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Subject</strong></td>
</tr>
<tr>
<td><strong>Content</strong></td>
</tr>
<tr>
<td><strong>Alert Type</strong></td>
</tr>
<tr>
<td><strong>Alert Time</strong></td>
</tr>
</tbody>
</table>

**Save** | **Cancel**
5. Enter the **Subject** and **Content**.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Today opens early meets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Today opens early meets. Do not forget</td>
</tr>
</tbody>
</table>

   - [ ] HTML

6. Select to show an alert when you log in or send an alert by e-mail, and set the **Alert Time** (days prior to events). Click **Save** to continue.

   ```
   Alert Type
   - [x] Show alert messages when I login.
   - [ ] Send me Email alerts prior to event time.
   Alert Time: 2 day(s) prior to events.
   ```

7. When the "Addition Successful" dialog box appears, click **OK**.

8. The new event is created as show below. A blue flag will display on the date with event(s). You can view the details in the right pane and choose edit or delete the events.

---

**Periodic event:**

A periodic event is a recurrence event which holds everyday, every week or every month. For example, if you have a meeting every Wednesday, or every 8th day of each month, select **Periodic event** and the **Calendar** will add the event cycle according to your settings automatically.
Tip: Advanced settings

In the Advanced window, you can select to show/hide Course Calendar and School Calendar, and select to be alerted every time you log in or only the first time of the day you log in.

1. Click Advanced.
2. A new window displays as shown below.

![Calendar Advanced Settings](image)

3. If you do not wish to receive Course Calendar or School Calendar, clear the check box next to it.

4. Select to be alerted every time you log in or only the first time of the day you log in.

5. Click **Save** to apply the settings.

6. If you want to import a Calendar, please refer to **Import file formats** for more information.

![Calendar Advanced Settings](image)

---

**VIII. Notebook**

You can use **Notebook** to take notes online while attending a class.
Tip: To take a note

1. Click Write Notes.

2. Enter the Subject and the Content.
3. Click \textit{Browse...} and select a file to be attached (if any).

4. If you wish to attach more than one file, click \textit{More Attachments} to add an attachment field. You can add as many as 10 attachment fields for each note.

5. Click \textit{Save} to save this note.

6. A "Successful" message will display.
Tip: To edit the notebook directory

Example: To create a new directory named "Chinese language".

1. Click Folder Management in the left pane.

2. The Management Toolkit in the left pane will display.

3. Click New Subfolder.
4. A "Setup folder name" dialog box will appear. Enter "Chinese language" in the field and then click OK.

5. The "Chinese language" directory is created successfully.

6. Click Save to save the directories created.
7. A "Successfully saved" dialog box will appear. Click OK to close it.

8. You can create several directories and organize your notes by categories for easy access. The procedure of organizing notes is the same as organizing My Favorites as described in I. My Courses.

IX. Messages

It provides a web mail interface for teachers and students to send and receive messages to and from one another.

Tip: To send a message
1. Click Send Message.

2. Enter the recipient(s) and choose the priority. You can enter a teacher or student's username to send an internal message, or an e-mail address to send an e-mail.

3. Enter the subject and the content. If you want to attach a file, click Browse to select the file to be attached.
4. If you have created signature files under **My Profile**, you can choose to use one in your message. Click **Send** to send the message.

5. A result screen will display as shown below.

<table>
<thead>
<tr>
<th>No.</th>
<th>Receiver</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>studcf_A</td>
<td>Sent</td>
</tr>
</tbody>
</table>

The size limit of each attachment is 2MB.
Tip: To manage your folder

Example: To create a new folder named "Schoolmate's letters".

