Technology for Independence:
Community-Based Resource Center

Participatory Action Research Online Training

April 2003

Technology for Independence: Community-Based Resource Center Online Training

Participant Handbook
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Part 1: <u>Description of Training</u>

This distance learning training is introductory training supporting the Technology for Independence: Community-Based Resource Center. The training addresses common issues related to community-based research.

If you come across a problem using the site after you have logged in, first try the Help link on the sidebar on the left-hand side of the screen. If you do not read anything there that will help you, you can click on the 911 button. This will provide you with technical assistance. Other ways to contact us include clicking on the internal E-mail link on the sidebar, where you can e-mail ContactUs with questions or comments, or you can use your Internet e-mail program (e.g., MS Outlook or Eudora) to send a message to david-klein@uiowa.edu through Internet-based mail.

Part 2: <u>Getting Started/Step by Step Instructions</u>

<div align="center">

<u>Step-by-step Instructions</u>

</div>

1. Go to address:
   <div align="center">

   http://www.its.uiowa.edu/law/cbrc/training/welcome.asp
   </div>
   This should take you to an introductory page about CBRC Training on the Web.

2. Scroll to the bottom of the screen. Since you already have a login and password, click on the link
   <div align="center">

   "Already have a password"
   </div>
   This should take you to a login page. (You might want to bookmark the login page.)

3. Enter your name and password in the text fields on the login page. Then click on the 'login' button.

4. You should be at the pre-module questionnaire. Be sure to fill out all the questions before proceeding.

   Notice a navigation bar along the left side of the screen. This should remain constant throughout the modules. Page 4 has a brief description of the links on this navigation bar.

5. Upon completion of the pre-module questionnaire, you will enter the Introduction section, where you will begin the training.

6. For each page, read the information, and then click one of the button choices at the bottom of the page.

   Button choices usually present are

   - Next — will take you to the next activity
   - Previous— will take you to the page immediately preceding

   Note: *refer to the Table of Contents (linked on the left side navigation bar) to check your progress, and make sure you have not missed a page of content. If you have, you can go directly to that page by clicking on the page name in the Table of Contents.*

7. We recommend that you go through the Course Tour to learn about the features of this online training. To do so, after you have logged in, click on the Help link on the sidebar to the left. Then, click on "Course Tour." The tour consists of five pages that explain what the buttons do and what features are available as links in

the sidebar.

8.   For a brief introduction on the sidebar, see the quick reference chart below:

Side bar navigation guide:

CBRC Home	Takes you to the CBRC home page.
Module Index	Takes you to the list of available modules. Modules will be added as the year goes on.
Table of Contents	Allows access to each module's Table of Contents at all times. As you progress through each module, you will be able to go to this page to check your progress or go back to previous pages or activities.
Glossary	Takes you to go to a main index of glossary terms.
Logs	Provides a private area where you can keep a log or journal of your ideas and activities during this training. Text can be saved, edited, and copied and pasted to other pages.
Discussion	One of the communication components of the course that will be used in certain activities. If you feel comfortable using a discussion board, or bulletin board, feel free to use it.
E-Mail	Allows you to send and receive e-mail to other people enrolled to take the training. *Note that this is not Internet e-mail and is only used for messages among members of the class on this Web site.*
Resources	This provides access to additional information about the content of the trainings, including references citations and an annotated bibliography.
Help	The link will provide information about common problems and technical questions and will allow you to send messages to the development team to warn of bugs and other problems you have encountered.
Logout button	This button logs you out of the course. It is important to log out whenever you are leaving the course to prevent someone else from accessing your course files.

For other help or specific questions that cannot be addressed through the Help and E-Mail functions above, you can send Internet e-mail to the following addresses:

For technical assistance with using the site:
David Klein david-klein@uoiwa.edu
Or call at 319-335-6748

Note that you should send e-mail to this address through your regular e-mail program.

Part 3: <u>Getting On-line/Helpful Hits</u>

<u>Getting Online</u>

To get online, you should have a computer with a modem (or other Internet connection), an ISP, and a phone line. If you have an e-mail account you can access or browse the Web already, then you are ready to get started.

You must use a Web browser to access the training. The most common browsers include Internet Explorer 6.0 and Netscape Navigator (Communicator) 7 on Windows computers. These browsers are also available for Macintosh computers. If you have other preferences for browsers, please feel free to use them, but also let us know so we can keep track of what type of browsers this training has been tested with.

A minimum version number of 4.0 for both Internet Explorer and Netscape is required to use this training (if your version has been updated in the last 3 or 4 years, you probably have a recent enough version). However, we strongly recommend higher versions of these programs. If you want to upgrade versions, you can get downloads of these programs at the following sites:

Internet Explorer	http://www.microsoft.com/windows/ie/
Netscape Navigator	http://www.netscape.com/computing/download/

To prepare for the training, you might want paper and a pencil on hand. These instructions will probably be useful to the side of the keyboard. You will need a Username and password, which should have been provided to you by the CBRC for full participants, or you can create one online for limited use.

