

User Manual

Study Better Together

A Collaborative Learning Website

<http://studybettertogether.com>

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Accessing the Website and Logging In

To access the website, open your browser and navigate to <http://studybettertogether.com>. You will then see the following page where you have the option to either log in with an existing username and password or else register for a new account. Once logged in you will be redirected to the Home Page.



The screenshot shows the homepage of the StudyBetterTogether website. At the top left is the logo and tagline. At the top right are login fields for 'Username' and 'Password', a 'Log In' button, and a link for 'Forgotten your password? - Please contact [Here](#)'. A blue banner below the header contains the text '.... collaborative learning through sharing resources, asking questions and discussing issues'. The main content area features a word cloud with terms like 'LEARNING', 'COLLABORATIVE', 'DESIGN-THINKING', 'PROBLEM SOLVING', 'CRITICAL THINKING', 'COACHING', 'PARTNERSHIPS', 'CREATIVITY', 'DESIGN-BASED', and 'INQUIRY-BASED'. Below the word cloud, a paragraph describes the website's purpose: 'StudyBetterTogether is a web application designed to promote collaborative learning among college students by providing a facility to share study resources, ask questions and discuss college related topics online.' Another paragraph mentions the project's origin. A blue 'Register Now' button is located to the right of the text. At the bottom, a red note states: 'Note: This website is a fourth year college project and not for commercial use. I do not own or claim to own any of the images used on this site. If you are the owner of an image I am using and you wish for me to take it down, please contact me [here](#) with the name of the image and I will take it down immediately.'

STUDYBETTERTOGETHER
A Collaborative Learning Website

Username: Password: **Log In**
Forgotten your password? - Please contact [Here](#)

.... collaborative learning through sharing resources, asking questions and discussing issues

LEARNING
COLLABORATIVE
DESIGN-THINKING
PROBLEM SOLVING
CRITICAL THINKING
COACHING
PARTNERSHIPS
CREATIVITY
DESIGN-BASED
INQUIRY-BASED

StudyBetterTogether is a web application designed to promote collaborative learning among college students by providing a facility to share study resources, ask questions and discuss college related topics online.

The idea for this project originated from my strong interest in e-learning along with my own experience as a class representative in which I recognised a strong need for the collaborative learning features that my web application aims to provide.

Register Now

Note: This website is a fourth year college project and not for commercial use. I do not own or claim to own any of the images used on this site.
If you are the owner of an image I am using and you wish for me to take it down, please contact me [here](#) with the name of the image and I will take it down immediately.

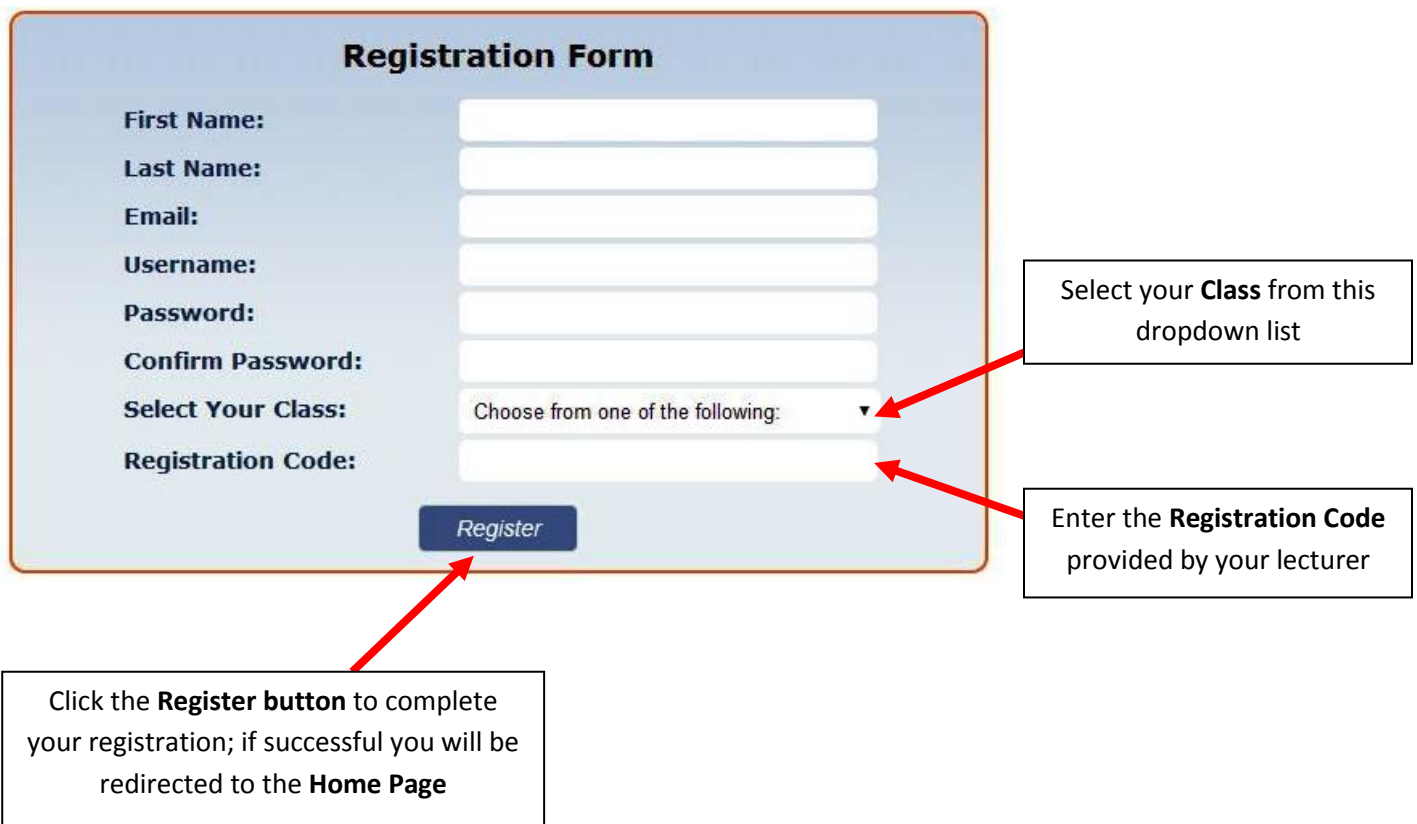
Enter your username and password here and click **Log in**