1. Click **Folder Management** in the left pane.

   ![Message Center](image)

<table>
<thead>
<tr>
<th>Management Tools</th>
<th>Setup Message Center Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Folder Management]</td>
<td>![Setup Message Center Folder]</td>
</tr>
<tr>
<td>![Inbox]</td>
<td>![Message Center]</td>
</tr>
<tr>
<td>![Sent Backup]</td>
<td>![1.Inbox]</td>
</tr>
<tr>
<td>![Online Message Backup]</td>
<td>![2.Sent Backup]</td>
</tr>
<tr>
<td>![Trash]</td>
<td>![3.Online Message Backup]</td>
</tr>
</tbody>
</table>

2. The **Management Toolkit** will display.

3. Click **New Subfolder**, enter the name of the new folder (e.g. Schoolmate's letters) and then click **OK**.
4. The new folder is created successfully.

5. Click [Save] to save the changes.
6. A "Successfully saved" dialog box will appear. Click **OK** to close it.

**Tip: To organize your messages**

**Example:** To move a message (e.g. "Holidays") to a designated folder (e.g. "Schoolmate's letters").

1. Select the check box next to the message to be moved (e.g. "Holidays"). In the right pane, click the bullet next to the destination folder (e.g. "Schoolmate’s letters").

2. Click **Move Message**.

3. Click on the destination folder and you will see the message has been moved to this folder.
Public Zone

I. News

News is the area to display important announcements published by the e-Campus administrator. It is also the first page that the students see after entering the Public Zone. The top 3 latest news on this page will also be displayed in the e-Campus Homepage. You can read and search for a valid article (the valid date is set by the administrator) on this page but you will not be able to post or reply to an article.

Tip: To read news

1. Click on the title to read the news directly. Or select to search by Title, Author, or Body in the Search field. Enter a keyword (e.g. computers) and click to start searching.

2. If you find the article you need in the search result, click on the title to read the contents.
3. While reading, you can use [Send Mail] to send the article to other people or [Export] to save a copy of the article.

**Tip: To subscribe news**

1. Click **Subscribe** on the upper right of the **News** tab.
2. A "Successful Subscribe" message will display to confirm your subscription. From now on, all news will be forwarded to your e-mail address. (Please make sure your e-mail address is set correctly in My Profile.)

![Subscribe](image)

3. If you wish to cancel the subscription, click Unsubscribe on the upper right of the News tab.

<table>
<thead>
<tr>
<th>Post</th>
<th>Title</th>
<th>Author</th>
<th>Time Posted</th>
<th>Hits</th>
<th>Rating/Raters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chien-Ming Yang Dances for Dollars</td>
<td>SunNet (SunNet Service Center)</td>
<td>2008-07-21 15:19:32</td>
<td>15</td>
<td>/</td>
</tr>
<tr>
<td>2</td>
<td>Starts to put the spring vacation</td>
<td>SunNet (SunNet Service Center)</td>
<td>2008-07-22 19:03:47</td>
<td>?</td>
<td>/</td>
</tr>
</tbody>
</table>

![Notes](image)

1. The news listed on the Essential tab is the important news collected by the administrator.

2. Click Threaded to arrange the articles by title. Click List to arrange the articles by time posted.

II. FAQ

The e-Campus administrator posts the FAQs that many students have experienced while using the e-Learning system. Click on a title to read the article directly. Or select to search by Title, Author, Collector or Body in the Search field. Enter a keyword and start searching. Students are not authorized to post articles on this page. If you do not find the question and answer you are looking for, please go to Comments or System Suggestions under Public Zone to ask a question.
Tip: To search in FAQ

1. Enter a keyword (e.g. e-mail) and click OK to search the FAQ by Title, Author, Collector or Body.

2. If you find the article you need in the search result, click on the title to read the contents.

### III. School Calendar
You can view the events on the **School Calendar** posted by the e-Campus administrator.

**Tip:** To view an event in School Calendar

1. Click on a flagged date in **School Calendar**.

2. The events of the day will display on the right pane.
IV. School Questionnaire

It displays questionnaires designed by the e-Campus administrator for the students of e-Campus. Students can take questionnaires before their deadlines.

Tip: To take a questionnaire

1. Within the valid period, select the questionnaire you would like to take by clicking Answer Questionnaire next to the title of the questionnaire.

2. Answer the questions accordingly. The questions may be in different types such as true-false questions, single/multiple choices and brief descriptions.
3. If you need to attach a file, click **Browse...** and select the file to be uploaded. If you need to attach more than one file, click **More files** to add enough attachment fields.

