



UNIVERSITY OF BORÅS

# Get started with PING PONG

- Student user guide

Version 7



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## 1 To log-in

You'll find PING PONG at the following address: <https://pingpong.hb.se>

Log-in with the same username and password you use when logging in to the University network.

You may be automatically logged out of the system due to inactivity. PING PONG uses pop-up windows, please turn off blocking pop-up window in your browser.

**Note!** This user guide does not cover all the parts and functions of PING PONG but is intended to be a Getting started help. The user guide describes from that you have logged in to PING PONG from a computer. For more detailed information on the features, refer to PING PONG's help function under *Support > Help*.

## 2 Start page

This is the start page of PING PONG. Depending on the courses and tools that you have access to, it can look somewhat different on your screen.

The screenshot shows the PING PONG start page interface. At the top left is the University of Borås logo and name. A navigation bar contains 'Events', 'Personal', 'Communication', 'Tools', 'Support', and 'Shortcuts'. A breadcrumb trail shows 'Start page'. On the right, there are status indicators: '(0) Unread messages', '(0) Contacts online', and 'Help'. A 'Main menu' callout points to the navigation bar. A 'Dropdown menus' callout points to the 'Shortcuts' menu. A 'Shortcuts to Unread PIM, What's new, Contacts online and Help' callout points to the status indicators. A 'What's new' callout points to the 'What's new' widget. A 'You can navigate in PING PONG via the breadcrumbs.' callout points to the breadcrumb trail. A 'In the field Recently visited events you can see which courses/events you have recently visited. All courses/events you have access to are shown in My events.' callout points to the 'My events' widget. The 'My events' widget lists 'Recently visited events' and 'My events'. The 'What's new' widget lists various messages and assignments. The 'Contact list' widget shows a list of contacts.

Furthest up on the page there is a *Main menu* in PING PONG. From here you can access the different areas of PING PONG. You can find the shortcuts to unread messages (PIM), What's new and can quickly see if one of your contacts is online. You can also find a shortcut to the tool *Help*.

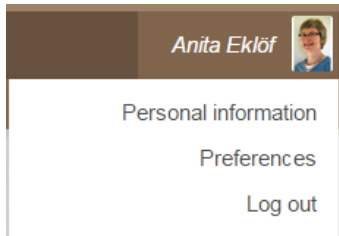
You can always return to the start page by clicking on the breadcrumbs or on the University logo in the upper left corner. The name of the page you are currently on is listed in a row preceded by the name of the previous page you were on. You can return the desired number of steps by clicking on the name of the page you would like to visit.

### 3 Main menu

In the main menu you will find the dropdown menus *Events*, *Personal*, *Communication*, *Tools*, *Support* and *Shortcuts*. To the right side of the page, under your name, you will find a dropdown menu for personal settings and *Log out*.

#### 3.1 Personal information and Preferences

Under your name on the right side of the main menu you can enter your personal details.

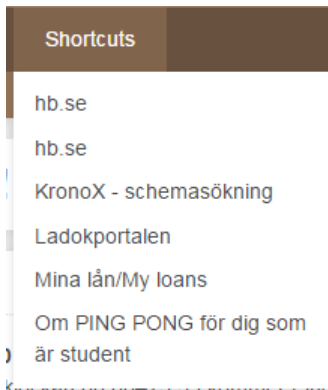


In *Personal information* you can publish a photo of yourself. In *About me* you can add a brief description about yourself that your classmates can benefit from. The personal code number is only visible to you and the PING PONG administrator. People who have a user account via the University network do not change password here, they change it in the University computer network. Only people who do not have a University user account change their password here.

In *Preferences* you can choose how you want PING PONG to appear. You can choose for example, language, if you want to be seen online, which is to recommend, and which tools you want to have shortcuts to.

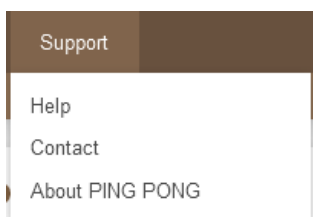
#### 3.2 Shortcuts

Here you can find shortcuts to different websites at the University of Borås.



#### 3.3 Support

Under this heading you can find everything dealing with *Support*.



