GUIDE TO
PORTAL PROJECT
TEMPUS
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1. SURFING TEMPUS

In this section it will be described how to access to the portal TEMPUS and how to surf the different sections.

To access to the portal TEMPUS go to the link:

http://serlab.di.uniba.it/tempus/

1.1 PORTAL ORGANISATION

The portal is made of six sections, some of them are public, others require a username and a password for the access.

Home

The home is the welcome web page where, for the moment, it is possible to see the logo of the project and a brief description of the logo itself will be inserted, as soon as possible.

Project partner

In this section there are the names of all the partners of the project. Here there is a list of the partners. From here it is possible to print the list, clicking on the icon, and send an email, clicking on its icon.

Document management

The documental system allows users to share documents with their own work group.

In particular, every user has the possibility to upload and download a document.
Forum

It facilitates the communications among the members who attend to the cooperation, offering the creation of discussion groups for every project area. The forum is different from the chat, which is a tool of synchronous communication. The forum instead is not synchronous, since the messages are written and read in different moments.

FAQ

The Frequently Asked Questions, better known as the abbreviation FAQ, are literally the "Frequently Asked Questions"; more exactly they are series of answers created directly by the author, referring to the questions posed or he supposes someone should pose to him, more frequently, by the users of a particular service: above all on internet and in particular in the web and virtual communities there are recurring questions it is better to answer to publicly with a document so that they are not posed very often, in order to remove all doubts of the new users.

Learning

With this entry it is possible to access to the elearning platform suitable to contain the material arranged for all CDL teachings object of the project.

Second Life

Through this entry it is possible to access to the virtual world where all the structures, useful to meet teachers and students, will be realised.
2. HOW TO REGISTER TO THE PORTAL

To register to the portal it is necessary to select the entry “Sign Up / Login” on the top right of the page.

If no problem occurred, a window where it is necessary to insert the information required to register, will be displayed. To do it, it is necessary to insert: name, surname, email and password, on the right part of the window, upon the indication “Register”.
If the operation ended successfully, a confirmation message will be displayed. Otherwise a message which explains the cause of the registration failure, will be displayed.

The registration process ended.
3. **USE OF THE DOCUMENT MANAGEMENT**

In order to clarify the explanation of the activities to be performed, please find hereby the steps to follow to develop the scenarios for the use of the section.

### 3.1.1 View of the documents inserted

In order to access to the section dedicated, where there are all the documents, it is necessary to be acknowledged by the system. For this purpose the steps to follow are:

1. Open the web browser normally used to work, insert in the address bar the following address ([http://serlab.di.uniba.it/tempus/](http://serlab.di.uniba.it/tempus/)) and press enter.
2. Select the entry “Sign Up / Login” on the top right of the page.

3. On the left of the window it is necessary to insert the user’s credentials and select “Log In!” button. The credentials required are the ones inserted in the registration phase.
4. If the credentials inserted are correct, a confirmation message which will confirm their acknowledgement by the portal, will be displayed.

5. Once this has been done, it is possible to display in the address bar a new entry "Document management".
6. Selecting the entry “Document management” it is possible to display all the folders where the files of the project are contained.

7. For each activity foreseen by the project, there is a folder containing the relevant documents. To display the content it is necessary to select the image related to the name of the activity or the name of the activity itself.
Use of the Document management

8. The process is ended. To display the content of other folders it is sufficient to repeat the steps 5, 6, 7.

3.1.2 Insert a new document

To insert a new document it is necessary to access to the section dedicated, where there are all the documents. For this purpose the steps to perform are the following:

1. Open the web browser normally used to work, insert in the address bar the following address: (http://serlab.di.uniba.it/tempus/) and press enter.
2. Select the entry “Sign Up / Login” on the top right of the page.

3. On the left of the window it is necessary to insert the user's credentials and select the button “Log In!”. The credentials required are the ones inserted in the registration phase.
4. If the credentials inserted are correct, a confirmation message which will acknowledge them by the portal, will be displayed.