4. After you complete the questionnaire, click **Submit** to send the questionnaire and return to **School Questionnaire** page.

5. I get the training I need to do my job well.
   a. **Strongly agree**
   b. **agree**
   c. **No opinion**
   d. **disagree**
   e. **Strongly disagree**

5. In the **Result** column, you will see **Will not be published**, **Scores published after submission**, **Published after closure** and **Set manually** to determine whether the result will be open to the public. If you see **Check Results** in the **Result** column, it means the result has been open to the public.
6. Click **Check Results** to view the analysis statistics as shown below.

### Statistical table

<table>
<thead>
<tr>
<th>Questionnaire Name</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questionnaire Duration</td>
<td>From Now to Any Time</td>
</tr>
<tr>
<td>Total Questionnaires</td>
<td>1</td>
</tr>
<tr>
<td># of Valid Questionnaires</td>
<td>1</td>
</tr>
<tr>
<td># of Invalid Questionnaires</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>candidate item</th>
<th>Times</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I know where to go to get the information that I need to do my job</td>
<td>Strongly agree</td>
<td>1</td>
<td>100.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>agree</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No opinion</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>disagree</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Strongly disagree</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>2</td>
<td>I have adequate technology to do my job.</td>
<td>Strongly agree</td>
<td>1</td>
<td>100.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>agree</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No opinion</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>disagree</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Strongly disagree</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

### V. Course Rankings

It shows the rankings of all courses in e-Campus by **Total Enrolled Students**, **Total Auditors**, **Course Attendance**, **Total Posts**, **Discussion Attendance**, **Total Read Time**, etc. The Course Rankings page is helpful for students to find out the information they need, such as the courses they have great interests in or the most popular courses.
Tip: To sort by category

Click on a category such as Total Enrolled Students or Course Attendance to sort by the category. Click the category again to toggle between sort ascending and descending.

VI. Comments

If you have any questions or comments regarding the courses or announcements of e-Campus, you can post them here and the administrator will reply to your questions or comments.

Tip: To read comments
1. Click on a title to read the comment.

**Tip:**

To post a comment

1. Click **Post**.

Only the authors and the administrator can edit or delete the comments. If you are not the author, you cannot use the **Edit** and the **Delete** buttons.

Students can rate the comments by giving stars.
2. In the editing screen, enter the **Subject** and the **Contents**, or select the files to be uploaded.

3. Click **Post**.

4. It will return to the **Comments** page with your comment posted.

<table>
<thead>
<tr>
<th>Post</th>
<th>Title</th>
<th>Author</th>
<th>Time Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>How carries on chooses the class?</td>
<td>studcf_A (Fanny Lin)</td>
<td>2008-07-30 12:04:37</td>
</tr>
<tr>
<td>2</td>
<td>Asks for leave the rule</td>
<td>studcf_A (Fanny Lin)</td>
<td>2008-07-30 12:13:07</td>
</tr>
</tbody>
</table>

**Notes**

1. The size limit of each attachment is 64 MB.
2. You can enter a keyword and search for a comment by **Title**, **Author** or **Body**.
VII. System Suggestions

If you have any questions or comments regarding the use of the e-Campus platform, you can post them here and the administrator will collect them for RD engineers to improve.

Tip: To post a comment

The procedure of posting a comment is the same as described in VI. Comments.

VIII. Chatroom

It displays the online chatrooms with different subjects set by the administrator for the teachers and students of e-Campus. Within the valid time, students can enter the real-time chatrooms and interact with other students online.

Tip: To enter a chatroom

1. Within the valid time, click Enter at the right end of a chatroom name.
2. A new window will open as shown below.

3. A chatroom window contains of the following panes.

   > 1. Participants' Action Logs

   >>> Dora huang (studcf_B), welcome to Chatroom!(2008-07-29 13:23:40) <<<

   > 2. Chatroom List and Participant Lists

   The name with a * in the front is the host of the chatroom. Normally he/she is the one who creates the chatroom. If the one who creates the chatroom is not currently in the chatroom, the first participant who enters the chatroom will be the
host. The host can control the right of speak. If you want to withdraw the right of speak from a participant, select the "Mute" checkbox next to a participant and then click Update speaker.

