



UNIVERSITY OF BORÅS

Get started with PING PONG

- Lecturer user guide

Version 2

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1 Get started with PING PONG!

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 To log-in

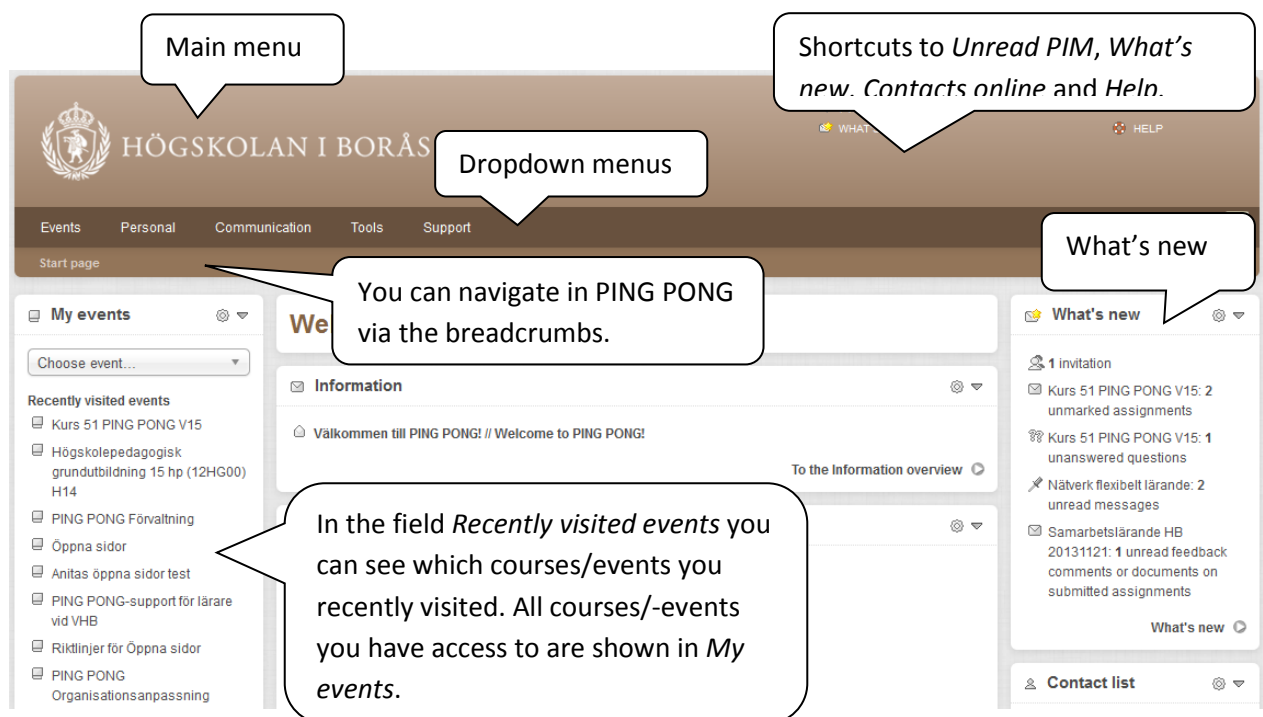
You find PING PONG at the following address: <https://pingpong.hb.se>

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.

3 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.



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 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.

In the main menu you can 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*.

4 Main menu

Here you will find detailed description of the dropdown menus found in the main menu.

4.1 Personal information and Preferences

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

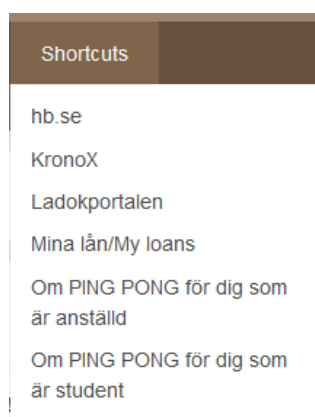


In *Personal information* you can publish a photo of yourself. In *About me* you can add a brief description about yourself that your students and colleagues can benefit from. The personal code number is only visible to you and the PING PONG administrator. People who have a user account via the University's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

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

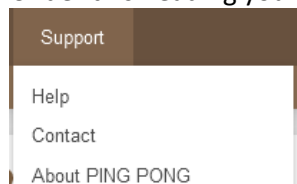
4.2 Shortcuts

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



4.3 Support

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



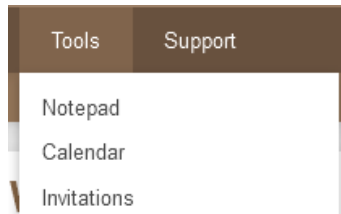
Help is a detailed help of PING PONG's functions.