5. Once this has been done, it is possible to display in the address bar a new entry "Document management".
6. Selecting the entry “Document management” it is possible to display all the folders where a document can be inserted.

7. Selecting the image next to the activity name, or the name of the activity itself, it is possible to access to the folder where the file can be inserted; in this way the access to the folder is granted and all the files contained in it will be displayed.
8. Select the button “Submit File” on the bottom right, in order to access to the section where it is possible to insert the document to share.

9. Select the button “Browse...” to select the file to insert in the portal, insert the title of the file next to the entry “File Title” and fill, if desired, the other fields too. After having filled the fields in the page to complete the process and share the file, select the button “Submit File” at the bottom left of the page.
10. If the process ended successfully a window with the following message is displayed: "Your file was automatically approved and published." Going back to the folder where the document was inserted, it is possible to display and modify it etc..

11. To display the document just inserted go back to the folder selecting the name of the folder upon the main menu and find the name of the file inserted.

12. End of the process.
3.1.3 Delete a document

To delete a document it is necessary to access to the section dedicated where there are the documents. For this purpose the steps to follow are the following:

1. Open the web browser normally used to work, insert in the address bar the following address (http://serlab.di.uniba.it/tempus/) and press enter.
2. Select the entry “Sign Up / Login” on the top right of the page.

3. On the left of the window, it is necessary to insert the user's credentials and select the button “Log In!”. The credentials required are the ones inserted in the registration phase.

4. If the credentials inserted are correct, a confirmation message about the acknowledgement of the credentials by the portal, will be
5. Once this has been done it is possible to display in the address bar a new entry "Document management".
6. Selecting the entry “Document management” it is possible to display all the folders where a document can be inserted.

7. Select the image next to the activity name or the name of the activity itself to access to the folder where there is the file to delete, so that the access is granted and all the files contained in it will be displayed.
8. Select the name of the document to delete, thus accessing to a new section.

9. To delete the document chosen select the entry “Delete Submission”. Once the button is pressed, the following window asking for the deletion confirmation is displayed. If sure, press “OK” button.
10. The deletion process is complete now and the file will not accessible by anyone.

3.1.4 Document modification

The modification of a document is not explicitly present among the functionalities available in the portal, and to modify a file in the repository, it is necessary to delete the document to be modified and re-insert it. For the deletion please refer to the paragraph “Delete a document”, while for the insertion refer to the section “Insert a new document”.

Use of the Document management
4. USE OF THE FORUM

In the portal there is a section where it is possible to attend to a discussion or starting a new discussion. To access to such section it is necessary to be acknowledged by the portal and then access to it.

4.1.1 Access to a discussion

To access to a discussion already present and read its contents it is necessary to perform the following steps:

1. Open the web browser normally used to work, insert in the address bar the following address (http://serlab.di.uniba.it/tempus/) and press enter.
2. Select the entry “Sign Up / Login” on the top right of the page.

3. On the left of the window it is necessary to insert the user's credentials and select the button “Log In!”. The credentials required are the ones inserted in the registration phase.

4. If the credentials inserted are correct, a confirmation message about the acknowledgement of the credentials by the portal, will be
5. Once this has been done it is possible to display in the address bar a new entry "Forum".
6. Select from the main menu the entry “Forum”, to access to the section where the discussions are contained.

7. In the main part of the page there are all the active discussions in the platform; to display one of these it is necessary to click on the name of the discussion desired, in this guide “General discussions”.

8. In the main part of the screen it is possible to display and read all the topics of the discussion chosen, in the current guide the only

4.1.2 Post insertion (with attachment or not)

1. Open the web browser normally used to work, insert in the address bar the following address (http://serlab.di.uniba.it/tempus/) and press enter.
2. Select the entry “Sign Up / Login” on the top right of the page.

