

Guide to using the online forum of the Gregorian University

For students

1. Introduction

The aim of this guide is to help students to using the online forum application of the Pontifical Gregorian University, providing them a basic introduction.

The online forum offers students of the Gregorian University and their professors a place to meet and discuss online and promotes dialogue between professors and students, and the deepening of their study themes.

An online discussion consists of one discussion topic and the related comments made by several students and professors participating in it. Only professors can start new threads. Then, after the professor adds a new topic, the students - and the professor - can comment on that subject.

A comment is basically a personal opinion on one topic, or a reply to the comment of another participant, both a student and a professor.

This Guide is divided into 8 chapters:

1. Introduction
2. Who can participate in the forum of a course
3. How to access the forum of a course
4. Forum of a course
5. Thread
6. Editing / updating / deleting a comment
7. Subscribing to a forum
8. Online forum search, most popular threads and Guide

2. Who can participate in the forum of a course

Participation in online forums is restricted to students from Gregorian University. Students can participate in the forums of classes in which they are enrolled.

The authentication of the students is done with the matriculation number and password provided by the Registrar's Office at the time they enrolled. So there is no anonymity in the forums.



3. How to access the forum of a course

The online forum application is accessible from the Website of Gregorian University.

Students can enter the forum by logging in, from the Courses Sheet of the Professors/Courses Application.



When the course of the forum is not active, the icon is empty and its heading is "Forum (0)".

Forum (0)

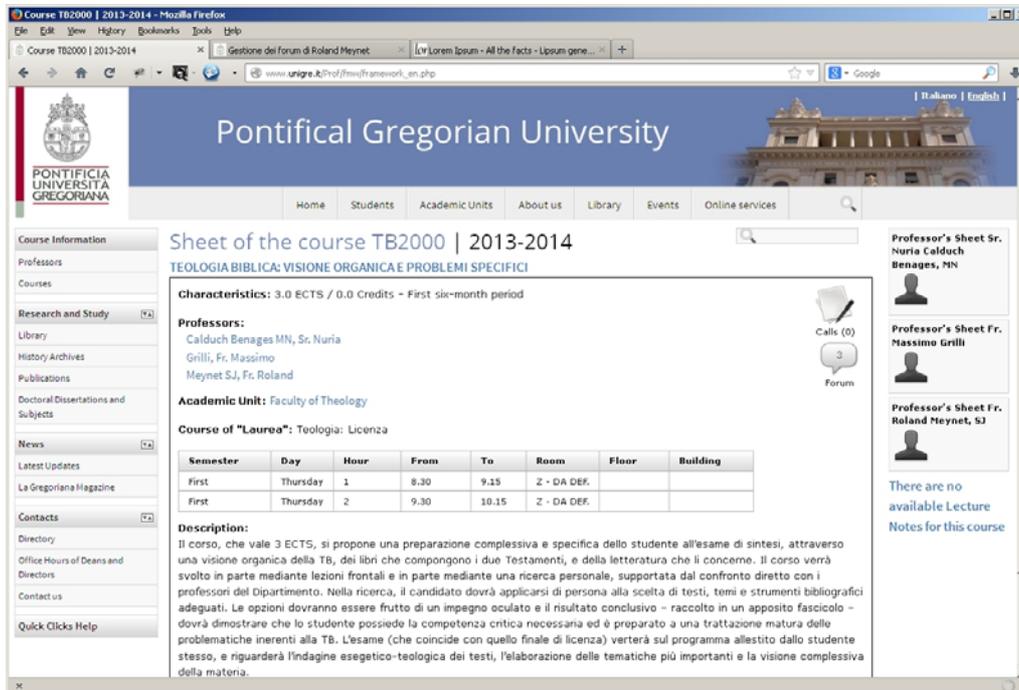


Forum

When the forum of the course is active, the number located in the icon indicates the number of topics of the forum. Clicking on the icon, the student can log in the online forum application.