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 the person in charge of the course is to be contacted for specific questions about the course contents or schedule.

About PING PONG is technical information about the system.

4.4 Tools

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



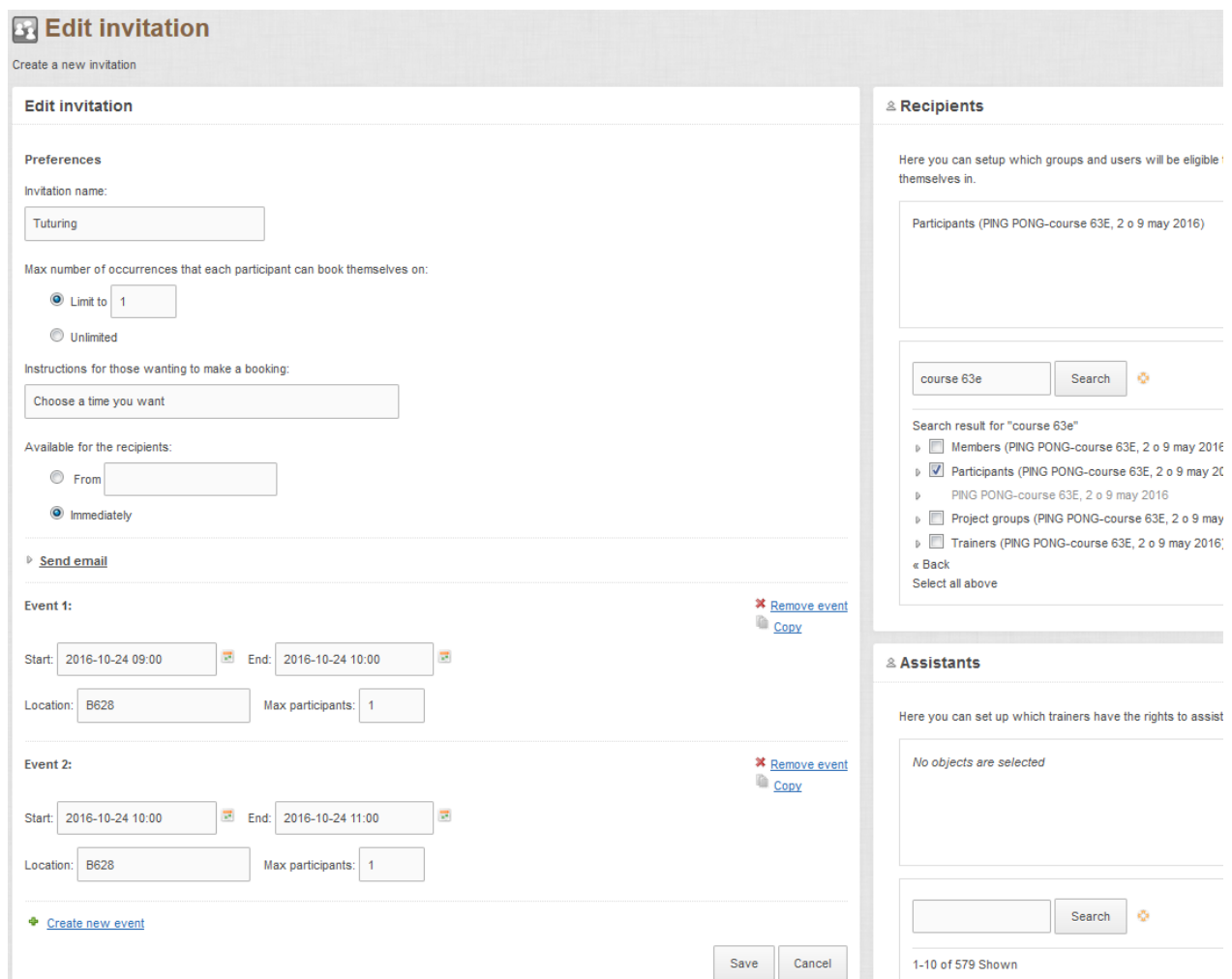
In *Calendar* you can have access to several calendars including a personal calendar as well as course/event calendars for the courses you are enrolled in.