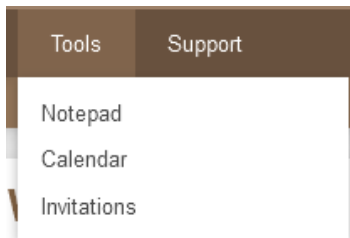
*Help* is a detailed help of PING PONG's functions. Feel free to explore!

*Contact* gives addresses to people and/or functions so that you can contact them if you are having problems with PING PONG. Please observe that you should always contact the lecturer in charge of your course for specific questions about the course contents or schedule.

*About PING PONG* is technical information about the system.

## 3.4 Tools

Under Tools in the main menu you can find *Notepad*, *Calendar* and *Invitations*.



In *Notepad* you can write notes that are always available when you use PING PONG.

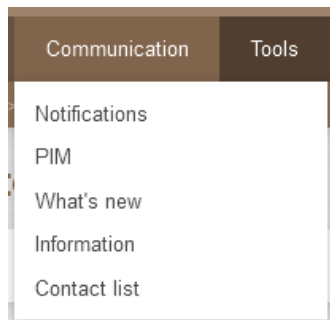
### 3.4.1 Invitations

Lecturers can set up times for tutorials, labs, etc. and invite participants. In *Invitations* you can view the invitations you have received. You can book yourself on the occasion that suits you. An overview of your current invitations is visible in *Invitations > My invitations > Current*. Here you will also see the confirmation of appointments from your lecturer.

A screenshot of the 'Invitation to: Tutoring' page. At the top, there is a title 'Invitation to: Tutoring' with a person icon. Below the title, there are two buttons: 'Back' and 'Show in Calendar'. The main content is divided into two sections: 'Occasion 1 (10 mar 2015 09:00 - 10:00)' and 'Occasion 2 (10 mar 2015 10:00 - 11:00)'. Each occasion section includes a 'Location' field (H608) and a 'Bookings' section. Occasion 1 shows '0 places left' and a booking by 'Malin TestareCLU (Booked)' with a 'Cancel my booking' button. Occasion 2 shows '1 places left' and 'No bookings made'.

## 3.5 Communication

In *Communication* in the main menu you can find *Notifications*, *PIM* (PING PONG Instant Messaging), *What's new*, *Information* as well as the *Contact list*.



### 3.5.1 Notifications

A list of things happening in PING PONG that are linked to you and the courses/events you are involved in.

### 3.5.2 PIM

Here you can read and send messages, *PIM*, in PING PONG. PIM is a simpler e-mail function that is used to communicate between students and lecturers.

#### 3.5.2.1 To read PIM

1. Choose *Received* in the left menu.
2. Click on the received PIM to the right to read it.

#### 3.5.2.2 To send PIM

1. Then choose *Send PIM* in the left menu.

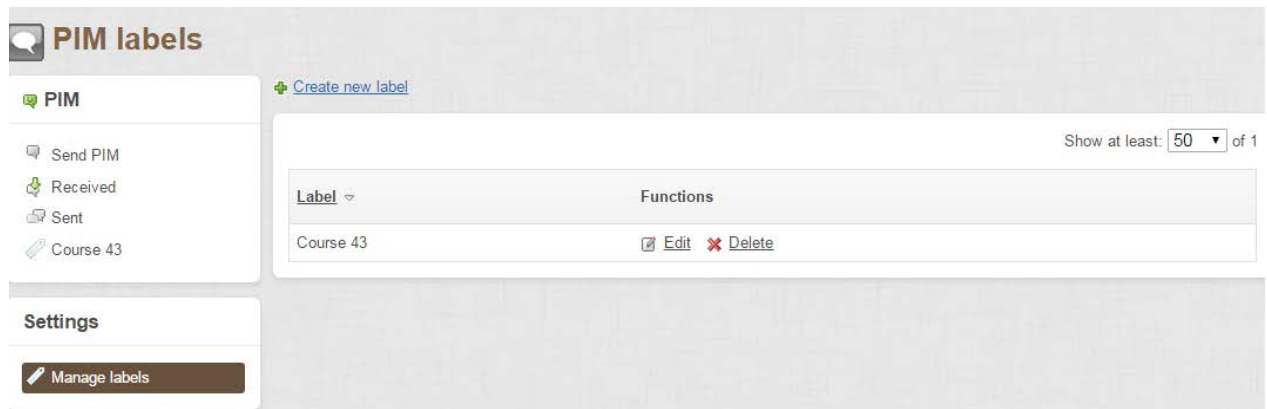
2. Click on *Add* and choose *Recipients* from your *Contact list*.
3. Write your message in the field *Text content*.
4. *Send*.

