



SSPC Project Areas

User Guide

Contents

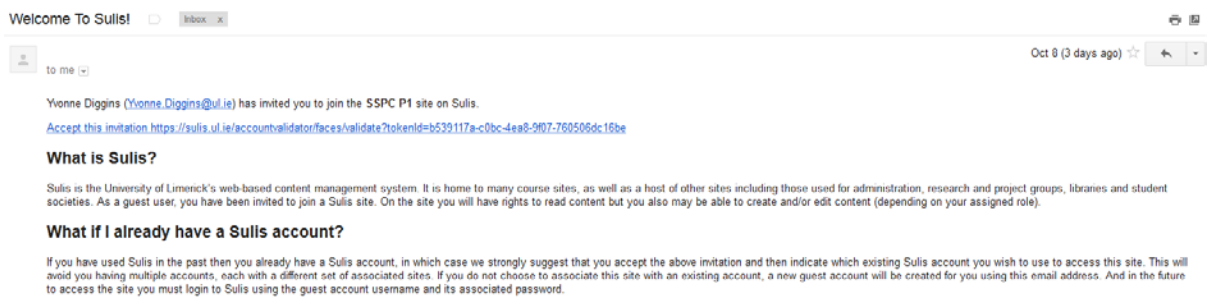
New User.....	3
Logging into your SSPC Project Areas	4
If you forget your password.....	4
The SSPC Project Areas	5
How to access the project areas	5
Project Communication	7
Announcements.....	8
Calendar.....	10
Discussion Forums	10
Messages.....	11
Chat Room.....	11
Polls.....	12
Project Tools	12
Resources.....	12
Podcasts	14
Wiki	14
Tip	15

New User

1. When I set you up with your user account you will receive two emails. One from 'Postmaster' and one from 'Unknown Sender'.



2. You will need to open the email from 'Unknown Sender' to activate your account.



3. Click on the 'Accept this invitation' link within the email. Fill in the details for 'I am new to Sulis'. When you click on 'Claim your account' you will automatically be logged into your SSPC Project Member account.

Sakai Welcome to Sulis!
You have been invited to join the following site(s) on Sulis:

- SSPC P1

I am new to Sulis
Claim your new Sulis account.

I already have a Sulis account
Login with your existing Sulis account.

I am new to Sulis
Your login username will be:
sspc.communications@gmail.com

Firstname

Last name

Password

Confirm password

I already have a Sulis account
Username

Password

Logging into your SSPC Project Areas

1. Go to: <https://sulis.ul.ie/xsl-portal>
2. Enter your username and password and click the 'log in button'

UNIVERSITY of LIMERICK
OILLS COIL LUIMNIGH

iULIS is the learning management system at UL, based on Sakai (rSmart CLE version). It is jointly supported by Eamonn Fitzgerald in ITD (technical support) and Angelica Risquez at the CTL (training, pedagogic advice, documentation, research).

STAFF/RESEARCH POSTGRADS

- Log in with your UL network username (**name.surname, NOT email**) and **password** (as when logging onto a staff PC on campus). You will have access to any site in which you have been added as a participant (as instructor, student or TA).
- FAQs, starting guides, full documentation, videos, and usage statistics are available from <http://www.ul.ie/ctl/sulis>. Training and advice is offered on request for departments and individuals.
- All support requests must be **logged by faculty and staff (not students)** through ITD Service Desk (<http://inside/itdservicedesk>). CTL/ITD will respond ASAP

STUDENTS

- Log in with your UL network username (**ID Number**) and **password** (as when logging onto a student PC on campus, NOT your PIN!).
- If your password does not work, reset it here <https://outside.ul.ie/PasswordReset/StudentChangePassword.aspx>. If you are already registered for the Self Service Password registration, reset it here <https://passwordreset.ul.ie/default.aspx>.
- Some lecturers (but not all) use SULIS. Your lecturer will inform you of this intention and will provide you with relevant instructions. To access your modules, click on the My Sites link across the top of the page. Any modules that are using SULIS will be listed here.
- For more information, see [Getting started - Students](#). If you have technical problems, **please contact your lecturer** so s/he logs a call on your behalf.

Version 2.9

Username
lyonnediggins@gmail.com

Password

Log In

[Forgot Password?](#)

If you forget your password

1. Go to: <https://sulis.ul.ie/xsl-portal>
2. Click on the 'Forgot Password' link

Username

Password

Log In

[Forgot Password?](#)

3. Enter your email address in the following screen and click on the 'Send Password' button

Reset your password

Your email address

4. A password change confirmation will be sent to your email. Check your email.
5. In your email account you will receive an email from 'unknown sender'. Click on this email and click on the link provided in the email.