4.4.1 Invitations

Lecturers can set up times for tutorials, labs, etc. and invite participants. In *Invitations* you can view the invitations you have received. An invitation can be individual or to groups.

4.4.1.1 Create an invitation

1. Choose *Create new invitation* in the left menu Create/edit invitations.

A screenshot of the 'Edit invitation' web form. The form is titled 'Edit invitation' and has a subtitle 'Create a new invitation'. It is divided into several sections: 'Preferences' with fields for 'Invitation name' (containing 'Tuturing') and 'Max number of occurrences' (set to 'Limit to 1'); 'Instructions for those wanting to make a booking' (containing 'Choose a time you want'); 'Available for the recipients' (set to 'Immediately'); a 'Send email' link; and two event slots. 'Event 1' and 'Event 2' each have fields for 'Start', 'End', 'Location' (both set to 'B628'), and 'Max participants' (both set to '1'). Each event slot has 'Remove event' and 'Copy' links. At the bottom are 'Save' and 'Cancel' buttons. On the right side, there are two panels: 'Recipients' with a search bar (containing 'course 63e') and a list of search results including 'Members', 'Participants' (checked), 'Project groups', and 'Trainers'; and 'Assistants' with a message 'No objects are selected' and another search bar.

2. Fill in *Invitation name*, *Max number of occurrences*, *Instructions*.
3. Fill in date and time for *Start* and *End*, *Location*, *Max participants*.
4. Create more occasions by clicking on *Copy* and make the changes needed or use *Create new event*.
5. Under *Recipients* to the right, decide who the invitation is visible for. Click at the group or user who should get the invitation. The marked group should then be shown in the upper box.
6. *Save*.

4.4.1.2 Show bookings

To see which bookings you got on your invitation:

1. Click on *Show bookings* at the right in the list with *Current* bookings.

2. To confirm a booking click in *Confirmed*.

In the list of current invitations you can also see how many invitations that are confirmed. Via *Export participant list* you can get a participant list.

4.5 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*.

4.5.1 Notifications

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

4.5.2 PIM

Here you read and send messages, *PIM*, in PING PONG. PIM is a simpler e-mail function.

4.5.2.1 To read PIM

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

4.5.2.2 To send PIM

1. Choose *Send PIM* in the left menu.

PIM

Recipients: *

Anita Eklöf (anita.eklof@hb.se) X

Add

Text content: *

See you in the library at 11:00.

[Spell-checking](#)

Add file

☐ Hide Recipients

2. 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 course/event and go to the Toolbox and choose *Send message*.

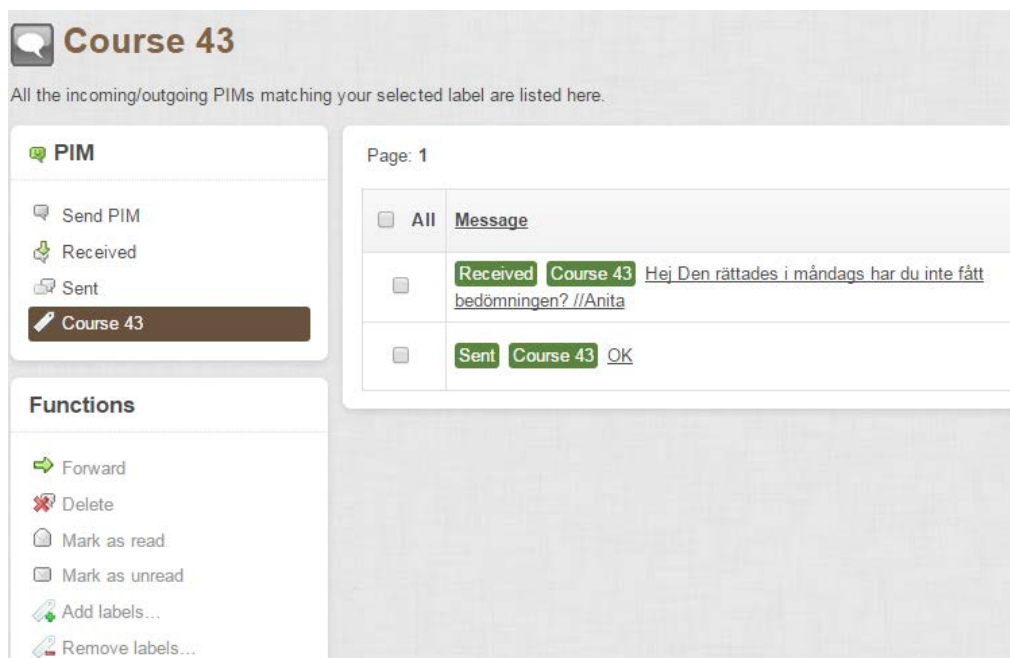
4.5.2.3 Manage labels

It is possible to add labels, and then it is easy to find special PIMs.