The following figures refer to the course TB2000 of Fr. Meynet SJ. We are grateful to Fr. Meynet for allowing us to use the course TB2000 for the realization of this guide. Titles, topics and comments use standard dummy text of the category "Lorem ipsum".

The next figure shows the data of the course TB2000 and the icon of the forum indicates that there are three topics in the forum.



Course TB2000 | 2013-2014 - Mozilla Firefox

Course TB2000 | 2013-2014

Gestione del forum di Roland Meynet

www.unigre.it/Prof/frmss/framework_en.php

Pontifical Gregorian University

Home Students Academic Units About us Library Events Online services

Course Information

Professors

Courses

Research and Study

Library

History Archives

Publications

Doctoral Dissertations and Subjects

News

Latest Updates

Le Gregoriana Magazine

Contacts

Directory

Office Hours of Deans and Directors

Contact us

Quick Clicks Help

Sheet of the course TB2000 | 2013-2014

TEOLOGIA BIBLICA: VISIONE ORGANICA E PROBLEMI SPECIFICI

Characteristics: 3.0 ECTS / 0.0 Credits - First six-month period

Professors:

Calduch Benages MN, Sr. Nuria

Grilli, Fr. Massimo

Meynet SJ, Fr. Roland

Academic Unit: Faculty of Theology

Course of "Laurea": Teologia: Licenza

Semester	Day	Hour	From	To	Room	Floor	Building
First	Thursday	1	8.30	9.15	Z - DA DEF.		
First	Thursday	2	9.30	10.15	Z - DA DEF.		

Description:

Il corso, che vale 3 ECTS, si propone una preparazione complessiva e specifica dello studente all'esame di sintesi, attraverso una visione organica della TB, dei libri che compongono i due Testamenti, e della letteratura che li concerne. Il corso verrà svolto in parte mediante lezioni frontali e in parte mediante una ricerca personale, supportata dal confronto diretto con i professori del Dipartimento. Nella ricerca, il candidato dovrà applicarsi di persona alla scelta di testi, temi e strumenti bibliografici adeguati. Le opzioni dovranno essere frutto di un impegno oculato e il risultato conclusivo - raccolto in un apposito fascicolo - dovrà dimostrare che lo studente possiede la competenza critica necessaria ed è preparato a una trattazione matura delle problematiche inerenti alla TB. L'esame (che coincide con quello finale di licenza) verterà sul programma allestito dallo studente stesso, e riguarderà l'indagine esegetico-teologica dei testi, l'elaborazione delle tematiche più importanti e la visione complessiva della materia.

Professor's Sheet Sr. Nuria Calduch Benages, MN

Professor's Sheet Fr. Massimo Grilli

Professor's Sheet Fr. Roland Meynet, SJ

There are no available Lecture Notes for this course

Fig. 1 - TB2000 Course Sheet

The student must then enter his matriculation number and password, provided by the Registrar's Office of the University. This is the same number and the same password used by the student to access the online Registrar's Office.

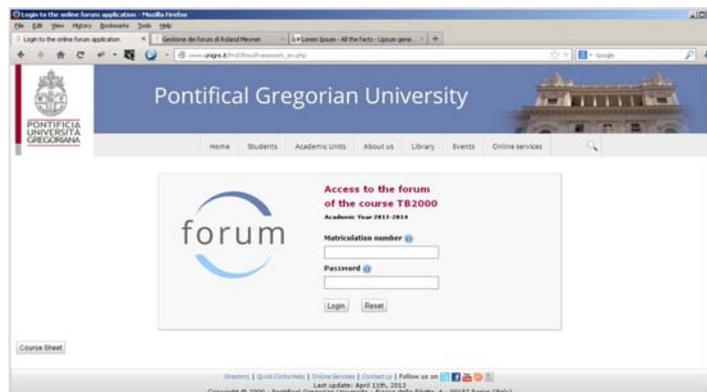


Fig. 2 - Login - Access to the TB2000 course forum

Completed the phase of login, the student finds himself in the online forum application.

To ensure maximum safety to the student, the online forum application is automatically closed after 20 minutes of inactivity. It's enough to log in again to resume work.