<table>
<thead>
<tr>
<th>Participant List(s)</th>
<th>Chatroom List ()</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Whisper Mute</td>
</tr>
<tr>
<td>* Fanny Lin</td>
<td></td>
</tr>
<tr>
<td>(studcf_A)</td>
<td></td>
</tr>
<tr>
<td>Dora huang</td>
<td></td>
</tr>
<tr>
<td>(studcf_B)</td>
<td></td>
</tr>
<tr>
<td>Gild chen</td>
<td></td>
</tr>
<tr>
<td>(studcf_C)</td>
<td></td>
</tr>
</tbody>
</table>

> 3. Whisper

Click 🎤 next to a participant to open a whisper message window. Enter your message and click Send to send it to the participant.

> 4. Main Screen

It displays the contents the participants entered. If there is a shared file, click on the filename to open it in a new window, or right-click on the file and choose "Save as..." to download the file.

1. Jack Gao (studcf_B) : Hello (18:15:34)
2. Fanny Lin (studcf_A) : hi (18:15:46)
3. Fanny Lin (studcf_A) : Share with everyone
   Note: snow
   📉 snow.JPG (1.15 MB)
   (18:17:21)
5. Input Toolbar

Enter your opinion in the text field and then click Sent.

- Click **B I U** to adjust the font style: B for **Bold**, I for **Italic** and U for **Underlined**.

- Select a tone of speech from **Action** drop-down list. The options include **Ask**, **Answer**, **Discuss**, **Recommend**, **Share**, **Announce** and **Help**.

- Select the receiver from **Receiver** drop-down list. By default, your message will be sent to all receivers. If you wish to speak to a specific person, select the person from the drop-down list.

- If the messages in the chatroom move too fast, you can click **Pause Screen** to freeze the screen. Once you finish reading the messages, click **Cancel Pause** to resume updating messages.

- Click **Upload** to upload a file and share it with other participants. The **Upload** window will display as shown below. Enter the description in the **Notes** field and click **Browse...** to select the file to be uploaded. Click **Upload** to post the file and its description. If you wish to attach more than one file, click **More Attachments** to add enough attachment fields.

- Click **Preferences** for preferences settings as shown below.

---

**Upload** window:

- **Notes**: English course note
- **Notes on how this file works**
- **File**: D:\My Documents\My eBooks\...
- **Each file cannot exceed 64M**, no more than **64M** in total.
- **Upload**, **Cancel**, **More Attachments**, **Less Attachments**
4. Preferences settings

> 1. Select to forward the logs to your notebook or delete the logs after you leave the chatroom.

> 2. Select if you accept Whispers (private messages) from other participants.

> 3. Select if you would like the Participants’ Action Logs to be displayed on the top of the chatroom window.

> 4. Select the checkbox next to a participant to block the messages from the participant.

> 5. Click **OK** to apply the settings.

5. Host settings

The host in a chatroom will have a Host Settings tab besides the Preferences tab.
1. Modify the name of the chatroom.

2. Set the limit of participants in the chatroom (leave blank or 0 for unlimited).

3. Select to forward the logs to your notebook or the discussion forum, or delete the logs after the chatroom is closed.

4. Set whether you allow participants from other chatrooms to join you.

5. Host Settings: Set to reassign a host other than yourself.

6. Host Settings: Set to assign a chatroom administrator other than yourself (for chatroom administrator only).

7. Host Settings: Set to retrieve the right of being the chatroom administrator after login (for chatroom administrator only).

IX. Chatroom Logs

After the participants finish the discussions and leave the chatrooms in the Public Zone, the logs of the discussions will be posted in this window for all students to review anytime.

Tip: To view a chat log

1. Click on a title to view the chat log in the Public Zone
2. The screen will display as shown below. The files under the Attachment(s) column record the list of participants and the contents of the discussions. Click on a file to open it in a new window.