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



3. Choose *Received* or *Sent* in the left menu.
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.



4.5.2.4 Mark as unread

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

4.5.3 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 and assignments. All news is clickable links that lead to the message/task. **Note!** What's new doesn't cover news in Documents and Contents.

4.5.4 Information

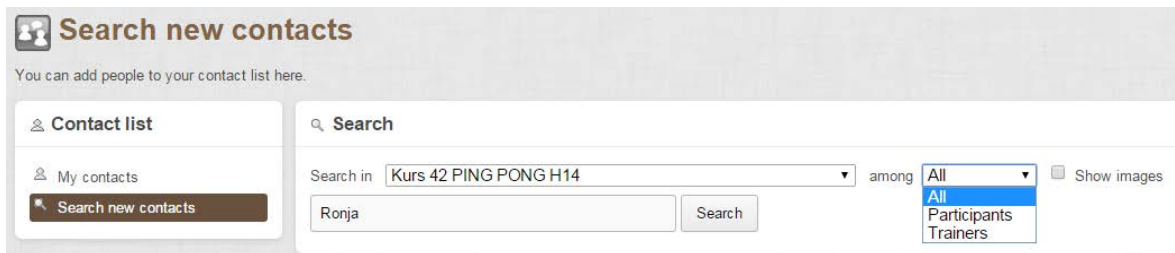
In *Information* all messages are shown that are more of a general character, which so to say do not belong to a specific course/event. Messages can be directed to different groups.

4.5.5 Contact list


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

4.5.5.1 Create contacts

1. Click on *Search for new contacts*.

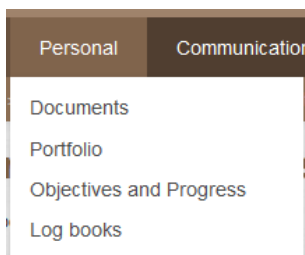


2. You search by name. You can search for people by a certain *Event* and then search by *All*, *Participants* or *Trainers*.
3. When you have made your choices click on *Search*.
4. Mark the box at the name of that person who you want to have in your contact list and choose *Add selected to Contact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

Note! People with a green balloon () in front of their name are online, i.e. logged in.

4.6 Personal

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

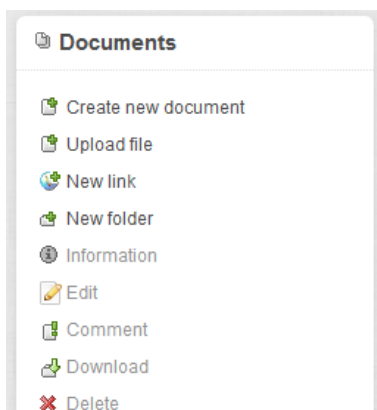


4.6.1 Documents

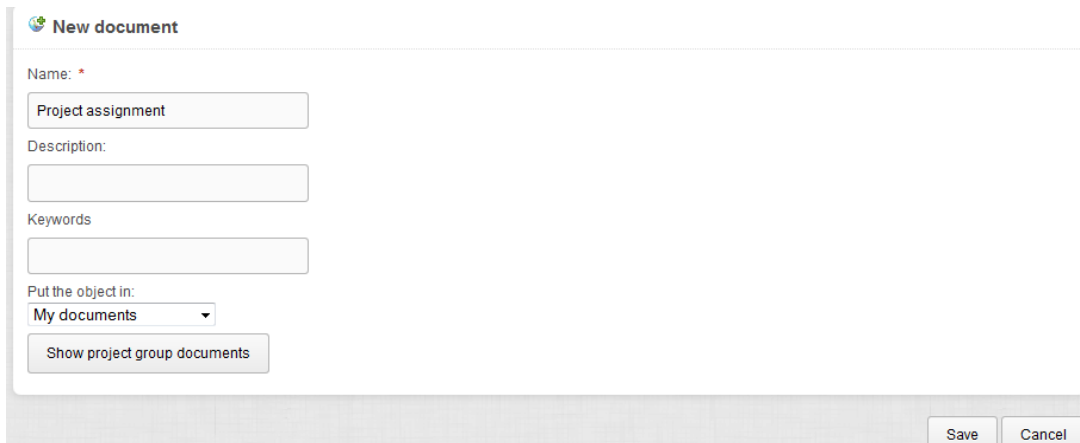
In *My documents* you can collect all your documents and files and sort them in folders. It is only you who can see the files in My documents. You can then easily move files from My documents to event documents in courses/events. If you are a member of a project group in PING PONG you can see the project group's document here.