4. Forum of a course

The next figure shows the TB2000 course forum.

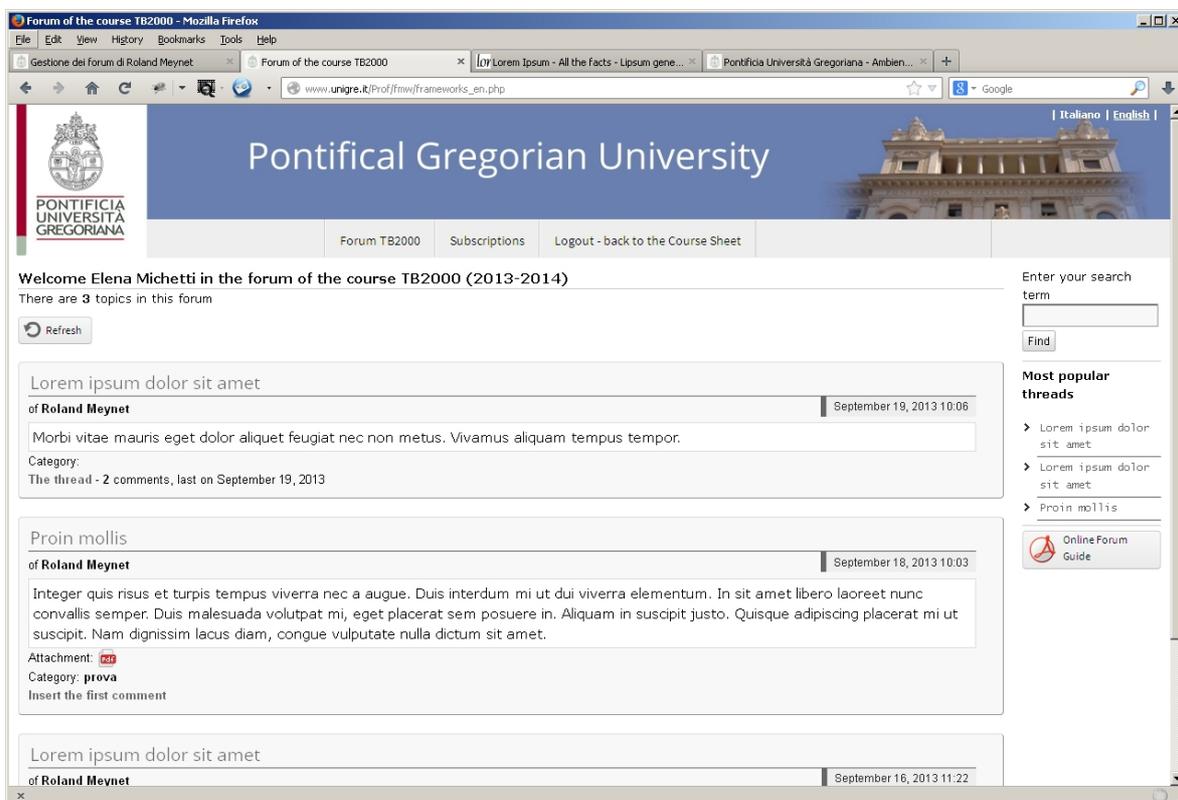


Fig. 3 - The TB2000 course forum



The screen displaying the forum of a course is composed of three areas:

1. the upper area contains a title with the student's name and the course's name, the number of topics in the forums and a button to "refresh" the screen¹.
2. the lower area contains the list of topics. If there is more than one topic, they are presented in decreasing order of date of publication, that is the most recent first.
3. the right column contains some features described in chapter 8: Forum research, threads and guide to the use of the most popular online forums.

List of discussion topics

Each topic is displayed in a "box" containing the following information:

- the title (clickable)
- the author, that is the name of the professor who posted the topic (clickable)
- the date of publication
- the text
- a clickable icon, if any attachment was inserted
- the category of the topic (clickable)
- a clickable text ("Insert the first comment" or "Thread", in case followed by the number of comments and by the date of the most recent comment inserted.)