**Note!** You can only send PIM to people in your *Contact list* as well as to all who are in the same course/event as you. To send PIM to people who are in a course/event with you, but are not on your contact list, you need to open the event and then go to *Members*.

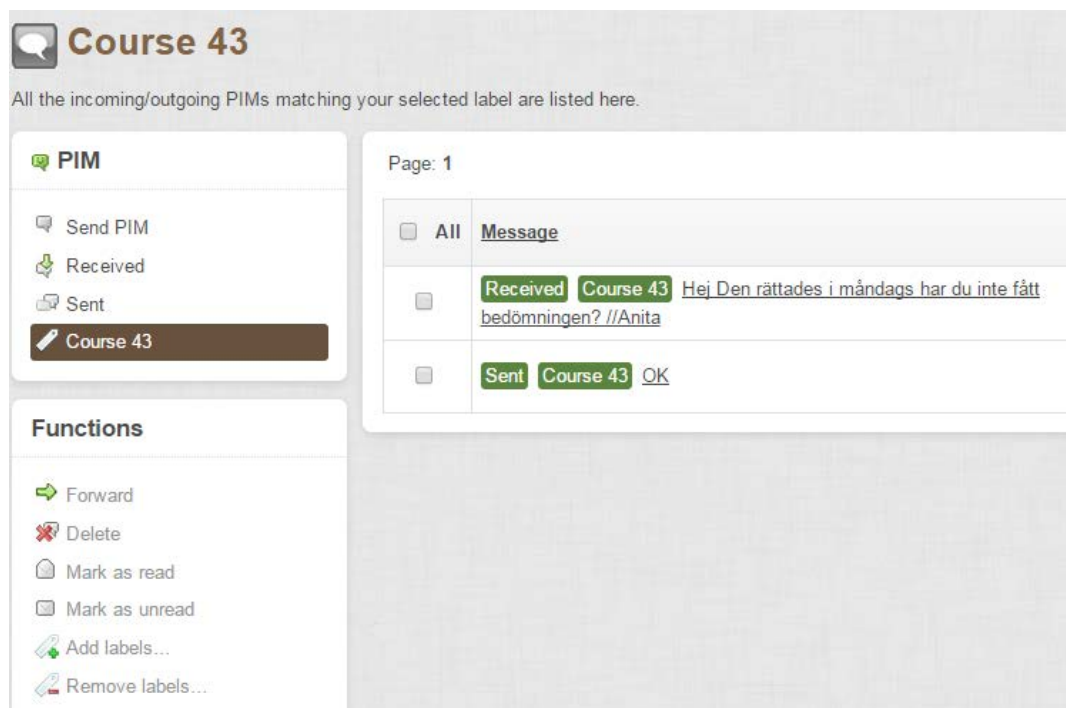
### 3.5.2.3 Manage labels

It is possible to add labels to make it easier to find special PIMs.

1. Choose *Manage labels* in *Settings* to the left.
2. Click at *Create new label* and give it a label name, click *OK*.



3. Choose *Received* or *Sent* in the menu to the left.
4. Click at the message and choose *Add labels...* in *Functions* to the left and choose label.



5. Now you will find all labels listed in the left menu. Click on the label you want and you will find all messages.

### 3.5.2.4 Mark as unread

You can mark a PIM as unread. You use the function *Mark as unread*.

### 3.5.3 What's new

*What's new* shows new occurrences or what has not yet been read or done in PING PONG, for example, news in discussion forum, unread comments assignments. All news is clickable links that lead to the message/task. **Note!** What's new doesn't cover news in Documents and Contents.