Click here to create a **new account**

Creating a New Account

In order to register for this website you will first need a class name and registration code which will be provided to you by your lecturer. Once you have these details, follow the below steps to create an account.

1. Fill in your details in the text boxes provided
2. Usernames must be at least 6 characters and can only contain letters and numbers
3. Passwords must be at least 6 characters and also must contain one uppercase letter, one lowercase letter and one number, e.g. **Password1**
4. Click the Register button to complete your registration; if successful you will be redirected to the Home Page
5. If your registration is not successful and error message will be displayed with further instructions



Registration Form

First Name:

Last Name:

Email:

Username:

Password:

Confirm Password:

Select Your Class: Choose from one of the following: ▼

Registration Code:

Register

Select your **Class** from this dropdown list

Enter the **Registration Code** provided by your lecturer

Click the **Register button** to complete your registration; if successful you will be redirected to the **Home Page**

The Home Page

This is the page you will see when you first log into the website and contains information and picture links to each of the main website features.

Site Logo –click here from any page to return to the home page

Username of student currently logged in

Logout Button



The screenshot shows the home page layout. At the top left is the site logo. To its right, the text 'You are logged in as: amonaghan' is displayed next to a 'Logout' button. Below these is a dark blue menu bar with links: Home, Upload Files, Public Files, Andrew's Files, Study Forum, Study Advice, and Help. The main content area is titled 'Hi Andrew' and 'Welcome to StudyBetterTogether. What would you like to do?'. It features six large, colorful icons with corresponding text boxes: 'Upload Files' (globe with green arrow), 'Search Public Files' (magnifying glass over 'PUBLIC'), 'Search Andrew's Files' (magnifying glass over 'PRIVATE'), 'Chat on the Study Forum' (speech bubbles), 'Log into the Chatroom' (people in a chat room), and 'Find Help' (person with a wrench). Red arrows point from the callout boxes to these specific elements on the page.

Menu Bar

Picture Links to the main website features

Site Navigation

There are two ways to navigate around the website. You can click the image links contained on the **Home page** or you can use the **menu bar**. Clicking the *StudyBetterTogether* logo (top left of website) from any page will take you back to the Home page.

Menu Bar

Home	Upload Files	Public Files	Andrew's Files	Study Forum	Study Advice	Help
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The menu bar contains seven links (Level 1 links). When you bring the mouse over some of these links a sub menu may appear underneath (Level 2 links).

Table 1.1 briefly outlines the functionality provided on each of the web pages linked to from the menu bar. A more detailed description including screenshots is contained throughout the remainder of this user manual.

Table 1.1 – Brief description of website pages

Level 1 Links	Level 2 Links	Description
Home		Contains a description and picture link to each of the main website features.
Upload Files		Upload files and choose to either make them private, public or else share files with specific students.
	Acceptable Files	Contains a list of all the file types that are allowed to be uploaded.
Public Files		Search for (and download) all public files on the website.
Andrew's Files		Search for (and download) all of your own files on the website. These are files that either you have uploaded yourself or else files that have been shared with you by another student.
Study Forum		Create new conversation topics or search through and reply to previously created topics.
	Chat Room	Log in and chat with any students who are also logged into the Chatroom
Study Advice		Read through an excellent study document containing advice and tips on a variety of study related topics
	Useful Resources	Contains a list of external links to recommended study resources found online
Help		Contains this user manual
	List of users	View the list of all students registered for this website. This can be used for matching usernames to students for the purpose of specifically sharing files.
	Change Password	Change your login password

Uploading Files

To upload files simply follow these 6 steps.

1. Click the **Choose File** button and select a file on your computer you want to upload.
2. Enter a **Description** of the file if you wish. This step is optional.
3. Enter a **Subject** for the file if you wish. This step is optional.
4. Choose the desired **Sharing Status** for your file.
 - **Public** – File can be searched for and downloaded by all users
 - **Private** – File can only be searched for and downloaded by yourself
 - **Specific User(s)** – You can select the specific users (students) that you want to be able to search for and download your file
5. Click **Yes** to confirm you agree to the upload terms and conditions which are listed underneath the upload form.
6. Click the **Upload** button

Upload Files

By selecting an option from the "Sharing Status" drop down menu, you can choose to either share files with everyone (Public), share files with specific users (Specific-Sharing) or else upload your own private files (Private). **The maximum allowed file size is 2mb.**



The screenshot shows a light blue upload form with the following elements:


- 1. Select File:** A button labeled "Choose File" and a text field showing "No file chosen".
- 2. Description:** A large text area with the placeholder text "Optional".
- 3. Subject:** A text area with the placeholder text "Optional".
- 4. Sharing Status:** A dropdown menu with the text "Select a Sharing Status:" and a downward arrow.
- 5. Agree to upload terms and conditions:** Two radio buttons labeled "Yes" and "No".
- 6.** A blue "Upload" button at the bottom right.