(unknown sender) (2)

New Password Request - Dear Yvonne Diggins PLease use the following link to reset your pa

6. Enter the required details in the next prompt screen and click on the 'set your password' button.

Sakai Reset your password on Sulis
You have access to the following site(s) on Sulis:

- SSPC P1

I have one account on Sulis
Reset the password for your Sulis account.

I have another Sulis account
Login with your other Sulis account (it will be given access to the site(s) above).

OR

Your login username will be:
yvonnediggins@gmail.com

Firstname

Last name

Password

Confirm password

Username

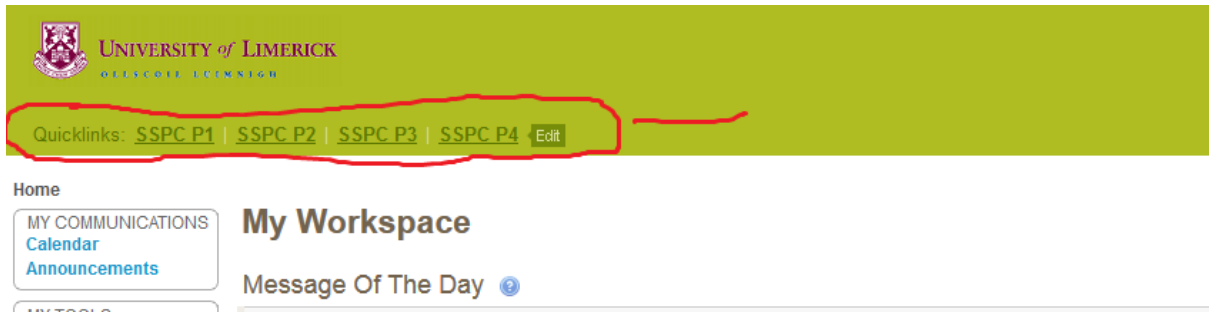
Password

7. You will then be automatically logged into the SSPC project areas.

The SSPC Project Areas

How to access the project areas

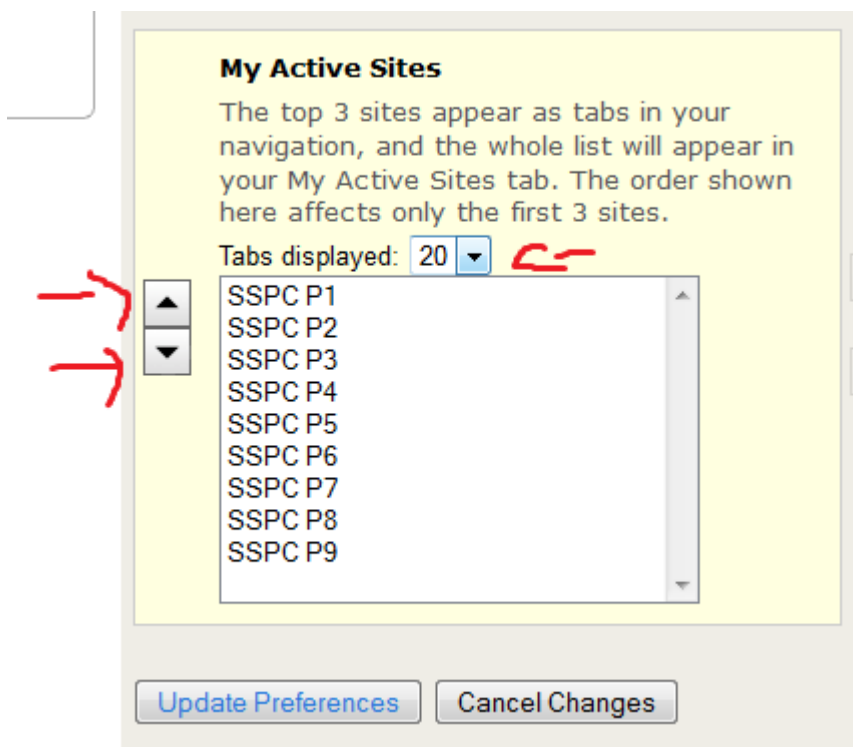
1. When you log the SSPC Project areas you will automatically be logged into your 'Workspace'. This is a private space for you other members will not be able to see your work/files/posts in this area.
2. The SSPC Project Areas that you have access to are listed in the header area within the 'Quick links' area