When the student clicks:

- on the topic title or on the clickable text ("Insert the first comment" or "Thread"), the application displays the thread (see Chapter 5: "Thread")
- on the author's name, the student gets the list of topics of the author selected (useful when the course has more than one professor)
- on the category, the student gets the list of topics that fall into this category.

5. Thread

A thread is made of one topic with the relevant comments. It is displayed on a screen composed of three areas:

1. the upper area contains a title and two buttons, one for the "refresh"² of the screen and the other to go back to the forum of the course.
2. the lower area is composed of three sections:
 - the first one contains the topic.
 - the second one contains the list of comments. The list may be empty in case no one has yet commented on the topic. If there are any comments, they are presented in ascending order of date of publication.
 - the third one contains a form to post a new comment.

¹ The button "Refresh" in the screen "Forum of a course" allows you to check if the professor has inserted new topics

² The button "Refresh" in the "Thread" allows you to check if other participants have included new comments.



3. the right column contains some features described in chapter 8: Online forum search, most popular threads and Guide.

Figure 4 shows the most recent forum thread of the course TB2000. The topic, the comments and the form for inserting a new comment are displayed in a single "box".

In Figure 4 you can see that the first comment was sent by a student on September 19 at 10:20, while the second one was inserted by the professor at 10:42.

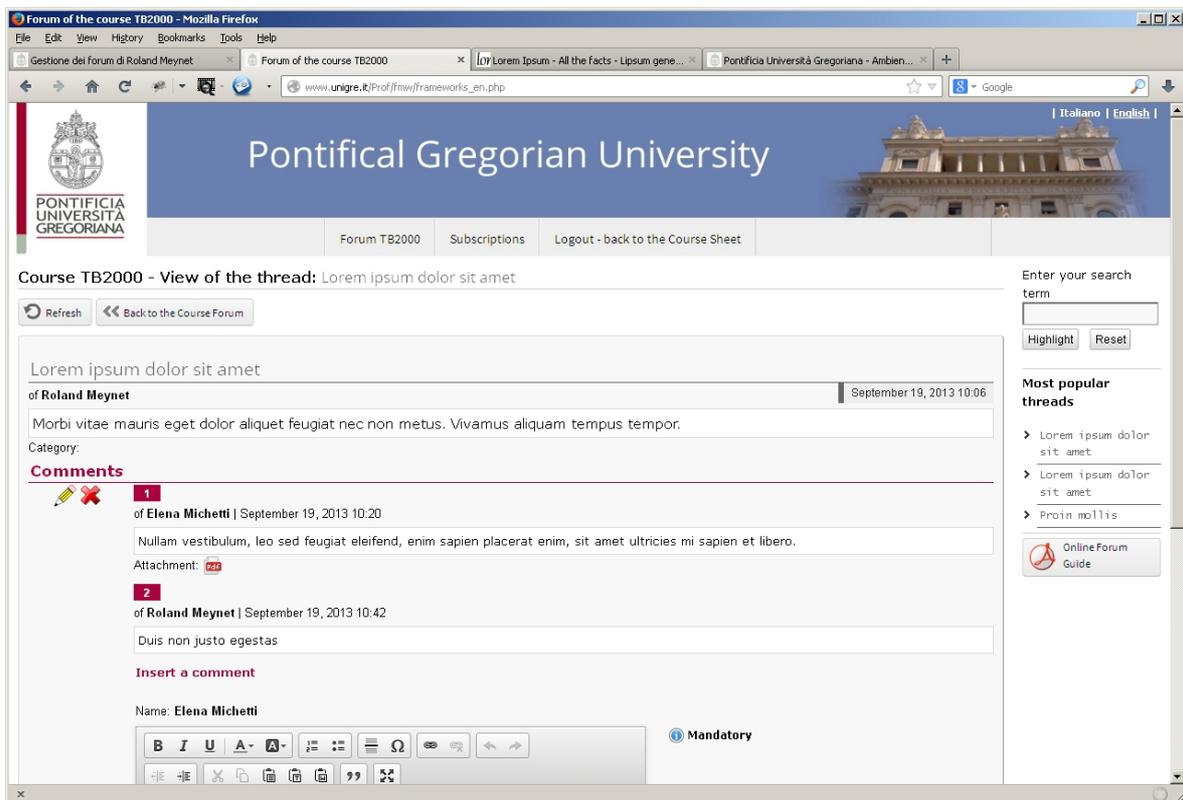


Fig. 4 – Example of thread

The topic of thread is displayed exactly as it appears in the screen "Forum of the course."