Upload Terms and Conditions

- Any unlawful, unethical or inappropriate content is strictly banned from this site.
- This includes, but is not limited to any malicious content (computer viruses, worms, malware etc), drug related content, pornographic content or any content that is designed to harass another user.
- Please use your own judgement when deciding what to upload
- If you have to ask yourself "Should I upload this?" - then the answer is probably no!

Any users found to be in breach of these terms will be banned and removed from this site

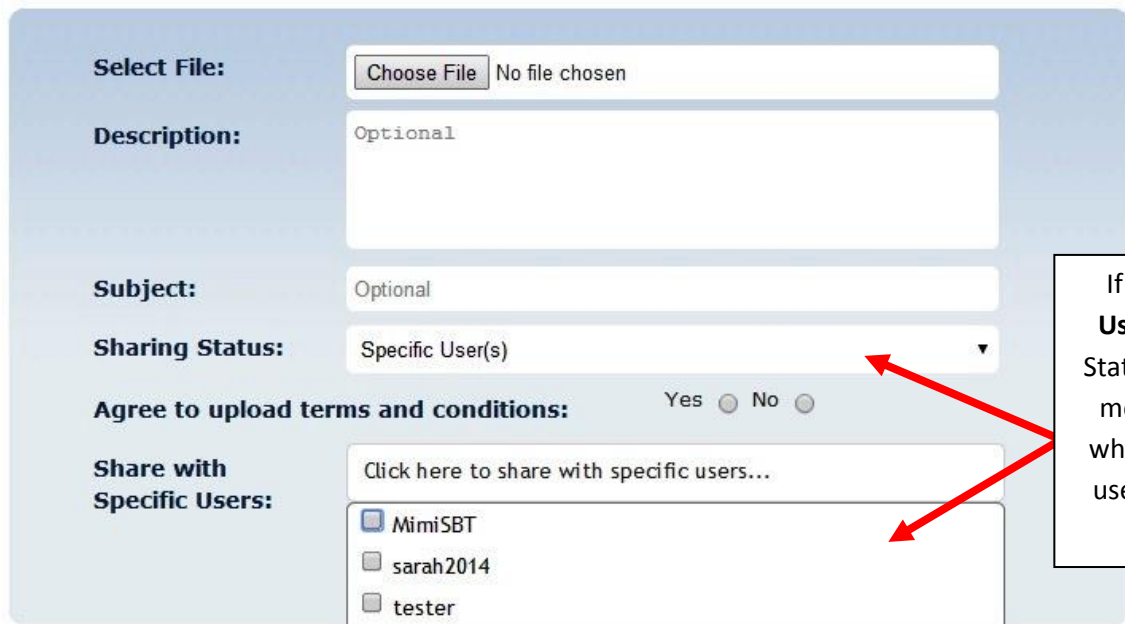
Choosing a Sharing Status



The form includes fields for **Select File:** (Choose File, No file chosen), **Description:** (Optional), **Subject:** (Optional), and **Sharing Status:** (Select a Sharing Status: Public, Private, Specific User(s)). An **Upload** button is at the bottom. A red arrow points from a text box to the **Sharing Status** dropdown.

You will need to select a **Sharing Status** for your file

Specific User Sharing

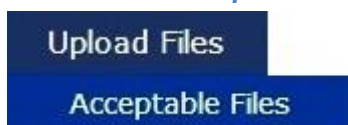


The form includes fields for **Select File:** (Choose File, No file chosen), **Description:** (Optional), **Subject:** (Optional), and **Sharing Status:** (Specific User(s)). Below this is the **Agree to upload terms and conditions:** section with Yes and No radio buttons. The **Share with Specific Users:** section has a link 'Click here to share with specific users...' and a list of users: MimiSBT, sarah2014, and tester. A red arrow points from a text box to the **Specific User(s)** dropdown.

If you choose **Specific User(s)** as your Sharing Status – a new dropdown menu will appear from which you can select the users you want to share your file with.

Note: When you move the mouse over the *Upload Files* link in the menu bar, a sub menu link will appear called *Acceptable Files*. This page contains a list of all the file types that are allowed to be uploaded to the website.

Sub Menu – Acceptable Files



Searching and Downloading Public Files

To search for and download public files simply enter your search criteria in the provided boxes and click search. The results will be displayed below the search form. To display a list of all the public files available, click search without entering any search criteria.