The chatroom logs do not include the files the participants uploaded during the discussions. If you need those files shared by the participants, please download them while you are in the chatroom.
Enter a classroom

There are three ways of entering a classroom.

1. Select **Personal Area --> My Portal --> My Classroom** and click on a course title to enter the classroom.

2. Select **Personal Area --> My Courses --> Enrolled Courses** and click on a course title to enter the classroom.
3. Select a course from **My Courses** drop-down list to enter the classroom. The drop-down list will display all the courses you've enrolled.

4. After entering a classroom, the **Main Menu** will display three new items: **Communication Center**, **Assessment Center** and **Information Center**. The default page will be the **Announcements** sub-menu under **Communication Center**.
Communication Center

I. Announcements

It is the bulletin board for course related matters. The instructors will post their announcements here to notify the students. On this page, students can only read the announcements without the rights to post or reply.

Tip: To read an announcement

Click on a title to read the announcement.

II. Enter Course

You read the studying materials on this page.

Tip: To read the studying materials
In the left pane, click on a title in the TOC to select a chapter you want to read. The studying materials will display in the right pane or open in a new window depending on the instructor's settings.

The icons on this page are described as follows.

- Making notes.
- Expend or collapse the chapter nodes. By default, it shows all chapter nodes. Click the icon once to collapse the nodes after the second level, showing only the titles of the top level. Click it again to expend all.
- Go to the previous chapter node.
- Go to the next chapter node.
- Hide the TOC pane leaving more space for the studying materials (as shown below).
III. Course Discussion

This is the place where students can communicate with their teachers and classmates regarding courses and school lives.

Tip: To post an article.
1. Click **Post**.

2. Enter the **Subject** and the **Content**, and select to attach a file if necessary. The size limit of each attachment is 64MB.
3. If you wish to attach more than one file, click More attachments to add enough attachment fields.

4. Make sure all fields are completed correctly and click Post to submit the article.

5. Your article will now be displayed on the Discussion Forum tab.

<table>
<thead>
<tr>
<th>Post #</th>
<th>Title</th>
<th>Author</th>
<th>Time Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Please enthusiastically speaks.</td>
<td>sunnet (SunNet Service Center)</td>
<td>2006-07-22 20:42:55</td>
</tr>
<tr>
<td>2</td>
<td>SOS</td>
<td>sunnet (SunNet Service Center)</td>
<td>2006-08-25 18:19:51</td>
</tr>
</tbody>
</table>

IV. Online Discussion

This is the online chatroom created by the course instructor. Within the valid time, students can enter the chatrooms and interact with the instructor and other students online.

Tip: To enter a chatroom and talk online

Please refer to "VIII. Chatroom" under Public Zone for details.

V. Topic Discussion

Instructors can create a discussion forum limited to a specific topic. Within the valid time, students can post their opinions or read other students' articles in this forum.
Tip: To enter a discussion forum and post an article

1. Click on a valid topic to enter the discussion forum.

   ![Discussion forum screenshot]

2. The page will display as shown below. The procedures of posting an article are the same as described in "III. Course Discussion".

---

VI. Group Discussion

Sometimes the instructors will divide the class into several groups as needed for group reports or assignments. This page allows the members of each group to enter their own
Wisdom Master Pro

WMPro User Guide for Students

Students can only enter the discussion forums of their group. Instructors and TAs can enter all discussion forums of all groups.

Tip: To enter group discussion forums, chatrooms or send e-mails to group members

1. If the instructor has grouped the class for different tasks, select the task name from the drop-down list (e.g. Group 2).

2. When the page displays the subgroups of the selected task, click Leave Message, Discuss or E-mail. (The buttons will be grayed out if you are not a member of the subgroup.)

Click Leave Message to enter the group discussion forum to post and read articles. The procedures of posting an article are the same as described in "III. Discussion Forum".

- 65 -
Click **Discuss** to enter the group chatroom. The procedures of using a chatroom were described in the previous chapter.