3. The default listing is four projects, to add more projects to this list click on the 'Edit' link

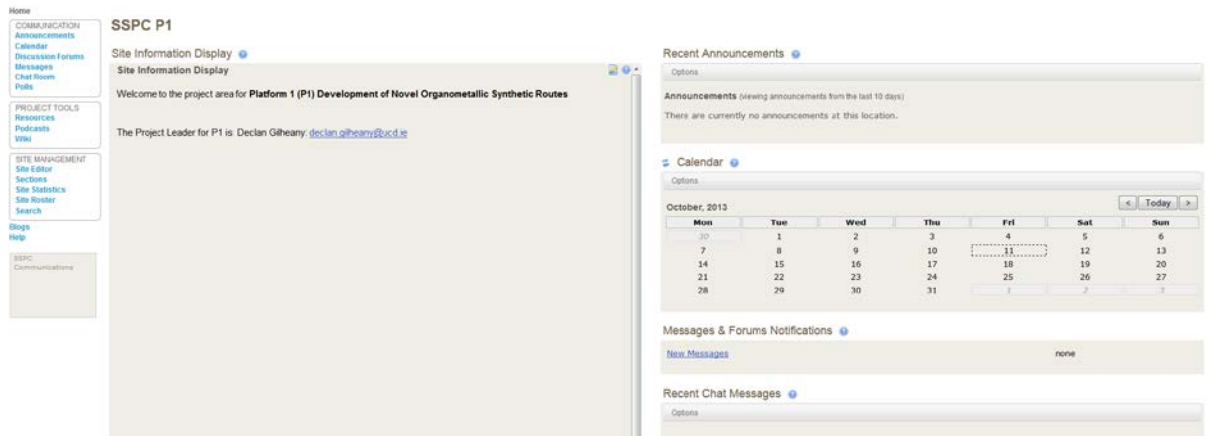


4. To list more projects choose '20' in the 'Tabs display' option. You can also put your projects in order of how you would like to see them by clicking on the project you would like to move and using the 'up' and 'down' arrows.
5. Click on the 'Update Preferences' button to update your preferences to the 'Quicklinks' section



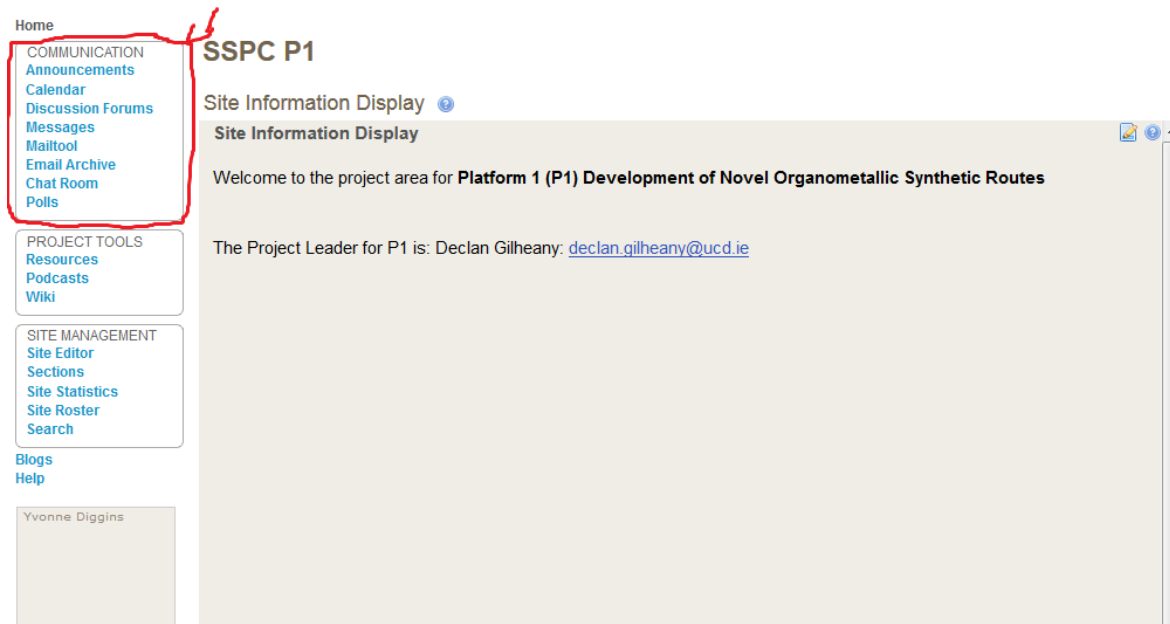
6. To view a project, click on the project name, for example 'SSPC P1' from the 'Quick links' section.