Search Public Files

File Owner

File Name

File Type:

Any File Type:
▼

Description

Subject

1) Enter in any **search criteria** you wish to search for

2) Click **Search**

Search Public Files

The results of your search are below

File Owner

File Name

File Type:

Word Doc (.doc)
▼

Description

Subject

Search criteria entered

The **results** of your search will appear below the search form

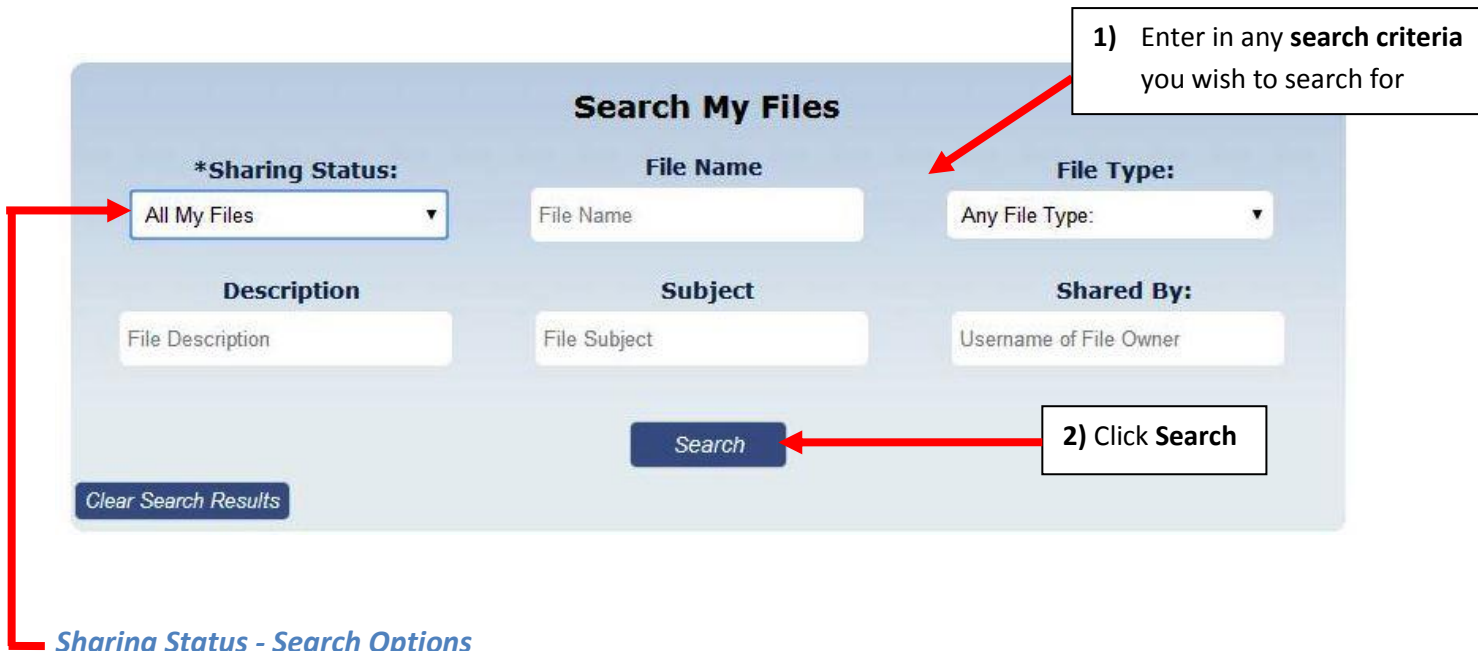
Search Results

File Owner	File Name	File Type	Description	Subject	Upload Date	Size	
mimikelly	Timeplan1	Word Doc (.doc)		Study Skills	13th Feb 2014	42 kb	
mimikelly	Academic Guidance Seminar 2014	Word Doc (.doc)	AG Seminar 2014	AG Seminar for MA Students	19th Feb 2014	45 kb	

Click this button to **Download** the file

Searching and Downloading Your Files

Here you can search for and download all of your own files on the website. These are files that either you have uploaded yourself or else files that have been shared with you by another student.



Search My Files

***Sharing Status:** All My Files ▼

File Name: File Name

File Type: Any File Type: ▼

Description: File Description

Subject: File Subject

Shared By: Username of File Owner

Search

Clear Search Results

1) Enter in any **search criteria** you wish to search for

2) Click **Search**

Sharing Status - Search Options

You can choose from one of the following five options under the dropdown menu – Sharing Status

- 1) **All My Files** – This will return all files where you are the file owner (i.e. files you have uploaded).
- 2) **My Public Files** – This will return all public files you have uploaded.
- 3) **My Private Files** – This will return all private files you have uploaded.
- 4) **My Specifically Shared Files** - This will return all specifically shared files that you have uploaded.
- 5) **Files Shared With Me** – This will return all files that have been specifically shared with you by another user. Since another user is the file owner you will not be given the option to delete these files.