### 3.5.4 Information

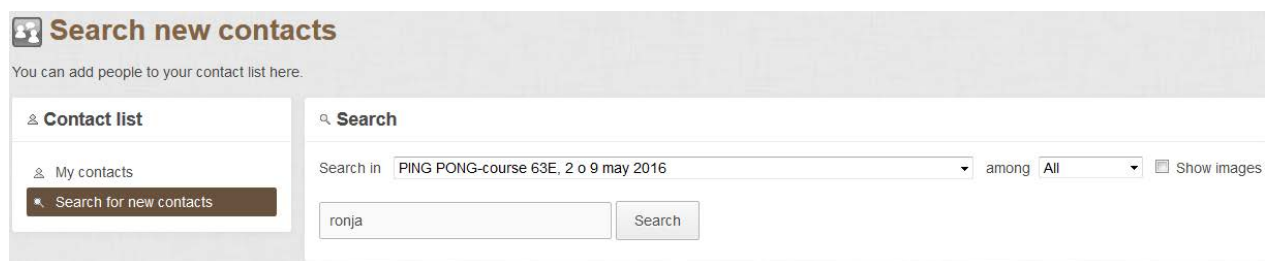
In *Information* all messages are shown that are more of a general character, that is to say that do not belong to a specific course/event.

### 3.5.5 Contact list


You can create a *Contact list* of people you would like to easily send PIM to here.

#### 3.5.5.1 Create contacts

1. Click on *Search for new contacts*.

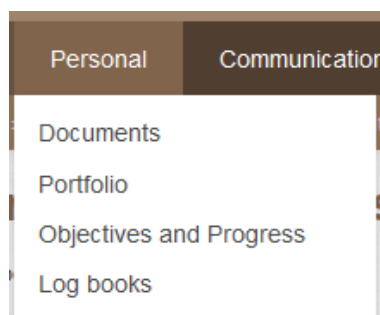


2. You can search by name. You can search for people by a certain *Event* and then search by *All*, *Participants* or *Trainers*.
3. When you have made your choices click on *Search*.
4. Mark the box at the name of that person who you want to have in your contact list and choose *Add selected to Contact list*.

**Note!** People with a green balloon (  ) in front of their name are online, that is to say logged in.

## 3.6 Personal

Under *Personal* in the main menu you can find things concerning your personal tasks and documents in the system.



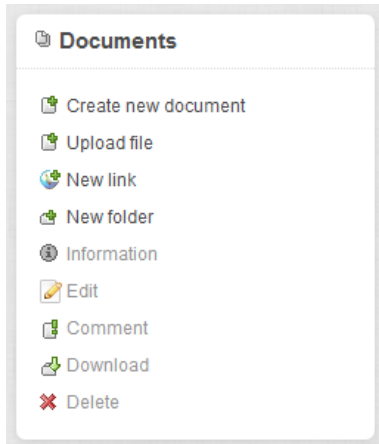
### 3.6.1 Documents

In *My documents* you can collect all your documents and files and sort them in folders. It is only you who can see the files. If you are a member of a project group in PING PONG you can see the project group's document here. You can choose if you want to show or hide documents from project groups with *Show/Hide project group documents*.