After the topic, are the numbered comments (for example **1**). Each comment contains the following information:

- the author's name – that can be a student's or a professor's name (clickable)
- the date of publication
- a clickable icon, if any attachment was inserted
- the text of the comment
- if the student is the author of the comment, the buttons  and  are displayed for about half an hour after insertion to allow its updating or deleting.

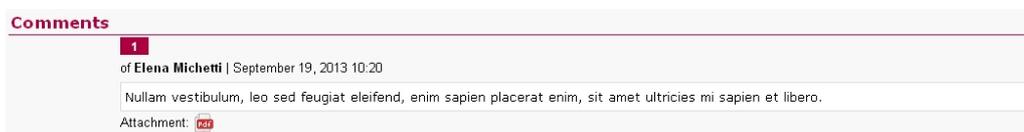


Fig. 5 - After half an hour, the buttons are no longer displayed

6. Editing / updating / deleting a comment

The student can insert a comment using the form at the end of the list of comments of a thread.

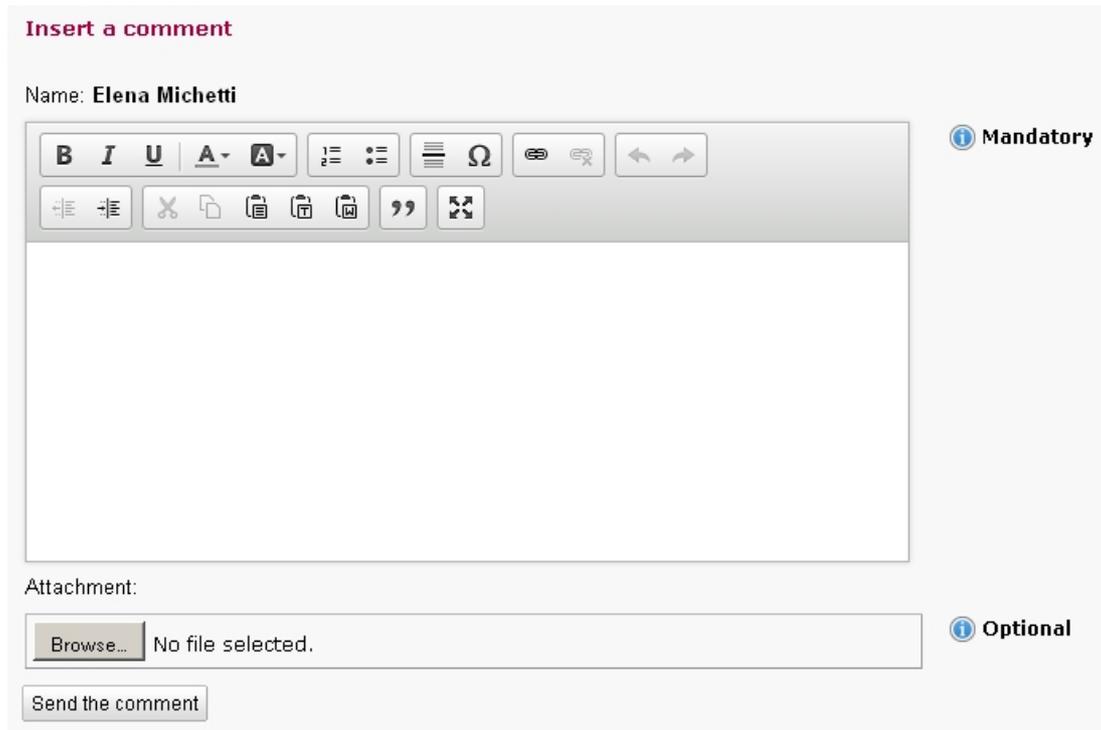


Fig. 6 – Comment Form

The comment text is required, and its maximum length is about 16 pages (65,000 characters).