Search My Files

***Sharing Status:**

- All My Files ▼
- All My Files
- My Public Files
- My Private Files
- My Specifically Shared Files
- Files Shared With Me

File Name: File Name

File Type: Any File Type: ▼

Subject: File Subject

Shared By: Username of File Owner

Search

Clear Search Results

Search Results for "My Files"

Search My Files

The results of your search are below

***Sharing Status:**

My Private Files ▼

File Name:

File Name

File Type:

Word Doc (.docx) ▼

Description:

File Description

Subject:

File Subject

Shared By:

Username of File Owner

[Search](#)

[Clear Search Results](#)

Search Results

Sharing Status	Shared With	File Name	File Type	Description	Subject	Upload Date	Size		
private		Personal Study Helper	Word Doc (.docx)	studyhelper	study	7th Dec 2013	17 kb	✓	✗
private		4th Year Project Booklet Information-AndrewMonaghan	Word Doc (.docx)	This is a test	Test	19th Mar 2014	18 kb	✓	✗

Different Results Table for "Files Shared with Me"

When you choose the search status "Files Shared with Me" you will be presented with a slightly different results table. The two main changes are:

- 1) The username of the file owner is displayed
- 2) The usernames of whom the file is shared with is displayed
- 3) There will be no delete button as you are not the owner of the file

Search Results

Owner	Sharing Status	Shared With	File Name	File Type	Description	Subject	Upload Date	Size	
mimikelly	specific	•amonaghan •sarah2014	BPE-07b Lean	PowerPoint (.pptx)			5th Feb 2014	1,269 kb	✓
mimikelly	specific	•amonaghan •sarah2014	1- Introduction_and_Review	PowerPoint (.ppt)	Intro Lecture covering all of third year "Intro to AI" class	Applied AI	10th Feb 2014	1,681 kb	✓
mimikelly	specific	•amonaghan	NTS Lecture Notes 15-16	Word Doc (.doc)	NTS Lecture Notes 15-16	New Testament Survey	19th Feb 2014	64 kb	✓
mimikelly	specific	•amonaghan	Meetings with Client	Word Doc (.docx)	Meetings	These are the meetings	19th Mar 2014	16 kb	✓

File Owner

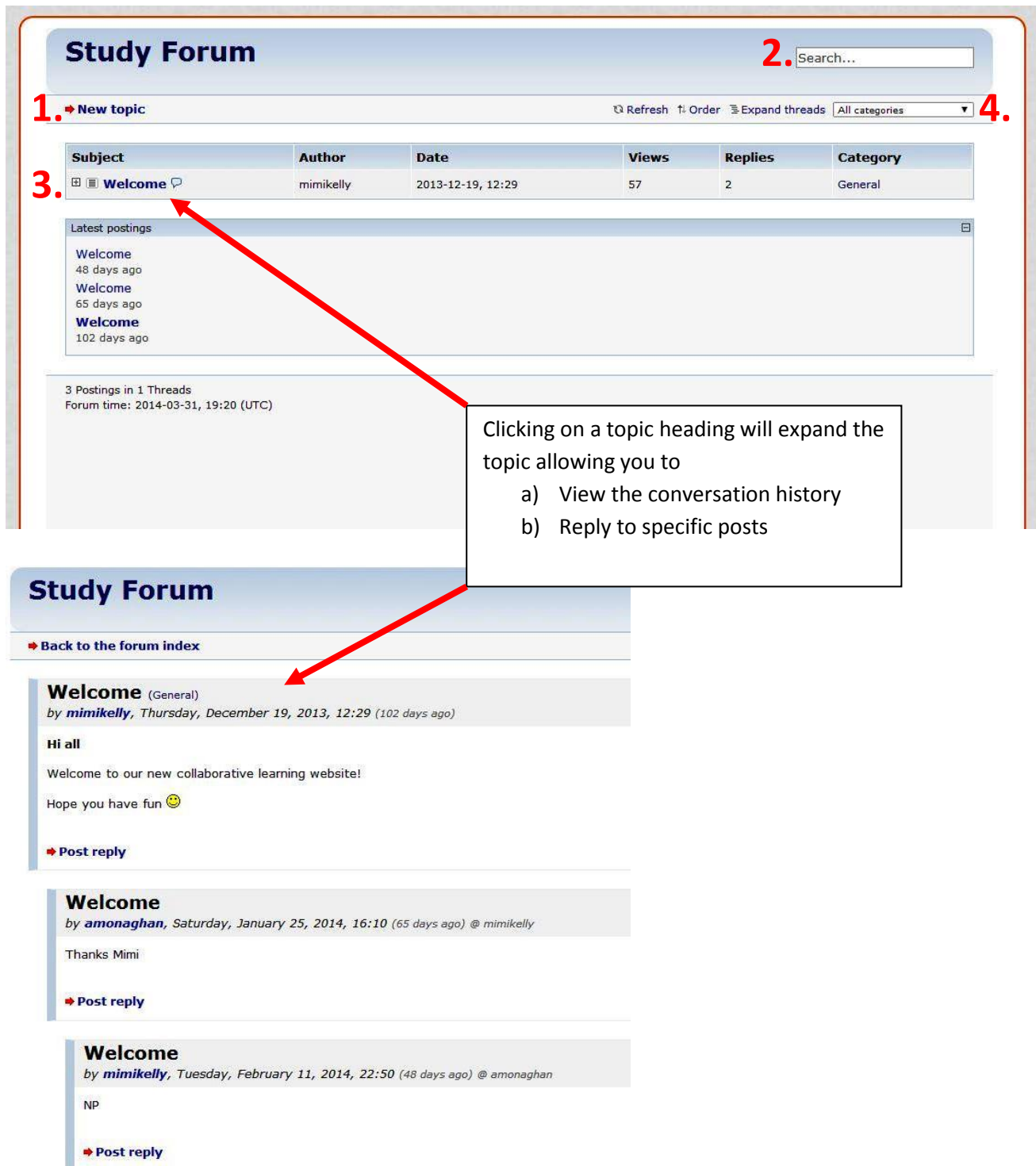
Usernames of students whom the files have been shared with

Note: No delete button as you are not the file owner

Using the Study Forum

When using the study forum you have several options depending on what you want to do.