7. Within the 'Home' page for each project you will see the project communication tools and project tools to the left and in the middle you will see information about the project/project leader. And to the right you will see Recent Announcements; the Project Calendar; Messages and Forum Notifications; and Recent Chat Messages.



Project Communication

Project Communication functionality can be accessed from the left hand side of the page.



Each project area has the following functionality:

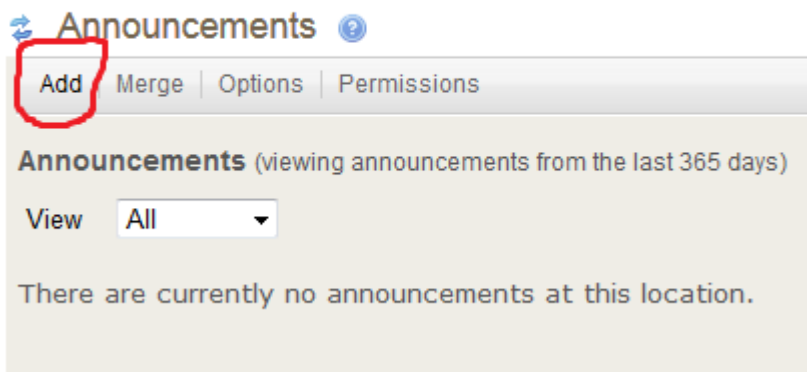
- Announcements area
- Calendar (unique to each project area)
- Discussion Forums

- Messages
- Chat Room
- Polls (If you want to survey members)

Announcements

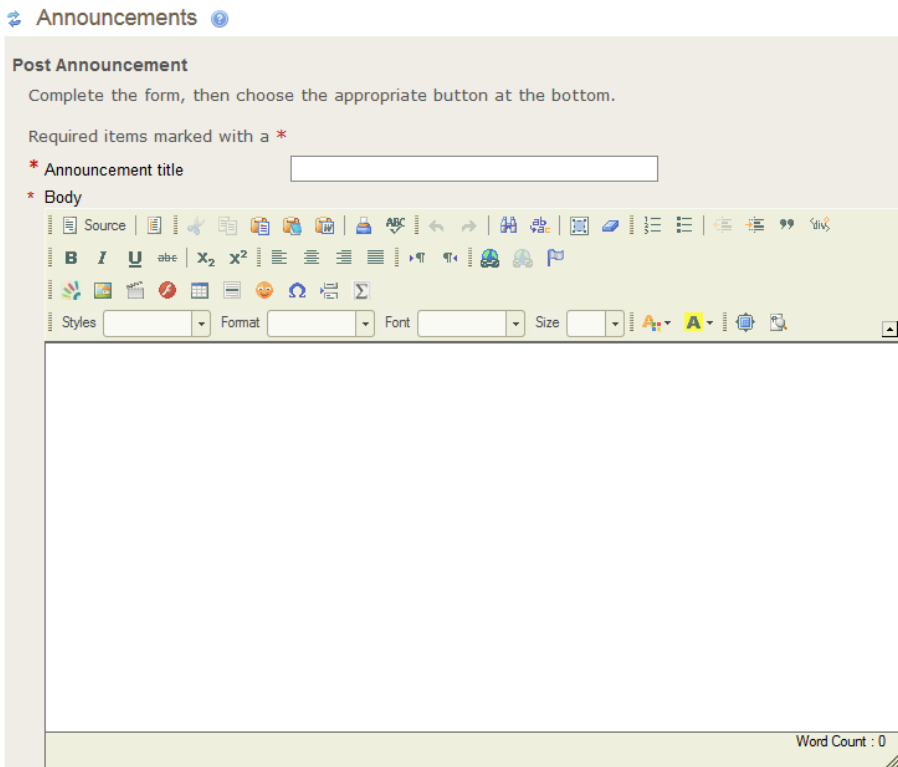
1. Click on the 'Announcements' link within the 'Communication' box on the left hand side of the page.
2. Click on the 'Add' button to add an announcement

SSPC P1



3. Enter the required details on the following screen (Announcement titles and Body)

SSPC P1



The screenshot shows the 'Post Announcement' form. At the top, it says 'Post Announcement' and 'Complete the form, then choose the appropriate button at the bottom.' Below this, it states 'Required items marked with a *'. There are two required fields: '* Announcement title' and '* Body'. The 'Body' field is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, indentation, bulleted and numbered lists, link, unlink, and other functions. Below the toolbar is a large text area for entering the announcement body. At the bottom right of the form, there is a 'Word Count : 0' indicator.