Click **Email** to send an e-mail to the members of the same group. The procedures are described as follows.

▶ **Tip: To send an e-mail to the members of the same group**

1. Select the checkbox next to the members you want to send an e-mail to and click **Next**.

2. Enter the **Subject** and the **Contents**, and select the attachment if necessary. Click **Send** to send the e-mail to the selected group members.
<table>
<thead>
<tr>
<th>Subject</th>
<th>about group homework</th>
<th>No more than 200 letters.</th>
</tr>
</thead>
</table>
| Content | hello, everybody
Before June 30, remembered pays the work. |
| Signature File | Not to use signature. | Please select a signature file. |
| Attachment | | Each file cannot exceed 64M. No more than 64M in total. |
Assessment Center

I. Assignments

The assignments published by the instructors will be displayed on this page. Students can do their assignments here by the deadlines or view the best works from other students.

Tip: To submit an assignment

1. If the icon is not grayed out and can be clicked, it means the assignment has not been submitted yet. Click to submit your assignment by the deadline.

2. Read the instructions carefully and then click Start.
3. The page will display as shown below.

> 1. Enter the answers to the questions.

> 2. If you need to attach a file, click **Browse...** and select the file to be uploaded.

> 3. If you need to attach more than one file, click **More files** to add enough attachment fields, and then select the files to be uploaded.

> 4. Click **Submit** to send your assignment.

> 5. The procedure of submitting an assignment is completed.
Whether an assignment can be re-submitted depends on the instructor's settings. If re-submission is allowed, the most recent upload will be saved for grading by the instructor. There are two icons on the assignment list which are described as follows.

- Assignment submitted. Click on the icon to view the submitted assignments.
- Assignment not submitted.

Tip: To view the best work

Whether an assignment is open for review depends on the instructor's settings. There are four possible settings: Will not be published, Scores published after submission, Published after closure and Set manually. If the button at the right end of an assignment is available, it means the assignment is open for review.

1. Click **BestWorks** to enter the best works list.

<table>
<thead>
<tr>
<th>Type</th>
<th>Weight</th>
<th>Title</th>
<th>Period</th>
<th>Attempts status</th>
<th>Action</th>
<th>Open for Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>10%</td>
<td>1-1 work</td>
<td>From 2006-07-21 16:40  To 2006-07-25 20:40</td>
<td>Do assignment</td>
<td>Best Works...</td>
<td></td>
</tr>
<tr>
<td>Personal</td>
<td>20%</td>
<td>1-2 work</td>
<td>From 2006-09-31 16:44  To 2006-09-08 18:44</td>
<td>Do assignment</td>
<td>Published after closure</td>
<td></td>
</tr>
</tbody>
</table>

2. The best works list will display. Click View next to a student to view his/her work.
II. Tests

The tests published by the instructors will be displayed on this page. Students can take their tests here by the deadlines.

Tip: To take a test

1. If the icon is not grayed out and can be clicked, it means the test has not expired. Click to enter the test page.
2. The **Prepare to take test** page will display. It gives detailed rules and instructions such as total score, total number of questions, grading policies, total test time, instructor's messages, etc. Read them thoroughly and then click **Start**.

![Prepare to take test](image)

3. Answer the questions accordingly. The questions may be in different types such as true-false, single/multiple choices and brief descriptions. A timer will display on the upper-right corner of the screen. Complete your answers within the time period and then click **Submit answers, and advance to next page**.
### Tip: To check the scores

1. When the test result is published by the instructor, a [Check score] button will appear at the right end of a test title. Click to view the test result.

### Notes

- Click if you want to abandon this test. All answers will not be graded.
- Click to give up on the questions in the current page and move to the next page (if any). If the test only contains one page, the button functions the same as [Give up and exit test].