To get started, get onto the Web as you normally would to browse. No other setup is typically needed. However, you should note a few uncommon issues. 1) If your browser does not accept cookies, you will need to set your browser to accept cookies for this training. 2) If your browser asks you if you want to save passwords and you are using the training in an environment with other users, you should always press No to avoid saving the password. If the browser saves your password, it will allow other users to log in to the training under your name. 3) If you are using a browser in an environment where other users are using the same computer as you, when you are done working, log out and quit the browser to ensure that others do not get access to the training using your name.

This Web-based training platform has been piloted for several year and many technical "bugs" have been worked out. However, because this is new training, you may come across components that do not work as you expect them, some that might even be called 'bugs.' Most importantly, if you encounter problems or bugs in the program as you complete it, let us know as soon as possible to help us minimize your frustration and effort getting around them.

Before starting this course: a checklist

► Check the configuration of the computer that you will be using.

Minimum requirements for computer systems using this course are

PC — Windows 95 and at least 8M of RAM.
Mac — operating system 7.5 and at least 16M of RAM

► Check the version of your browser.

Minimum version of Internet browser (Internet Explorer or Netscape Navigator) required to use this course is **Version 4**.

If the computer you are working on has a browser version of less than 3, you will need to upgrade the browser in order to access the course. You can go to the following sites to download new versions of your browser:

Internet Explorer:
To download the most recent browser:
http://www.microsoft.com/windows/IE/

In many cases, if you are using Windows, you may already have an adequate version of Internet Explorer installed on your computer. Look in your Start menu under Programs.

Netscape Navigator:
General download area for the most recent version:
http://www.netscape.com
Then press the 'Download' button on the bar along the top of the page.

America Online:
The AOL browser is currently untested with this training. However, late versions should work correctly.

► Check the configuration of your browser.

Correct browser configuration for this course simply means that for you to use all functionality of the course the following are necessary:

a. Make sure the option to **accept cookies** in enabled (turned on).
b. Make sure that **JavaScript** is enabled.

If the computer you will be using is managed by an IT department, be sure to check with them before you make changes in browser configurations. To check or change these configurations, see below.

Instructions for making sure accepting cookies and JavaScript are both enabled:

Netscape 4.x and 4.0x (versions tested were 4.08 and 4.6)
1. Go to the **Edit** pull down menu and select 'Preferences'
2. On the left, scroll down to and click on **Advanced**
3. In the top 'box,' select the option "Enable JavaScript"
4. In the bottom 'box,' select the option "Accept all cookies"

Netscape 7:
1. Use the Edit pull down menu and select Network Preferences
2. Double-click on Advanced to show a subtree and click on Scripts & Plugins and make sure 'Enable JavaScript' is checked for Navigator
3. For cookies, Double-click on Privacy & Security and select Cookies. Make sure Enable Cookies is selected.

Internet Explorer 6:

Macintosh users:

a.) Go to the **Edit** pull down menu and select 'Preferences'
b.) For JavaScript - On the left, scroll down and select **Web Content**
c.) Where it says 'Active Content', make sure 'Enable scripting' is selected.
d.) For cookies - On the left, scroll to **Receiving Files** and select 'Cookies'
e.) Where it says "When receiving cookies:" make sure 'Never Ask' is selected.

PC/Windows users:

1. Go to the **Tools** menu, chose 'Internet Options'
2. Click on **Security** tab
3. Select 'Custom level…'
4. For cookies: scroll down to **Cookies** and enable both settings
5. For JavaScript: scroll down to **Scripting** (near the bottom) and enable 'Active scripting'.

Helpful Hints for a Successful Course!
There are a few things to expect and remember when using this course.

1. Save! On pages where there is information to be entered, a 'Save' button will be available at the bottom of the page. Use this button often. You do not have to have completed the exercise to use the Save button. Pressing the Next, Previous, and Log out buttons automatically save your page.

2. If the program is inactive for 45 minutes, you will be automatically logged out. Any information you have entered and not saved with the Save button will be lost. You will be taken to a page that lets you relog in and continue, but any information on the unsaved page is lost and must be reentered.

3. When you are finished using the course for the day, or will be away for an extended time, always Log Out. If you do not log out, others will have access to your course files. WARNING: Internet Explorer (and some other browsers) has an option to save passwords. Typically you do not want this enabled unless your computer will never be used by others. Here are 2 ways to disable that function:

   a. Select Tools->Internet Options. Click on the Content tab. Click on the AutoComplete button. Uncheck the box labeled 'Prompt me to save passwords.'

   b. If a dialog box appears and asks if you want Explorer to remember your password, always click NO.

4. If you encounter problems, contact Contactus via the course e-mail system. If you encounter problems, you can also access the on-line help section, through the sidebar item 'Help.' This section will have a Frequently Asked Question (FAQ) section, and will also be updated regularly as the course progresses.

Part 4: <u>Contact Information:</u>

<u>Technical Support:</u>
David Klein
University of Iowa
David-klein@uiowa.edu