4. Choose 'only members of this site can see this announcement' for access
5. For availability choose 'Post and display this announcement immediately' if the announcement is ready to be added to the project area

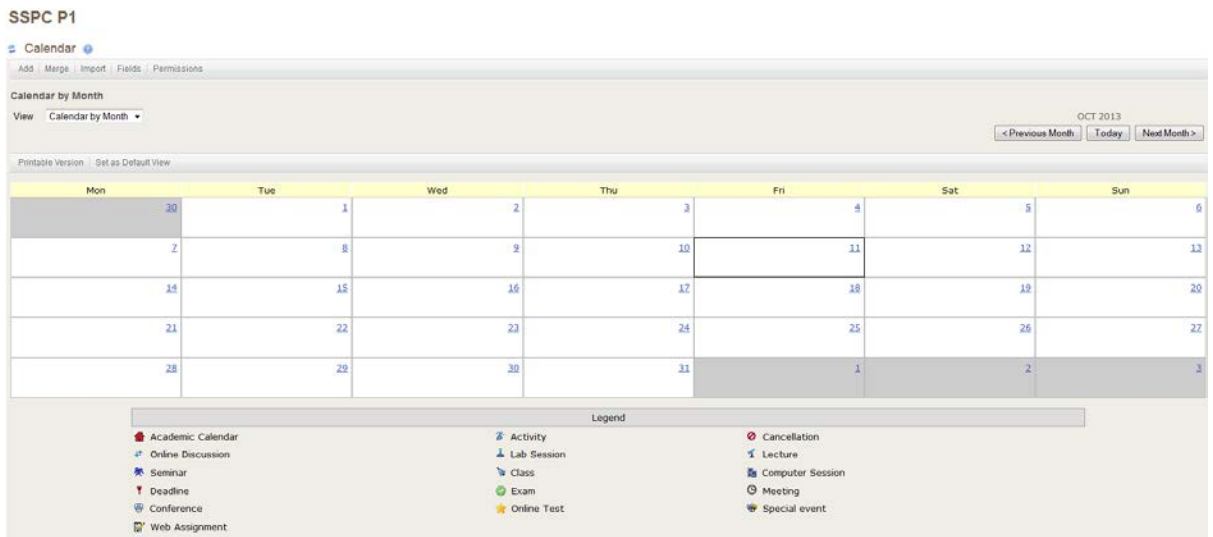
The screenshot shows a form with the following sections:

- Access:** Two radio button options. The first is selected: "Only **members of this site** can see this announcement". The second is "This announcement is **publicly viewable**".
- Availability:** Three radio button options. The first is selected: "Show - (**Post** and display this announcement immediately)". The second is "Hide - (**Draft mode** - Do not display this announcement at this time)". The third is "Specify Dates - (**Choose when** this announcement will be displayed)".
- Attachments:** The text "No Attachments Yet" is displayed above a button labeled "Add Attachments".
- Email Notification:** A dropdown menu is open, showing four options: "None - No notification", "High - All participants" (highlighted in blue), "Low - Not received by those who have opted out", and "None - No notification".
- At the bottom, there are two buttons: "Post Announcement" (in blue) and "Preview".

6. If you have an attachment to add click on the 'add attachment' button
7. You can send an email notification to project members, for high priority - to all participants, for low priority - to those who have opted in to receive announcement notifications; or none – no notification
8. Click the '#Post Announcement' button, or you can also, preview the announcement, or clear the information that you have entered in the above steps.

Calendar

1. The Calendar is unique to the project area and can be used to schedule project meetings and other events relevant to the project



2. To add an event, click on the 'Add button' and fill in the required details (Title, Date, Start Time)
3. You can also choose the frequency of the event/meeting; The event type (meeting; activity etc) and add an attachment.
4. Click on the 'Save Event' button to save the event to the calendar.