- 1) Create a new conversation topic
- 2) Search through previously created topics
- 3) Reply to a previously created topic
- 4) Filter conversation topics by category



Study Forum 2. Search...

1. ➔ New topic Refresh ↑ Order Expand threads All categories 4.

Subject	Author	Date	Views	Replies	Category
3. [icon] Welcome [icon]	mimikelly	2013-12-19, 12:29	57	2	General

Latest postings

- Welcome 48 days ago
- Welcome 65 days ago
- Welcome** 102 days ago

3 Postings in 1 Threads
Forum time: 2014-03-31, 19:20 (UTC)

Clicking on a topic heading will expand the topic allowing you to

- View the conversation history
- Reply to specific posts

Study Forum

➔ Back to the forum index

Welcome (General)
by **mimikelly**, Thursday, December 19, 2013, 12:29 (102 days ago)

Hi all

Welcome to our new collaborative learning website!

Hope you have fun 😊

➔ Post reply

Welcome
by **amonaghan**, Saturday, January 25, 2014, 16:10 (65 days ago) @ mimikelly

Thanks Mimi

➔ Post reply

Welcome
by **mimikelly**, Tuesday, February 11, 2014, 22:50 (48 days ago) @ amonaghan

NP

➔ Post reply

Creating a new Conversation Topic

Clicking the **New Topic** link on the main Study Forum screen will open a new window. To create a New Topic simply follow the below 5 steps.

- 1) Choose a category from the dropdown list
- 2) Enter a subject
- 3) Enter your message
- 4) Click the button to agree to the terms of use
- 5) Click the Submit button to complete your new topic post.

Study Forum

[Back to the forum index](#)

1. Category:

2. Subject:

3. Message:

4. ☐ I agree to the terms of use

5.

IBI Test Class ▼

☐ I agree to the terms of use

OK - Submit

Preview

bold

italic

[link](#)

• list

image

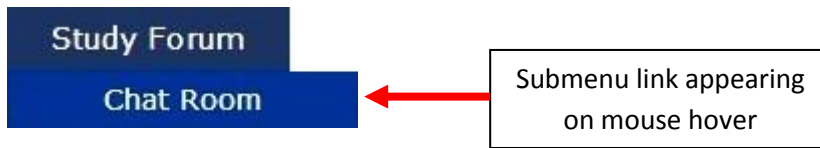
upload

Use these formatting options to enhance the design of your message

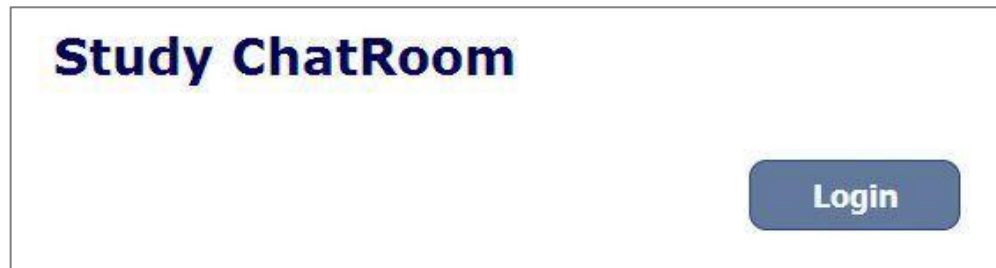
Clicking this **Preview** button will allow you to preview your new topic post before you submit it

Using the Chatroom

Moving the mouse over the **Study Forum** link in the menu bar will make a sub link appear called **Chat Room**.