4.6.1.1 Create a new document (for collaboration)

1. Choose *Create new document*.



2. Insert a *Name* of the document.



The screenshot shows a 'New document' form with the following fields and controls:

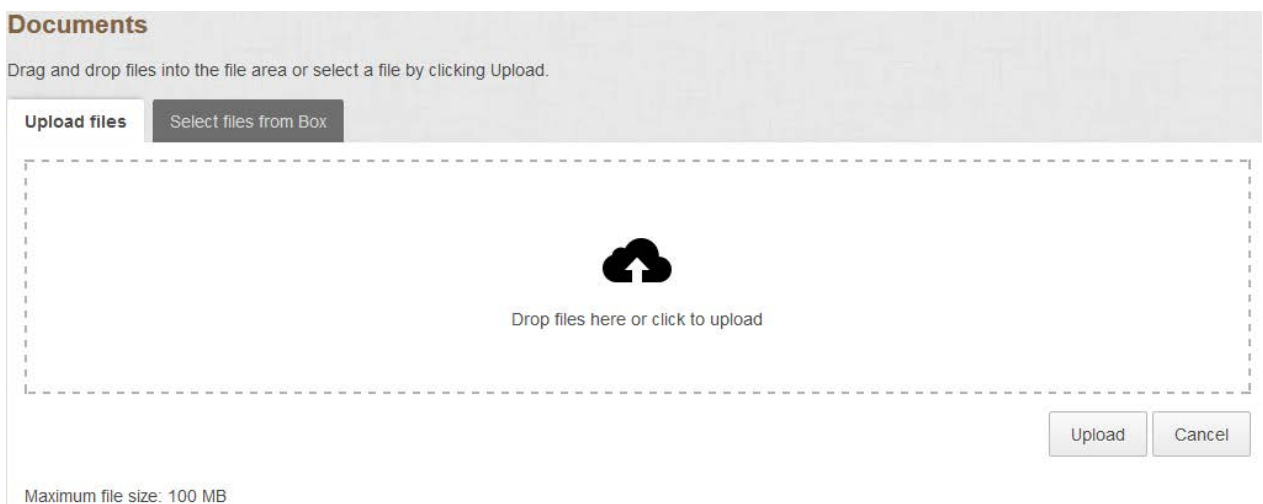
- Name:** A text input field containing 'Project assignment'.
- Description:** An empty text input field.
- Keywords:** An empty text input field.
- Put the object in:** A dropdown menu currently set to 'My documents'.
- Show project group documents:** A button located below the dropdown menu.
- Save and Cancel buttons:** Located at the bottom right of the form.

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

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 for students to collaborate at the same time.

4.6.1.2 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.




The screenshot shows the 'Documents' section with the following elements:

- Header:** 'Documents' in a bold, dark font.
- Instruction:** 'Drag and drop files into the file area or select a file by clicking Upload.'
- Buttons:** 'Upload files' and 'Select files from Box'.
- Drop Zone:** A large dashed rectangular box containing a cloud icon with an upward arrow and the text 'Drop files here or click to upload'.
- Buttons:** 'Upload' and 'Cancel' buttons at the bottom right.
- Footer:** 'Maximum file size: 100 MB'.

5. Click *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 you have created earlier.
8. Choose *Save*.

Documents

All documents for the event PING PONG-course 63E, 2 o 9 may 2016 and your own documents and project group's documents are displayed here.

 **Edit**

Name: *

Manual students English v6

Description:

Manual students English v6.pdf

Keywords

Put the object in:

My documents ▼

Save Cancel

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

4.6.1.3 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*.

4.6.1.4 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*.

4.6.1.5 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*, then click on *Move*. You can also choose to *Copy* the file.