Discussion Forums

1. You have project discussion forums, for example you can have a 'Questions' discussion; or a 'project discussion' or a breakout discussion within the 'Lounge'

SSPP P1

Discussion Forums

[Discussion Home](#) [Search](#) [Recent Topics](#) [Member Listing](#) [Manage](#)
[My Profile](#) [My Bookmarks](#) [Private Messages](#) [Mark All As Read](#)

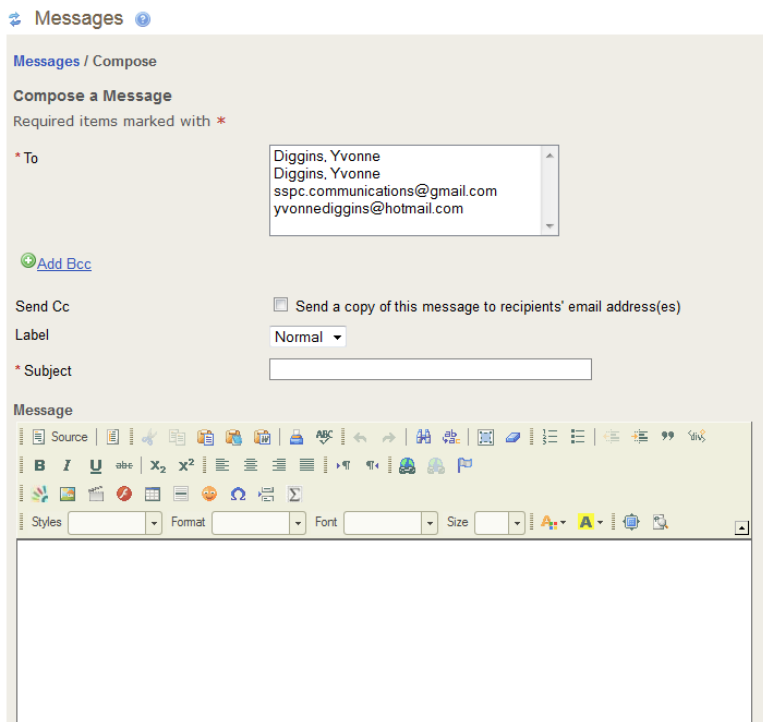
You last visited on: Oct 11, 2013 10:13 AM
The date and time now is: Oct 11, 2013 10:13 AM

Discussion List

Discussions	
Main	
<input type="checkbox"/> Questions	Do you have any questions about something in this course? Use this forum to ask. Contribute a reply!
<input type="checkbox"/> Class Discussions	Use this forum to participate in class discussions.
Other	
<input type="checkbox"/> Student Lounge	Use this forum for other questions/topics amongst yourselves.