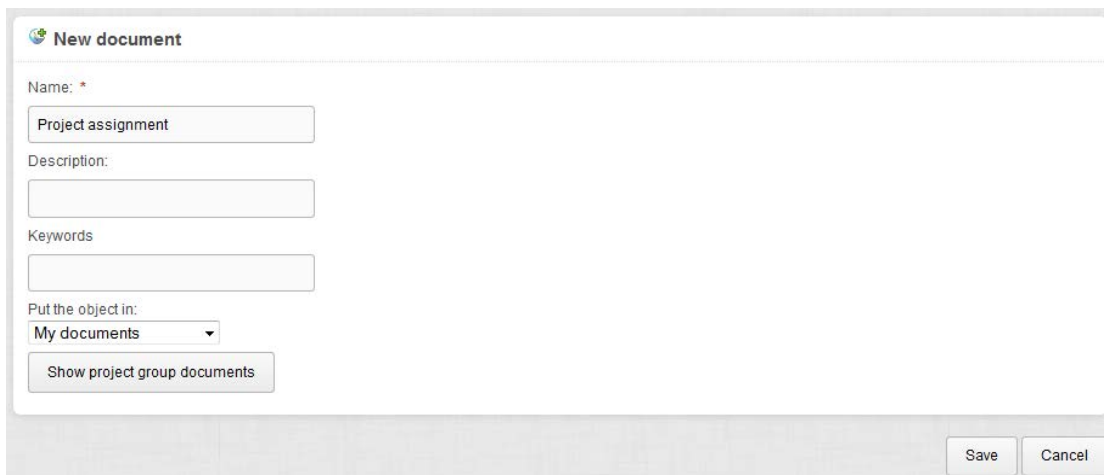


### 3.6.1.1 Create a new document

1. Choose *Create new document*.



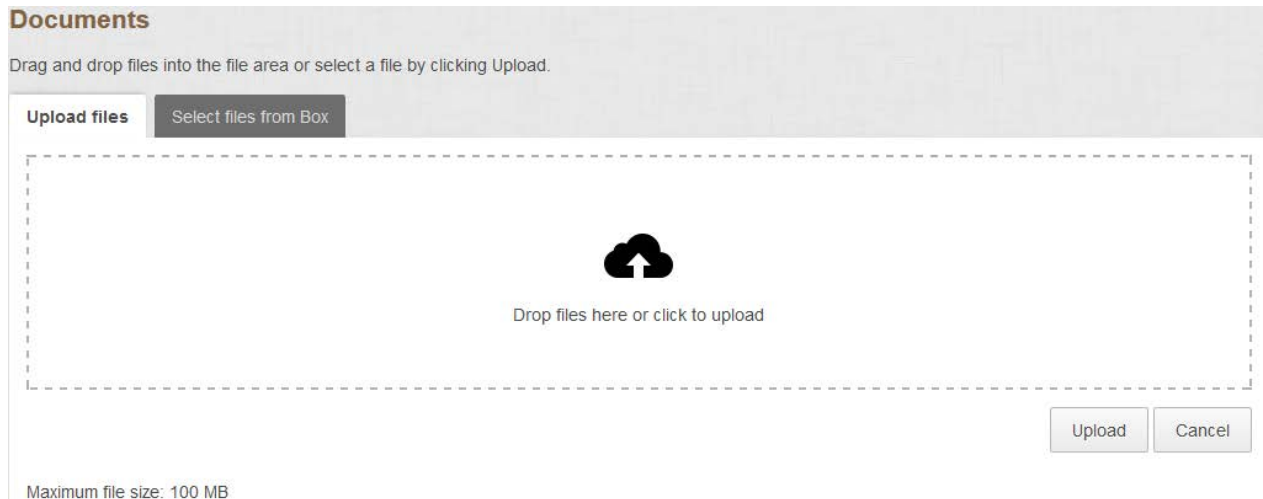
2. Enter the *Name* of the document.
3. Select where to put the document under the header *Put the object in:*.
4. *Save*.



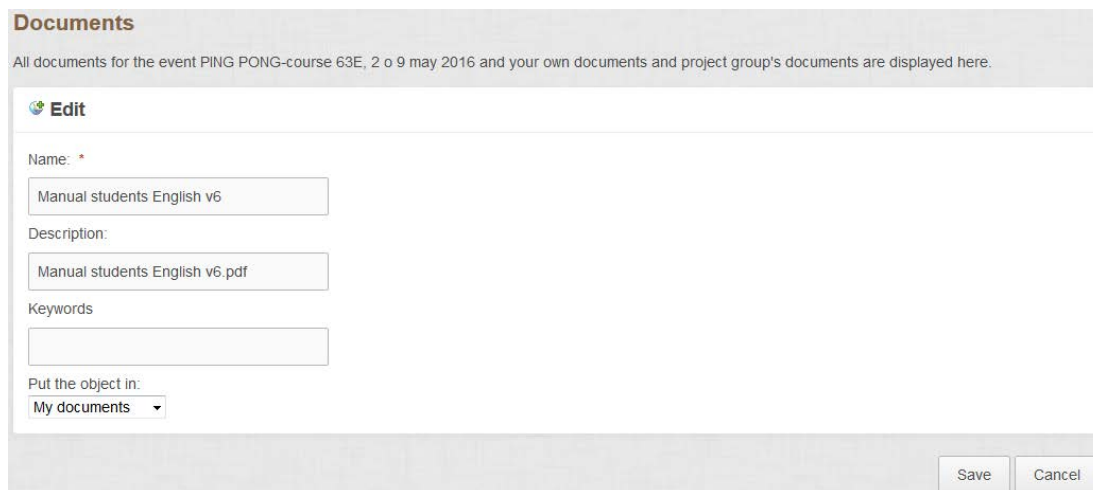
5. You have now created a document. If the document is saved in a project group, the document is shared among the members and it's possible to collaborate at the same time.