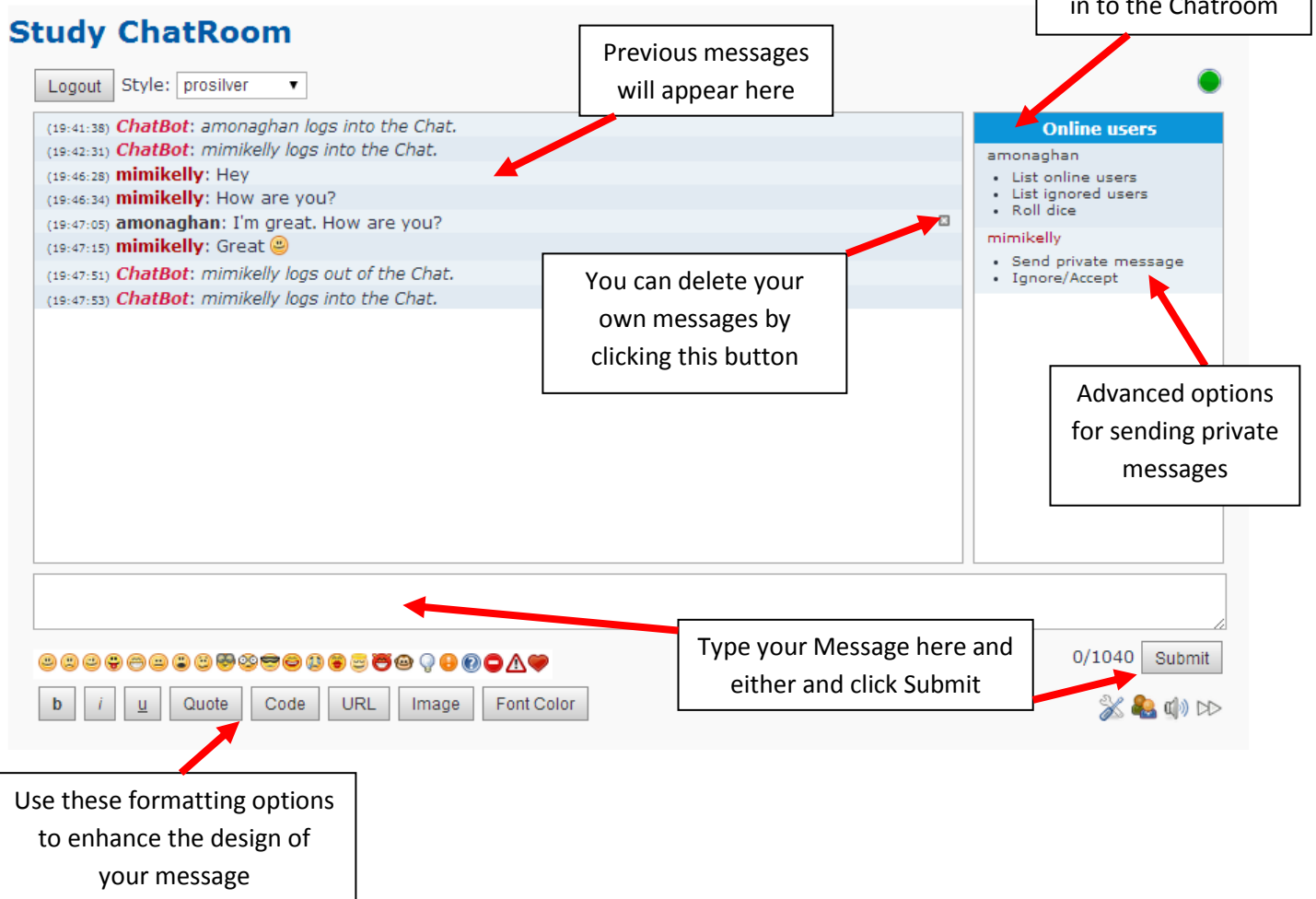


- 1) After clicking this link, the first thing you will need to do is to Log into the Chatroom. To do this, simply click the **Login** button.



- 2) Once you are logged in you will see the below screen. Here you can chat with other students who are also logged into the Chatroom.

- 3) If you wish to logout of the Chatroom, simply click the **Logout** button.



Study ChatRoom

Logout Style: prosilver

Previous messages will appear here

You can delete your own messages by clicking this button

List of other users who are also logged in to the Chatroom

Advanced options for sending private messages

Type your Message here and either and click Submit

Use these formatting options to enhance the design of your message

Online users

- amonaghan
- List online users
- List ignored users
- Roll dice
- mimikelly
- Send private message
- Ignore/Accept

0/1040 Submit

Formatting options: b, i, u, Quote, Code, URL, Image, Font Color

Study Pages

When you move the mouse over the **Study Advice** link in the menu bar a sub link will appear called **Useful Resources**. These pages make up the Study Advice section and contain the following information.

- **Study Advice** – On this page you can read through an excellent study document containing advice and tips on a variety of study related topics
- **Useful Resources** – This page contains a list of external links to recommended study resources found online



Useful Study Resources

Below is a list of several useful websites for study resources and advice.

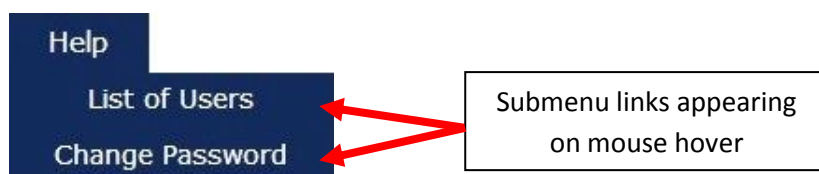
Site Name	Link
VARK Learning Style Assessment	www.vark-learn.com
Study Skills Quiz	www.studysolutions.com
How to Study - Various Resources	www.howtostudy.org
Study Guides and Strategies	www.studygs.net
how-to-study.com/	www.how-to-study.com
Back to Basics: Perfect Your Note-Taking Techniques	www.lifehacker.com/back-to-basics-perfect-your-note-taking-techniques
25 Apps useful Study Apps for College	www.mashable.com/2013/08/08/apps-for-college
12 Key Study Apps for Students	www.examttime.com/blog/apps-for-students
Study timetable - Android App	Study timetable - Android App
iPad in Education	iPad in Education

Name and link to various types of study resources

Help Pages

When you move the mouse over the **Help** link in the menu bar two sub links will appear called **List of Users** and **Change Password**. These pages make up the Help section and contain the following information.