<table>
<thead>
<tr>
<th>Single choice</th>
<th>1. I ___ John for many years, but he isn't the same person anymore.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting: [50.0]</td>
<td></td>
</tr>
<tr>
<td>a. know</td>
<td></td>
</tr>
<tr>
<td>b. knew</td>
<td></td>
</tr>
<tr>
<td>c. was known</td>
<td></td>
</tr>
<tr>
<td>d. have known</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Single choice</th>
<th>2. Jane felt embarrassed when she sang in front of the people ______. But now she is a great singer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting: [50.0]</td>
<td>Hippopotamoid</td>
</tr>
<tr>
<td>a. after all</td>
<td>Hippopotamoid</td>
</tr>
<tr>
<td>b. at first</td>
<td>Hippopotamoid</td>
</tr>
<tr>
<td>c. worse of all</td>
<td>Hippopotamoid</td>
</tr>
<tr>
<td>d. finally</td>
<td>Hippopotamoid</td>
</tr>
</tbody>
</table>


III. Questionnaires/Polls

The instructors will design questionnaires according to students' learning needs and publish them on this page. Students can take questionnaires before their deadlines.
Tip: To take a questionnaire

1. If the **Answer Questionnaire** button of a questionnaire is not grayed out and can be clicked, it means the questionnaire is not expired. Click **Answer Questionnaire** to start taking the questionnaire.

<table>
<thead>
<tr>
<th>Title</th>
<th>Period</th>
<th>Attempts</th>
<th>Status</th>
<th>Start</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning environment question</td>
<td>From: 2008-07-20 20:34 To: 2008-07-31 20:34</td>
<td></td>
<td></td>
<td><strong>Answer Questionnaire</strong></td>
<td></td>
</tr>
<tr>
<td>In the time tests the question</td>
<td>From: 2008-08-25 20:34 To: 2008-09-31 20:34</td>
<td></td>
<td></td>
<td><strong>Answer Questionnaire</strong></td>
<td>Will not be published</td>
</tr>
</tbody>
</table>

2. Read the instructions carefully before taking the questionnaire and then click **Start**.

3. Answer the questions accordingly. After you complete the questionnaire, click **Submit**.
4. Your answers will be submitted.

Tip: To view a poll result

1. In the Result column, you will see Will not be published, Scores published after submission, Published after closure and Set manually to determine whether the result will be open to the public. If you see Will not be published in the Result column, it means the result has been open to the public.

2. Click Check Results to view the analysis statistics as shown below.
In order to be fair and objective, every student can only take a questionnaire once.

Whether a questionnaire can be re-submitted within the valid time depends on the instructor's settings. If re-submission is allowed, the most recent upload will be saved for poll result. Therefore, your opinion will not be double counted even if you submit the same questionnaire several times.
Information Center

1. Contact Info

It lists the information of students enrolled in this course. If you would like to make your information public (which can be set at Personal Area --> Personal Settings), other students of the same course will be able to search your information such as birthday, mobile/telephone numbers, address, etc.

Tip: To search for a student's information

You can search for a specific person by name, username or e-mail.

1. Select a role from the drop-down list, such as Auditor, Enrolled Student, TA, Guest Instructor, Instructors or All.
2. Select to search by Name, Username or E-mail.
3. Enter the keyword to be searched.
4. Click OK to start searching.
Tip: **To send e-mails to students**

You can send e-mails to specific students on this page.

> 1. From the students list, select the check box next to the student you would like to send an e-mail to.

> 2. Click **Send Email** to enter the e-mail editing screen. After finish editing, click **Send** to send the e-mail to the checked recipients, as shown below.

> 3. You can also click on a student's e-mail address to send an e-mail to the student directly.
II. Course Calendar

It contains the events published by the instructor. You can check the events of this course on this page.
Tip: To view an event in Course Calendar

1. Click on a flagged date in Course Calendar.

2. The events of the day will display on the right pane.
III. Course Intro

It displays the descriptions of the course such as course name, instructor, course objective, textbook used and grading policies. You can gain initial understandings of the course from this page.