### 3.6.1.2 Upload files (PDF, Word, Powerpoint, etc)

1. Choose *Upload file*.
2. Click in the box *Drop files here or click to upload* to search in your computer for the file you want in PING PONG's document archive.
3. Search for your file, when you have found it mark it and click *Open*.
4. Alternatively, click in the box *Drop files here or click to upload* and drag and drop the file directly in the box.
5. Click on *Upload*.



6. Fill in a suitable *Name* for the document – it will be called that in the PING PONG archive.
7. Place the file in *My documents* or a folder.
8. Choose *Save*.



The file will now be seen under *My documents*.

### 3.6.1.3 Links

It is possible to create *Links* in My Documents.

1. Choose *New link*.
2. Give the link a suitable *Name*.
3. Write or paste the address at *URL*.
4. *Save*.

### 3.6.1.4 Folders

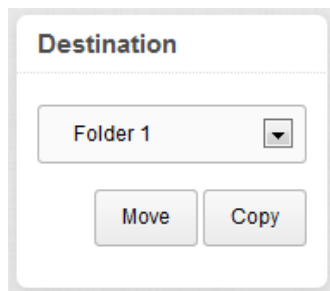
You can also choose to create *Folders* in My documents to organize your files.

1. Choose *New folder*.
2. Give the folder a suitable *Name*.
3. *Save*.

### 3.6.1.5 Move documents to folders

You can move documents to folders by “drag and drop”. Click the icon with the mouse and release it when you have dragged it to the proper folder. You can also move files by marking them and then

choosing the desired folder in the drop-down menu *Destination*, and then click on *Move*. You can also choose to *Copy* the file.



To remove a file, mark it and click on *Delete*.

### 3.6.2 Portfolio

In the *Portfolio* you can see results from tests and assignments if you are in a course where your lecturer has chosen to use Portfolio, and your own documents which you put in the portfolio.

### 3.6.3 Objectives and Progress

In *Personal > Objectives and Progress* you can view your objectives and progress in the courses/events you are enrolled in if your lecturer has chosen to use this function. To view each course's/event's various Objectives and progress, go to the course/event and choose Objectives and Progress in the left menu.

### 3.6.4 Log books

In the *Log books* you will find all your log books. You can make posts and your lecturer can comment. Files can be attached to the log book.

## 4 Events

Event is PING PONG's learning environment – and often the same as a course. But it can also be a project that you take part in or a community. Under *Events* in the main menu you can find *Catalogue*, *My events* and *Recently visited events*. In *Catalogue* public courses/activities are listed. In *My events* you find courses/events that you are taking part in. Under *My events* you also find *Archived* courses/events. *Recently visited events* shows courses/events you recently have opened.

On the start page in PING PONG you can find a field titled *Recently visited events* where events that you have recently visited are listed. To go to one of these events click on the name.