Destination

Folder 1 ▼

Move Copy

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

4.6.2 Portfolio

In the *Portfolio* you can see results from tests and assignments if you are in a course where the lecturer has chosen to use portfolio. Primarily for students in the main menu.

4.6.3 Objectives and Progress

Personal > Objectives and Progress shows objectives and progress in the courses/events if the lecturer has chosen to use this function. Primarily for students in the main menu.

4.6.4 Log books

If the *Log books* are used they will appear here.

5 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.

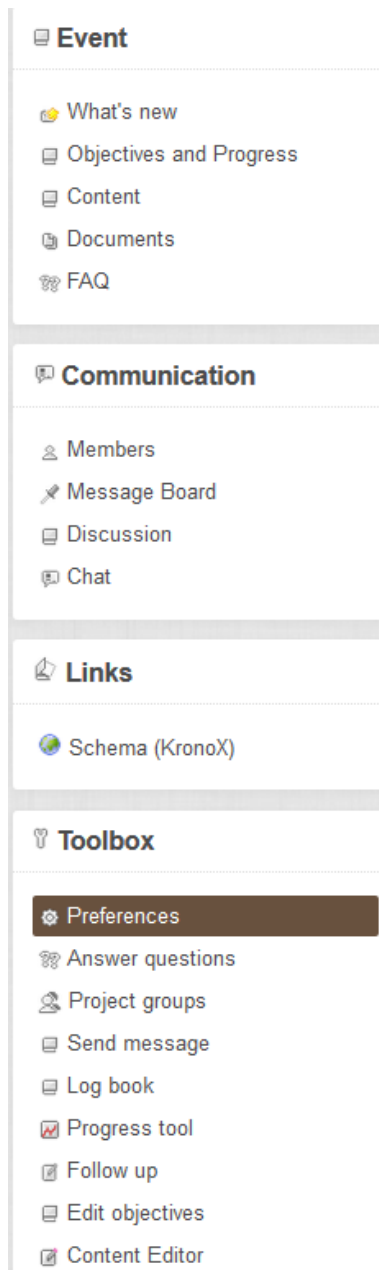
On the start page in PING PONG you can find a field titled *Recently visited events* where courses/events that you have recently visited are listed. To go to one of these courses/events click on the name.

Note! As a lecturer you can't create courses/events, this is made by the PING PONG administrators. Events/courses can look different depending on the settings and functions that the lecturer has chosen for the course/event. To the left you will find the tools you have in the course/event. If you have the role as trainer in a course/event in PING PONG then you've got the *Toolbox*.

5.1 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 *discussion forum*. If you don't choose a start page then the page *Overview* are going to be the start page.

Every function in the course/event can be removed or added. If you don't use a function in the course/event don't show it in the left menu, it is only confusing for the students.



5.2 Preferences

Here you can choose which functions you want to use in your course/event.

1. Choose *Toolbox* at the left.
2. Choose *Preferences*.

The first thing you have to do in *Preferences* is to click the functions you want to use in the course/event. You can also unclick those you don't want to use. The left menu is displayed after your choices.

Functions

Logotype

Navigation

Repetition

Archiving

You can configure settings for the event and its participants here.

Functions in the event

Select which functions to use.

<input checked="" type="checkbox"/> What's new	<input type="checkbox"/> Tests	<input type="checkbox"/> Message Board
<input type="checkbox"/> Overview *	<input type="checkbox"/> Surveys	<input checked="" type="checkbox"/> Discussion *
<input checked="" type="checkbox"/> Objectives and Progress	<input type="checkbox"/> Assignments	<input type="checkbox"/> Ask/Answer questions
<input checked="" type="checkbox"/> Content	<input checked="" type="checkbox"/> FAQ	<input checked="" type="checkbox"/> Project groups *
Menu for content pages	<input type="checkbox"/> Portfolio	<input checked="" type="checkbox"/> Chat
<input checked="" type="checkbox"/> Print	<input type="checkbox"/> Calendar	<input type="checkbox"/> Podcasts
<input checked="" type="checkbox"/> Search	<input type="checkbox"/> Statistics	<input type="checkbox"/> Log book *
<input checked="" type="checkbox"/> Maximize the content	<input type="checkbox"/> Reports	
<input checked="" type="checkbox"/> Save as PDF	<input checked="" type="checkbox"/> Members *	
<input checked="" type="checkbox"/> Documents		

5.3 Explanations to the functions

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

5.3.1 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.