3. On the left of the window it is necessary to insert the user's credentials and select the button “Log In!”. The credentials required are the ones inserted in the registration phase.
4. If the credentials are correct a confirmation message about the acknowledgement of the credentials by the portal, will be displayed.

5. Once this has been done it is possible to display in the address bar a new entry “Forum”.
6. Select from the main menu the entry “Forum”, to access to the section where the discussions are contained.

7. In the main part of the page there are all the active discussions in the platform; to display one of these it is necessary to click on the name of the discussion desired, in this guide “General discussions”.

8. In the main part of the screen it is possible to display and read all the topics of the discussion chosen, in the current guide the only
9. To open a new post it is necessary to select the button “New Topic”, thus accessing to the page where inserting the info required for the opening of a post (subject – that is, the title of the post, the body of the post, and if necessary a file can be attached). To complete the job it is necessary to select the button on the bottom right “Save”.

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**Example topic for guide**
10. A message will confirm the insertion performed of the new post.

11. End post insertion.

4.1.3 Answer to a post

1. Open the web browser normally used to work, insert in the address bar the following address (http://serlab.di.uniba.it/tempus/) and
2. Select the entry “Sign Up / Login” at the top right of the page.

3. On the left of the window, it is necessary to insert the user’s credentials and select “Log In!” button. The credentials required are
4. If the credentials inserted are correct, a confirmation message about the acknowledgement of the credentials by the portal, will be displayed.
5. Once this has been done it is possible to display in the address bar a new entry “Forum”.

6. Select from the main menu the entry “Forum”, to access to the section where the discussions are contained.
7. In the main part of the page there are all the posts present in the category; to answer to one of these discussions it is necessary to select it, clicking on the name of the discussion chosen.

8. To contribute to the discussion select the button “Post Reply”
9. Finally insert the body of the message in the middle of the page and press the button “Save” to end task.

10. End.
5. **Use of the FAQ**

To clarify the explanation of the activities to perform, find hereby the steps to follow for the development of the scenarios for the use of the section.

### 5.1.1 Visualisation of the documents inserted

To access to the section dedicated where it is possible to display or insert the FAQ it is necessary to be acknowledged by the system. For this purpose the steps to perform are the following:

1. Open the web browser normally used to work, insert in the address bar the following address ([http://serlab.di.uniba.it/tempus/](http://serlab.di.uniba.it/tempus/)) and press enter.
2. Select the entry “Sign Up / Login” on the top right of the page.

3. On the left part of the window it is necessary to insert the user's credentials and select the button “Log In!”. The credentials required are the ones inserted in the registration phase.

4. If the credentials inserted are correct, a confirmation message about the acknowledgement of the credentials by the portal will be
5. Once performed the login, a new section will appear, called FAQ, selecting it, it is possible to access to the relevant section.
6. The category/ies present are displayed, in the example the category “Frequently Asked Questions” is reported.

7. Selecting the category “Frequently Asked Questions” it is possible to access to the list of the FAQ of the category at issue.

8. To read one the FAQ present there, select the FAQ desired next to “Items” column. The information of the FAQ desired will be displayed:
the author of the FAQ, the performing date, last revision, the marks of the FAQ related, how many times it was displayed, the answer of the FAQ and the category.

9. To give a mark to the FAQ, go to vote “for this” and select the hand with the thumb up to assign a positive mark, or the hand with a
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thumb down for a negative mark
10. To go back to the FAQ list, select the name Frequently Asked Questions.

11. To add a FAQ select the icon "add item"
12. To propose a new FAQ it is necessary to fill the fields required: title, category and answer. All the information of the new FAQ will be displayed.
13. To complete the task select the button “Save”

14. End of the process
6. Access to elearning platform

From this entry it is possible to access to elearning platform and also to display the contents in it.
7. ACCESS TO SECOND-LIFE

In this section all the information needed to use second life tools for didactic support will be inserted.