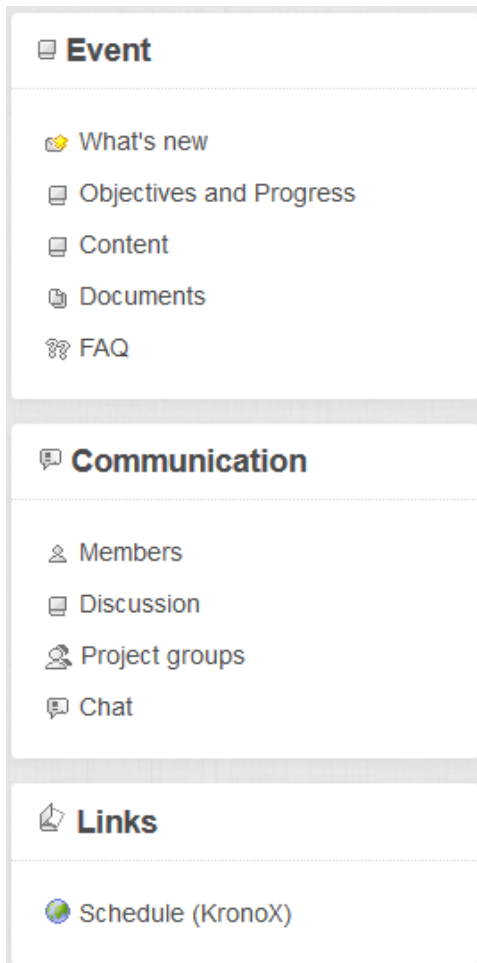
**Note! Events/courses can look different depending on the settings and functions that the lecturer has chosen for the course/event.**

### 4.1 The Events start page

The lecturer chooses which page to be displayed when the participant opens the course/event. It can for instance be a *content page*, *survey* or *assignment*. Which page that is the course's/event's start page can change during the course/event.

### 4.2 The Events functions

There are a number of functions that can be displayed in the left menu. The lecturer chooses which functions to use in the course/event. Here you get short descriptions of some of the functions.



#### 4.2.1 What's new

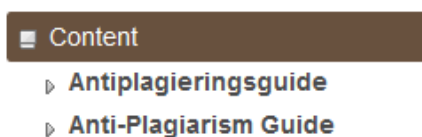
In *What's new* you can view what is new or unread in your course/event. One example would be an unread discussion contribution. **Note!** What's new doesn't cover news in Documents and Contents.

#### 4.2.2 Objectives and Progress

Under *Objectives and Progress* you can see what progress you are making in a course/event, for example, you can view tests or assignments that have been graded with a passing grade.

#### 4.2.3 Content

When you click on *Content* you will open a menu structure that shows the pages and headlines for the course/event that have been created by a lecturer. The content can contain text, pictures, videos, sound and other web based material. Also surveys, assignments and tests created in PING PONG can be found here. The pages are sorted using the menu on the left. You can choose which page you want to go to by clicking on the headline.



#### 4.2.4 Documents

Here you can view your course/event documents, *Event documents*, as well as your own documents, *My documents* (earlier described in Personal > Documents). If you are in a project group your *Project group*: documents can be found here as well.

*Event documents*. Documents that your lecturer feels are of importance are placed here. You can open them and download them but you cannot add anything in the Event documents.

*Project groups* documents. Here, members of different groups can share documents with each other.

Note that you can move documents between *My documents* and *Project groups* documents.

#### 4.2.5 Tests

If the course/event contains *Tests* completed in PING PONG then they can be collected under this heading. But it is not necessary, tests can also be found only under Content.

#### 4.2.6 Surveys

If the course/event contains *Surveys* then they can be collected under this heading. But it is not necessary, surveys can also be found only under Content.

#### 4.2.7 Assignments

If your course/event contains *Assignments* they can be collected under this heading. But it is not necessary, assignments can also be found only under Content.

#### 4.2.8 FAQ

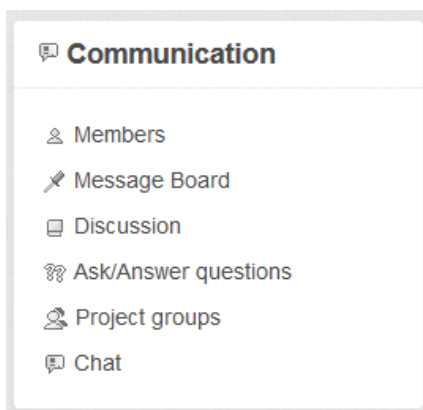
In *FAQ* the lecturer can post questions and answers that occur in the course/event. You can ask questions via *Communication > Ask/Answer questions* in the left menu.

#### 4.2.9 Portfolio

If the lecturer chooses to link tests and assignments to the *Portfolio*, they will be contained in the left menu. You see the same here as in the main menu, but this portfolio is linked to the current course/event.