The online forum application uses the tool "CKEditor" to allow the student to format his comments.

If the comment is a reply to a previous comment, the comment is used to start with the *formula* "@ Roberto Rossi" where "Roberto Rossi" is the name of the author of the comment to which you are replying.

The student can add an attachment to his comment. Clicking on the button "Browse" he can select a file from his PC through a window that allows to browse the folders on the pc.

The student has approximately half an hour to update or delete his comment, before it is permanently posted. After that, the comment cannot be modified anymore and a notice will be sent to this forum subscribers via email.



Updating and deleting a comment

The student must click on the button  to update his comment and on the button  to delete it.

The tool CKEditor

The tool "CKEditor" allows you to create and modify a text in a visual manner, similarly to using a standard word processing program such as Microsoft Word.

This tool looks like a window divided into two parts (see Figure 7).

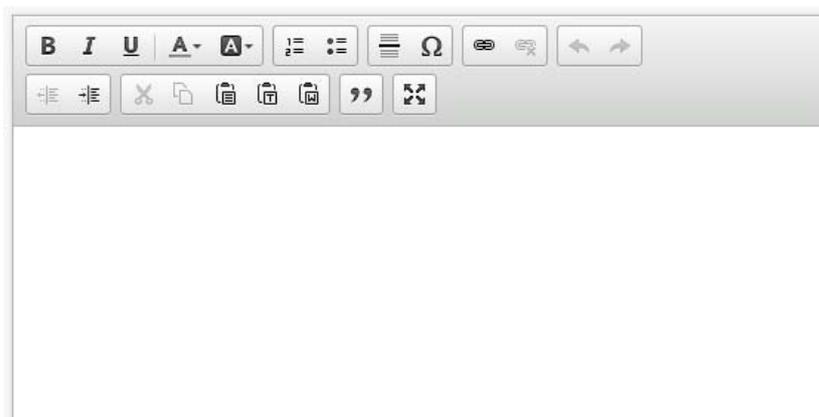


Fig. 7 - The tool CKEditor window

At the top of the window are placed the formatting buttons, whilst at the bottom of it the student inserts / updates his comment.

The following briefly explains the functions of the formatting buttons.



B I U

Bold, Italics, Underlined
They have a similar function of the corresponding buttons in Microsoft Word.



Colors

The first button is used to change the text color and the second one is used to change the background color.



Numbered List, Bulleted List

They have the same function that occurs in Word.

It is advisable to define the lists in this way rather than "by hand" using letters or numbers or hyphens. You can change the properties of a list already created using the contextual menu, clicking on the right button of the mouse.



To insert an horizontal line

This button inserts an horizontal line, for spacing parts of the text.



To insert a special character

This button opens a window similar to the Windows Character Map to insert

characters not present on the keyboard, such as special accented characters, rare punctuation marks, mathematical symbols or currency (e.g. Euro symbol).



Inserting / Deleting a link

These two buttons allow you to insert a link to a Webpage and to delete it.



Undo / Redo

These two buttons allow you to undo and redo your last operations. Sometimes it undoes simultaneously actions carried out previously.



Decrease Indent, Increase Indent

They have a similar operation of the corresponding buttons in Word. They are very useful for organizing the elements of a table of contents with different levels of indentation, to tag logical drives visually.



Cut / Copy (active only if you have selected the text)

"Cut" removes the selected text from the page and puts it on the clipboard. "Copy" copies the selected text to the clipboard.



Paste Buttons

These three buttons (active only if there is something in the clipboard) are devoted to paste the clipboard contents into the window of the tool via a dialog box.

Paste button

It pastes the text in the format of the software it came from. If possible, it is better to use "Paste as Plain Text" or "Paste from Word".