- **Help** – Contains this user manual
- **List of Users** – Here you can view a list of other students registered for this website. This is useful for matching a username to the relevant students name for the purpose of specifically sharing files.
- **Change Password** – Here you can change your login password



Change my Password



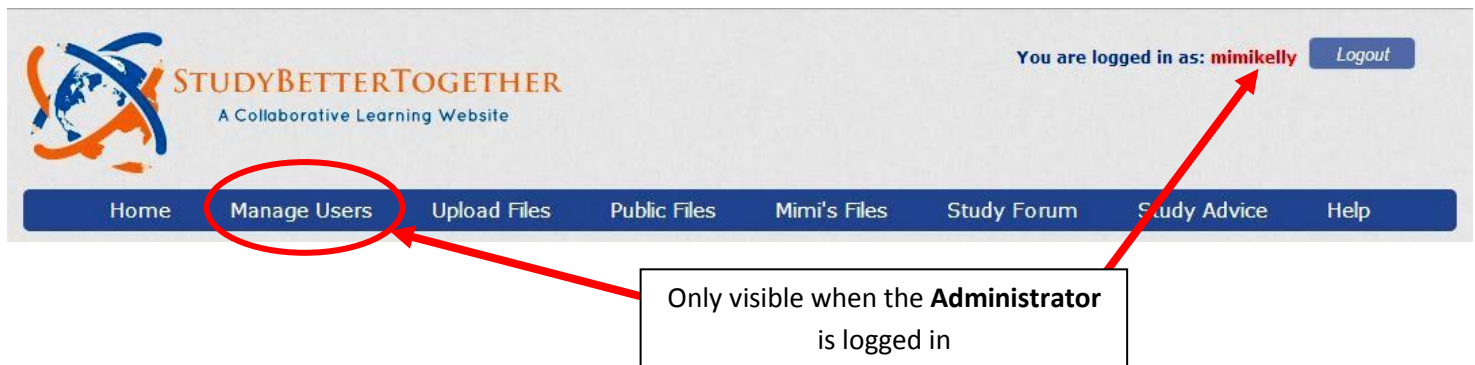
New Password:

Confirm Password:

Enter your new password twice and click **Confirm**

Admin Use Only – Manage Users

There are a number of features which are only accessible by the administrator of this website. These features include editing student details, creating new classes, creating a class registration code and configuration options for the Study Forum.



Once the administrator logs in, a new option will appear in the Menu bar called **Manage Users**. Clicking this link will bring up a list of all users currently registered on the website and provide you with two options:

- **Edit** – allows you to update student details, reset their password or assign them to a new class
- **Delete** – deletes a student and all their files from the website

Details of Registered Users

List of all users currently registered on the website

First Name	Last Name	Username	Email	Class Name	Registration Date	Edit	Delete
Andrew	Monaghan	amonaghan	Andrew.Monaghan@student.ie	IBI Test Class	18th Oct 2013	Edit	Delete
Sarah	Smith	sarahsmith	sarahsmith@college.ie	NCI 4th Year Computing	31st Oct 2013	Edit	Delete
Brian	Jones	brianjones	brian@test.com	IBI Test Class	31st Mar 2014	Edit	Delete

Edit Student Details

Clicking the **Edit** button beside a Student will open up the **Edit Student Details**

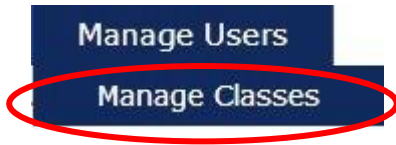
First Name:
Last Name:
Username:
Email:
User Password:
Confirm Password:
Class Assigned To:

[Confirm](#)

Make any necessary changes to the student's details and then click **Confirm**

Admin Use Only – Manage Classes

Assuming the administrator is logged in; moving the mouse over the **Manage Users** link in the menu bar will make a sub link appear called **Manage Classes**.



The Manage Classes page provides the following functionality:

- **Add a New Class** – Enter a class name, class code and registration code and then click confirm. This new class will be shown in the registration page and also as a category in the Study Forum.
- **Delete a Class** – Clicking the delete button beside a class will delete that class. Note: You can only delete a class if no students are currently assigned to that class.
- **Update Class Details** – Clicking the edit button beside a class will bring up the Edit Class Details page where you can change the class name, class code and registration code.

Manage Classes

Add a New Class

Class Name:

Class Code:

Registration Code:

Confirm Reg Code:

Confirm

Class Details

Class Name	Class Code	Class Created	No. of Students	Edit	Delete
NCI 4th Year Computing	BSHCE4	10th Feb 2014	6	Edit	Delete
User Acceptance Testing	UAT_Test	26th Mar 2014	12	Edit	Delete

Add a **New Class** by entering in the Class details and clicking Confirm

Edit Class Details

Class Name:

NCI 4th Year Computing

Class Code:

BSHCE4

Registration Code:

Leave blank if not changing

Confirm Reg Code:

Leave blank if not changing

Confirm

Clicking the **Edit** button beside a Class will open up the **Edit Class Details** page

Here you can change the Class Name, Class Code or create a new Registration Code

If you don't want to change the **Registration code**, simply leave these boxes blank

Admin Use Only – Forum Settings

There is one other menu link that is only available if the administrator is logged in and that is the **Forum Admin** page. This is a submenu under the main Study Forum link in the menu bar as per the screenshot below.



The Forum Admin page contains various settings for configuring the Study Form including:

- **Forum Settings** – this is the main forum configuration page and contains options for changing many aspects of the forums functionality and appearance.
- **User Administration** – this page allows you to view the forum activity of each user and also lock the account of users.
- **Category Administration** – this page allows you to view and edit all categories.
- **Smilies** – this folder allows you to edit and delete smilies used by forum users when writing posts.