<table>
<thead>
<tr>
<th>Title</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course name</td>
<td>Accounting</td>
</tr>
<tr>
<td>Instructor</td>
<td>sunset</td>
</tr>
<tr>
<td>Credits</td>
<td>3</td>
</tr>
<tr>
<td>Hours</td>
<td>72</td>
</tr>
<tr>
<td>Goals</td>
<td></td>
</tr>
<tr>
<td>Program and Schedule</td>
<td></td>
</tr>
<tr>
<td>Teaching type</td>
<td>eLearning</td>
</tr>
<tr>
<td>Examination type</td>
<td></td>
</tr>
<tr>
<td>Textbook or reference books</td>
<td>Accounting</td>
</tr>
</tbody>
</table>
V. Instructor Profile

It displays the instructor's resume/CV. You can learn about the instructor's professional specialty from this page.

VI. Chatroom Logs

After the students finish the discussions and leave the chatrooms in the Online Discussion under the Communication Center, the logs of the discussions will be posted on this page automatically (according to the chatroom manager's settings) for all students to review anytime.
Tip: To download a chatroom log

1. Click on the title of the chatroom log you are looking for.

2. In the Post Content page, right-click on the filename and choose "Save as..." to download the file.
VII. Rankings

It shows the rankings of the students of this course by Course Attendance, Tally of Posts, Discussion Participation, Total Study Time, Pages Read, etc. The Rankings page is helpful for students to find out his/her own performance and the difference from the others.

Tip: To sort by category

Click on a category such as Course Attendance, Tally of Posts, Discussion Participation, Total Study Time and Pages Read to sort by the category. Click the category again to toggle between sort ascending and descending.
VIII. Grade Info

You can check the scores of the assignments and the tests as well as the instructor's comments.

- Course Attendance: the number of times you enter the course.
- Tally of Posts: the number of articles you've posted in all discussion forums.
- Discussion Participation: the number of times you entered the discussion forums and posted your comments.
- Total Study Time: The total time you've spent on reading the studying materials.
- Pages Read: The total page of the studying materials you've read.

### Definitions

- **Course Attendance**: the number of times you enter the course.
- **Tally of Posts**: the number of articles you've posted in all discussion forums.
- **Discussion Participation**: the number of times you entered the discussion forums and posted your comments.
- **Total Study Time**: The total time you've spent on reading the studying materials.
- **Pages Read**: The total page of the studying materials you've read.
Tip: To check the scores of the assignments and the tests, and the instructor's comments

After finish grading the assignments and tests, the instructors will import the results and you will be able to check your scores and the instructor's comments on this page.

<table>
<thead>
<tr>
<th>Grade Title</th>
<th>Source</th>
<th>Weight</th>
<th>Grade</th>
<th>Passing Grade</th>
<th>Passing Standard</th>
<th>Comments</th>
<th>Interval Diagram</th>
</tr>
</thead>
<tbody>
<tr>
<td>First examination</td>
<td>Import from Tests</td>
<td>10 %</td>
<td>100</td>
<td>60</td>
<td>Passed</td>
<td>Extremely good</td>
<td>Interval Diagram</td>
</tr>
<tr>
<td>I-1 work</td>
<td>Import from Assignments</td>
<td>10 %</td>
<td>75</td>
<td>--</td>
<td>--</td>
<td>good</td>
<td>Interval Diagram</td>
</tr>
<tr>
<td>Second examination</td>
<td>Import from Tests</td>
<td>20 %</td>
<td>63</td>
<td>60</td>
<td>Passed</td>
<td>Refuels</td>
<td>Interval Diagram</td>
</tr>
</tbody>
</table>

Tip: To view of the interval diagram of the all students' scores

1. Click Interval Diagram at the right end of an assignment or a test.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Passing Grade</th>
<th>Passing Standard</th>
<th>Comments</th>
<th>Interval Diagram</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>60</td>
<td>Passed</td>
<td>Extremely good</td>
<td>Interval Diagram</td>
</tr>
<tr>
<td>75</td>
<td>--</td>
<td>--</td>
<td>good</td>
<td>Interval Diagram</td>
</tr>
<tr>
<td>63</td>
<td>60</td>
<td>Passed</td>
<td>Refuels</td>
<td>Interval Diagram</td>
</tr>
</tbody>
</table>

2. The interval diagram of all students' scores will display as shown below.