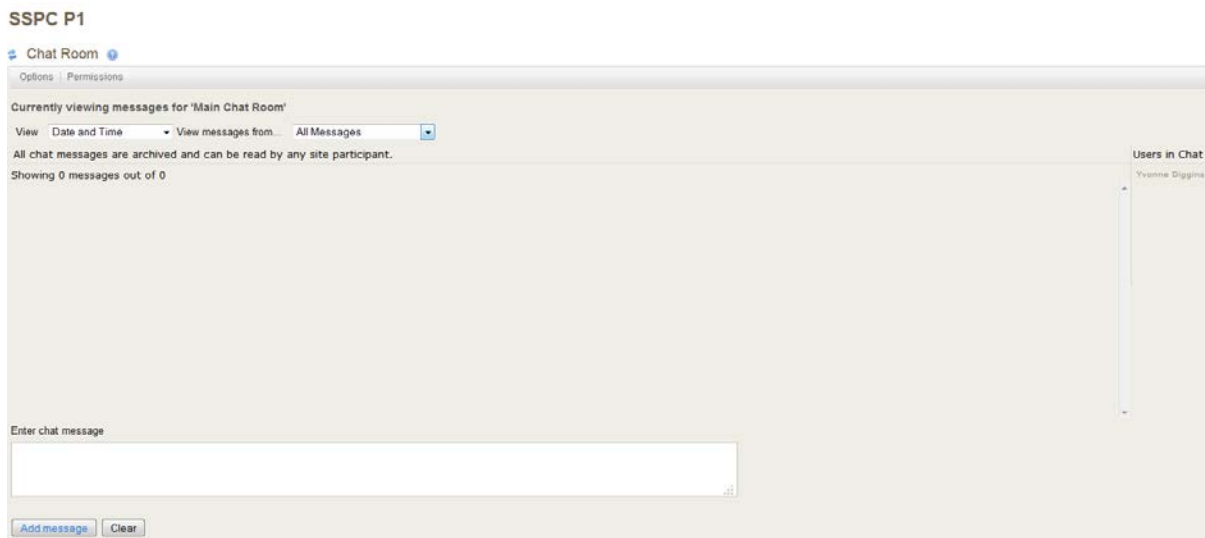
Messages

1. Messages can be sent to the whole group or to just a select few



Chat Room

1. Each area also has a chat room. You can see who is online and available for chat within the 'Users in Chat' section.

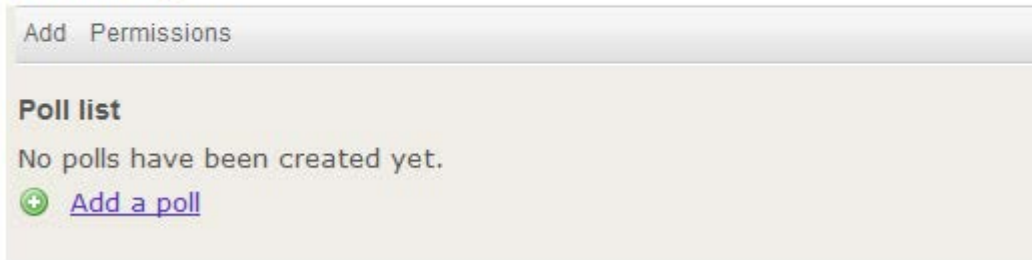


Polls

1. Each project area has a 'Poll' functionality. If you would like to survey the members in the project you can use the poll to do this.

SSPC P1

Polls



Project Tools

Each project area has the following tools:

- Resources
- Podcasts
- Wiki

Resources

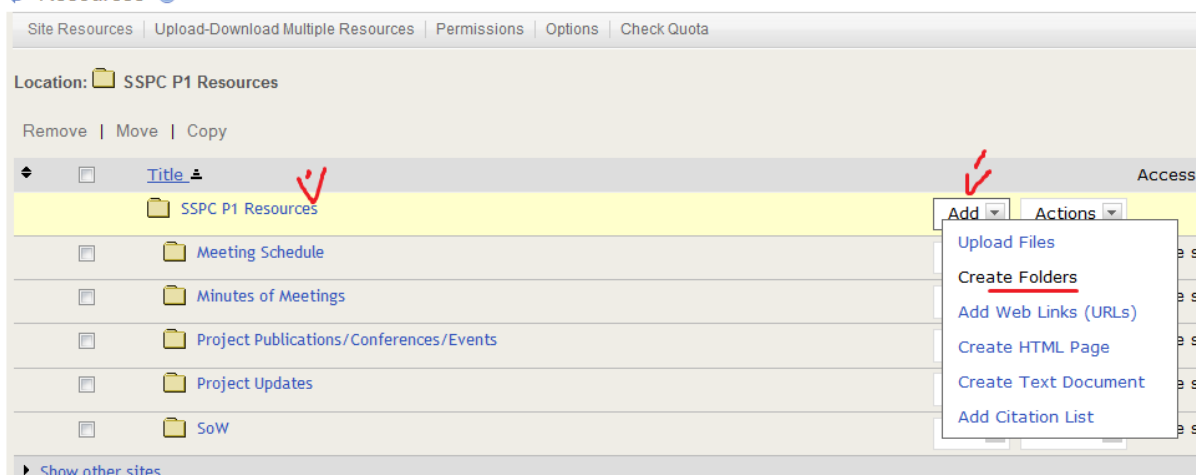
The resources section can be used to store project files etc. I have added folders to the resources section based on the survey that I sent to SSPC members. You will have access to add new folders.

Creating New Folders

1. To add a new folder click on the 'Add' drop down next to the 'SSPC P1 Resources' Folder (this is the main project folder) and click on 'Create Folders'

SSPC P1

Resources



2. Enter the folder name and if you want to add more than one folder click on 'Add another folder'. When you are finished adding folders click on the 'Create Folders Now' button.

SSPC P1

Resources

Create Folders
Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Location: SSPC P1 /

Folder Name [Add details for this item](#)

[Add Another Folder](#)

[Create Folders Now](#) [Cancel](#)

* Note: If you click on the 'add' button next to the other folders (for example Minutes of Meetings' you will not create a main folder, you will just create a sub folder within the Minutes of Meetings folder.