5.3.2 Objectives and Progress

Under *Objectives and Progress* you can clarify the course/event objectives and link them to tests, surveys or assignments. The student can then see their progress in the course/event.

5.3.3 Contents

When you click on *Contents* you will open a menu structure that shows the pages and headlines that have been created by a lecturer. The contents 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.



5.3.4 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. Here you find documents that the lecturer has placed here. The student can't delete or change files but can download them to their own archives.

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

Note that you can move documents between *Event documents*, *My documents* and *Project group*: documents.

5.3.5 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.

5.3.6 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.

5.3.7 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.

5.3.8 FAQ

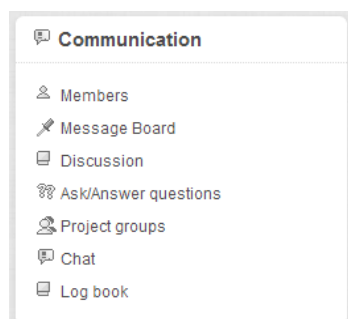
In *FAQ* you, as a lecturer, can post questions and answers that occur in the course/event.

5.3.9 Portfolio

If you as a lecturer choose to link tests and assignments to the *Portfolio*, this will be contained in the left menu. The student can see the same here as in the main menu Personal, but this portfolio is linked to the current course/event.

5.4 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.



5.4.1 Members

Listed in *Members* are all the *Participants* (students) and *Trainers* (lecturers) that have access to the course/event. You can send PIM from here, click on the balloon.

5.4.2 Message Board

Messages in courses/events are found here. It's only you as a lecturer who can create a message.

5.4.2.1 Create a new message

1. Click on *New message*.

New message

New message

Heading: *

Change in the schedule

✓ Spell-checking

Message: *

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Paragraph ▾ A ▾ A ▾

Please note the change in the schedule on friday.

p

Visibility

☐ Displayed

☐ Hidden

☒ Chosen time period

From 2015-03-09 09:00

To 2015-03-13 23:00

Cancel Save

Message for

Members

Groups

☐ Mark all

☒ Members ⓘ

☐ Trainers ⓘ

☐ Participants ⓘ

☐ Passed ⓘ

Project groups

☐ Mark all

2. Fill in *Heading* and *Message*.
3. Choose which *Groups* who the messages are for. Choose *Members* if you want the messages to be shown for all in the course/event.
4. Choose *Visibility* > *Chosen time period* and date *From* for when the message will be shown.
5. Choose date *To* for when the message is removed. **Note!** It's important to put an end date.
6. Click *Save*.

5.4.3 Discussion

Discussion is PING PONG's discussion forum. When you go to *Discussion* you will come to a page where all discussion forums which you are a member of will be shown. Click on the name in the column to choose a specific forum. Lecturers can create new forums. As a lecturer you also can see discussion boards you are not a member of.

5.4.3.1 Create a new discussion forum

1. Click on *New discussion forum*.
2. Choose who are going to be *Members*. Choose whole groups or click on the triangle to see lists of persons to mark.
3. Fill in *Name* and *Description* for the discussion forum.
4. Click *Create*.

New discussion forum

Create a new discussion forum in the event.

New discussion forum

Name: *

Description:

In this discussion board we are asking and answering general questions about the course.

[Spell-checking](#)

- ☐ Allow participants to edit their own messages
- ☐ Allow participants to delete their own messages
- ☐ Allow every message to have its own heading
- ☒ Allow attachments to replies
- ☐ Hide subjects and posts initially

- ☐ Disable the discussion forum for new messages
- ☐ Hide identities for participants (Anonymous forum)
- ☐ Disable subscription function

Members

Members Remove all

- ☒ Members
- ☐ Passed
- ☐ Passive
- ☐ Project groups

Select all above

5.4.3.2 Create a new subject in a discussion forum

1. When you go to *Discussion* you are entering a page where all discussion forums are shown. To choose and enter a special discussion forum click on the name in the column *Discussion forum*.
2. Click on *New subject* when you want to write a message in a new subject.

Discussion forum : General Forum

In this discussion board we are asking and answering general questions about the course.