Button Paste as Plain Text

It inserts the contents of the clipboard at the point where the cursor is, removing all the character formatting and leaving only the plain text; it's like pasting the text in Windows Notepad. But the "new lines" are kept, that is the text is not pasted on one line. This is the way to be preferred when possible.

Paste button from Word

It inserts the contents of the clipboard at the point where the cursor is, keeping the formatting of characters set in Microsoft Word.



Quote

This button is used to create a "long" quote, that is a quote that may extend for several lines. If any text is selected, this text is transformed into a quote, which is shown with an indentation and a left border. If no text is selected, the tool is ready for the "quote" mode.



Maximize

This button allows you to display the window of the tool in "full screen". To return to the standard display, click again on the button "Maximize."

7. Subscribing to forums

To facilitate participation in forums, students can receive a notice via e-mail of the presence of new topics and comments about a particular course.

Clicking on "Subscriptions" in the horizontal navigation menu, the application displays the Subscriptions status of the student.

The first time, when the student has not yet subscribed any course, the application displays the message "No subscribed course so far " in the first "box" titled "Subscribed Courses". Figure 8 shows the Subscriptions status of the student before enrolling in the course TB2000.

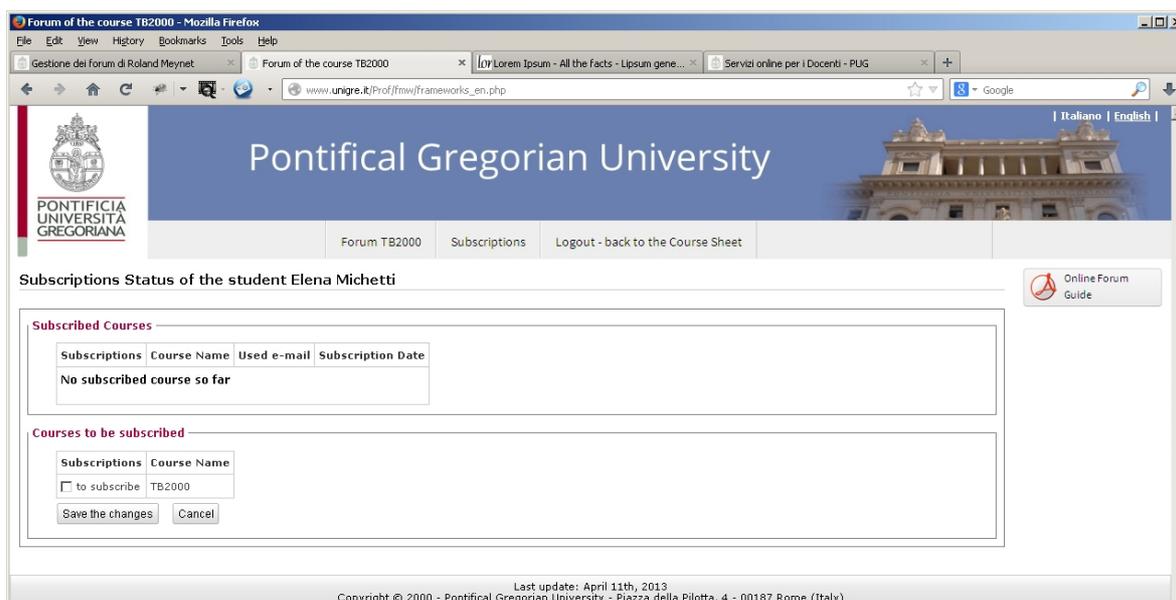


Fig. 8 – No subscription made by the student, yet



In the second "box", " Courses to be subscribed ", for each course to be subscribed, the application displays a "check box" to apply for subscription, the course's name and the total number of subscriptions.

The second "box" of Figure 8 shows the course "TB2000" in which the student can enroll selecting it and then clicking on the button "Save the changes".

When you make some subscriptions, the application displays the subscribed courses in the first box.