Adding files to folders

1. Click on the 'Add' drop down option next to the folder that you want to add files to.
2. Choose the 'Upload Files' option

SSPC P1

Resources

Site Resources | Upload-Download Multiple Resources | Permissions | Options | Check Quota

Location: SSPC P1 Resources

[Remove](#) | [Move](#) | [Copy](#)

Title	Access
SSPC P1 Resources	Add Actions
Meeting Schedule	Add Actions Entire site
Minutes of Meetings	Add Actions Entire site
Project Publications/Conferences/Events	Add Actions Entire site
Project Updates	Add Actions Entire site
SoW	Add Actions Entire site

[Show other sites](#)

3. Upload the file using the 'Browse' button; Add a name for the file.
4. Again you can choose whether to send members a notification that the file has been uploaded or not.
5. Click on the 'Upload Files now' button

SSPC P1

Resources

Upload Files

Upload as many files as you like. However, the sum total file size cannot exceed 500 MB. If you change your mind about uploading some files, click X next to them. Click **Upload Files Now** when you are ready.

Location: SSPC P1 / Meeting Schedule /

File To Upload	<input type="button" value="Browse..."/>	No file selected.
Display Name	<input type="text"/>	Add details for this item

[Add Another File](#)

Email Notification:

You can only upload 500 MB worth of files at one time. You may need to upload large files one at a time.

Drag and drop files into the box to upload. If you upload a zip file the contents will be unzipped into a folder. This ignores the content.upload.max setting, however the site quota is still enforced. It may take a few minutes to upload a large zip file.

Podcasts

If you would like to record a podcasts, may of a lecture or of a meeting that you want others to listen to, you can upload this file to the podcast section

Wiki

If you want to work on a collaborative document you can do so in the Wiki section.

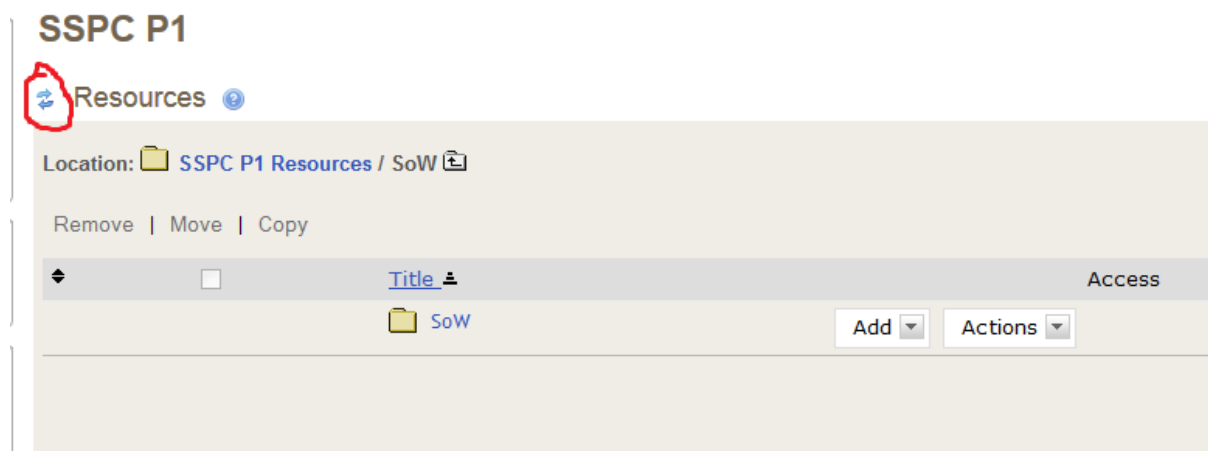
Tip

This blue button acts as the 'go back' or 'return to previous screen' within the project areas. You do not need to click on the 'Go Back' button within the browser.

SSPC P1



For example if I am in the resources folder and I click on the SoW folder and I want to go back to the resources main folder, just click on the blue button.

A screenshot of a web interface for "SSPC P1". At the top left, the text "Resources" is displayed with a blue icon circled in red. Below this, the location is shown as "SSPC P1 Resources / SoW". There are buttons for "Remove", "Move", and "Copy". A table with columns "Title" and "Access" contains one entry: a folder icon labeled "SoW". To the right of the table are "Add" and "Actions" buttons with dropdown arrows.

◆	<input type="checkbox"/>	Title	Access
		SoW	