### 4.3 Communication

Via *Communication* lecturers and students communicate with each other. There are several communication channels in PING PONG and the lecturer decides which one to use in the course/event.



### 4.3.1 Members






Listed here are all the students and lecturers that have access to the course/event. You can send a PIM from here to your course mates, click on the balloon.

### 4.3.2 Message Board

Messages aimed at students in courses/events are found here. To read a message, click the name of the heading.

### 4.3.3 Discussion

*Discussion* is PING PONG's discussion forum. When you go to *Discussion* you will come to a page where all discussion forums in which you are a member are displayed. Click on the name in the column Discussion forum to choose a specific forum.

Discussion forum 	Subjects	Messages	Unread	Most recent message	Subscribe
<b>Group 1</b> Project groups forum Created: 2 okt 2014 15:04  <a href="#">Anita Lärare</a>	1	1	1	<a href="#">När får vi tiderna för handledning?</a> 16 feb 2015 11:11  <a href="#">Ida TestareCLU</a>	<input type="checkbox"/>
<b>Course forum</b> Questions about the course, during the course Created: today 13:02  <a href="#">Anita Eklöf</a>	1	2	0	<a href="#">Good :)</a> today 13:07  <a href="#">Malin TestareCLU</a>	<input type="checkbox"/>

Then click on the *Subject* to follow the discussion or to answer a contribution.

To create a new subject in the discussion forum, click on *New subject*.

### 4.3.4 Ask/Answer questions

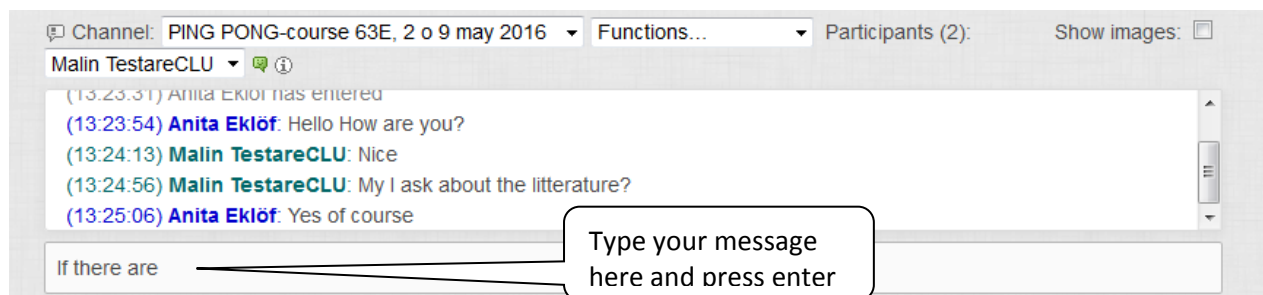
Here you can ask questions to your lecturers and get answers from them. This is a function where everyone can take part in all questions and answers.

### 4.3.5 Project groups

In certain courses/events you can be part of a *Project group*. You can communicate with each other and work together in PING PONG as well as share material within the group. Which functions, such as Discussion forum, Documents and Chat, you have in the group depends on which functions the lecturer has chosen.

### 4.3.6 Chat

There is even a chat function in PING PONG. *Chat* is a quick way of communicating with online students and lecturers. A chat created by the lecturer saves the chat history.

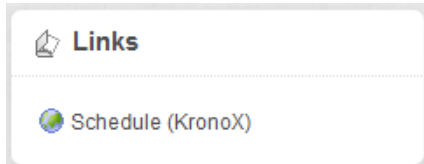


### 4.3.7 Log book

If the *Log book* function has been activated in this course/event, you can see your individual log book here. The lecturer can read and write messages in the participants' log books.

### 4.4 Links

If your lecturer has chosen to use *Links* you can see links for instance to the schedule in KronoX.



## 5 Other

Your lecturer or person responsible for your course/event will inform you about how PING PONG will be used in your course/event.

**Note!** On the University of Borås' website under Target Group: [Student > My Studies > Web and Mobile Services > PING PONG](#) you will find PING PONG information about support, copyright, electronic message boards. Please take part of these.

**Don't forget to use the Help function in PING PONG!**

**Good luck with PING PONG!**