For each of them, the application displays a "checkbox" to request the deleting of the subscription, of the symbol of the course, the e-mail to receive notifications, the Subscription Date and the overall number of subscriptions.

Figure 9 shows the Subscriptions Status after the subscription to TB2000 course.

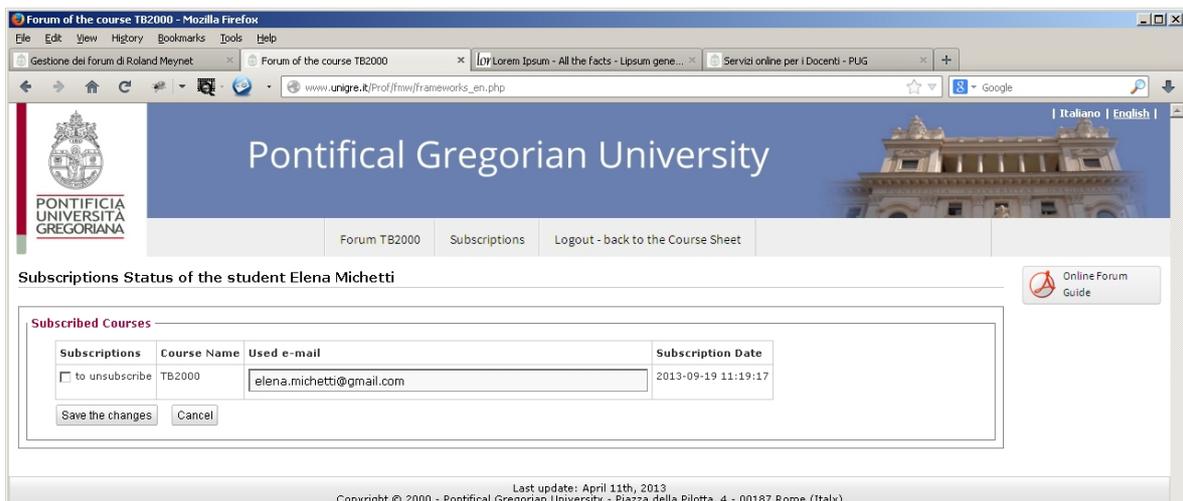


Fig. 9 - after the subscription to TB2000 course

At any time the student can change the email address associated with a course, writing the new e-mail in the area "Used e-mail."

8. Online forum search, most popular threads and Guide

Some features have been developed to help students in the use of the online forum application, accessible from the right column of the screen.

Search in forum topics

The online forum application allows you to search in the forums of the course to find out if and where we talk about a topic of your interest.

The search field is located in the right column of the mask that

Enter your search term

Find



displays the topics of thread (see Chapter 4).

The student can enter in this field a keyword (a string) that will be searched in the topics' title, in their text and comments and in the field "Category". The research is not case sensitive.

The result is a list of topics where the keyword typed is displayed "highlighted" to facilitate its detection in the text. If no part of the topic text is "highlighted", this means that the keyword is not present in the topic, but present in one or more comments.

Clicking as usual, on the topic title is displayed the thread with the list of comments and the keyword already entered in the search field (see next paragraph) .

Text highlighted in a thread

The online forum application allows you to "highlight" a string typed in the field located in the right column of the mask within a thread.

Clicking on the button "highlight", after entering a string in the right column field, the online forum application "highlights" where this string is present within the Webpage

The operation "highlight" is not case sensitive. By clicking on "Reset", the online forum application resets the initial situation.

Most widely read threads

The right column contains a section that lists the five most widely read threads of the forum. Clicking on the title of the topic, the thread is displayed.

Online forum Guide

The Guide to using the online forum - For students (this document) is available in English and in Italian, in PDF format, by clicking on the button located in the right column or from the page "Online forum" of the University Website: http://www.unigre.it/Studenti/forum_online_en.php

Translation: Bianca Maria Merli

For any information about this guide
Please contact the author, Xavier Debanne
x.debanne@unigre.it
Room C019 - Tel. Int. 5637

Vers. 31-10-2013