All discussion forums
 | New subject
 | Print
 | Search

☒ Show members (own page)
 | ☐ Show overview

Page: 1 Subjects per page: 50 of 2

Subject ▾	Message	Unread	Created	Most recent message
About this forum Please use this discussion board to asking and answering general questions about the course.	1	0	today 11:06 Anita Lärare	today 11:06 Anita Lärare
Literature Can't find the book by Andersson. Someone else who found it?	1	0	today 11:09 Malin TestareCLU	today 11:09 Malin TestareCLU

3. Fill in *Heading* and write your *Message*.
4. Click *Send*.
5. You click on a *Message* to follow the discussion or to answer a message.

5.4.4 Project groups

You can create *Project groups* in the course/event and let the group members work together in PING PONG. Project groups can have their own Message board, Discussion forum, Chat and Documents. You can either choose to *Create one group* at a time or *Create multiple groups* at the same time by following the guide. You can also let the students make their own project groups, which you choose in the Toolbox > Preferences.

5.4.4.1 Create a project group

1. Choose *New project group*.
2. Choose *Create one group*.
3. Fill in *Name* and *Description* for the project group.
4. Choose participants, the persons or groups that should be members of the project group, by marking persons or groups in the list *Participants* to the right.
5. Choose which preferences you want for the project group. If you choose *Discussion* a discussion forum with the same name as the project group will be created automatically.

Create new project group

Write a name and description for the project group.

Name: *

Group 5

Description:

Group 5, project examination

Preferences

☐ The project group has access to the *Message board*

☒ The project group has access to *Discussion*

You can make adjustments to the discussion forum settings here ...

☒ Create a common folder in *Documents*

☐ The project group will be able to have its own website

☒ The project group has a chat channel

☐ The project group has a common *Todo-list* and *Calendar*

Participants

Emil TestareCLU

Malin TestareCLU

Remove all

Search

Start

☐ Members

☐ Participants

☒ CLU Anitas teststud 1

Up one level

☒ Emil TestareCLU

☐ Ida TestareCLU

☒ Malin TestareCLU

☐ Pippi TestareCLU

Select all above

Show assigned groups

Guests (only Documents)

< Previous Save

6. If the course/event has assignments with group submission then they will be listed and you can choose which assignments this project group can submit.
7. *Save*

5.4.5 Chat

There is a chat function in PING PONG. *Chat* is a quick way of communicating with online students and lecturers. The chat history is only saved in chats that are created by the lecturer.

Channel: PING PONG-course 63E, 2 o 9 may 2016

Functions...

Participants (2):

Show images: ☐

Malin TestareCLU

(13:23:31) Anita Eklöf has entered

(13:23:54) Anita Eklöf: Hello How are you?

(13:24:13) Malin TestareCLU: Nice

(13:24:56) Malin TestareCLU: My I ask about the litterature?

(13:25:06) Anita Eklöf: Yes of course

If there are

Type your message here and press enter

5.4.6 Log book

As a lecturer you can see all participants' log books in the *Log book*. You can read and write messages in the participants' log books.

5.5 Choose a start page for the course/event

1. To choose a start page for the course/event you go to *Toolbox > Preferences*.
2. In *Start page for the event*, select your alternative, e.g. Content > Welcome to course.
3. Click *Save* at the bottom of the side.

Note! If you choose Content as the start page you can choose a specific content page in the dropdown menu.

Start page for the event

Select type of first page for the event.

☐ What's new

☐ Overview

☐ Objectives and Progress

☐ Documents

☐ Calendar

☒ Content

☐ Message Board

☐ FAQ

☐ Members

☐ Discussion

☐ Project groups

☐ Podcasts

☐ Log book

Tip! Use the possibility to change the start page of the course/event during the course.

5.6 Links

In *Toolbox > Preferences > Own links in the left menu* you can add links to the left menu.

Own link in the left menu

URL	Description
<input type="text" value="http://schema.hb.se/setup/jsp/Schem"/>	<input type="text" value="Schedule (KronoX)"/>

Tip! Good links are the course schedule in KronoX and the syllabus in the Programme Portal.

6 Toolbox

6.1 Content Editor

PING PONG's *Content Editor* is the part of a course/event in which you as a lecturer create web pages. The pages can contain texts, tests, surveys, forms, assignments, videos and much more. The content is published under the *Content* in the course/event.

To the left in the *Content Editor* you will see *Content* and the pages that have been created in the course/event. You can also see the functions *Add*, *Tools* and *Resource bank*. To the right you will see information about the top menu *Content* in the tabs *Overview*, *Properties* and *Versions*.

PING PONG-course 63E, 2 o 9 may 2016

Content

- Welcome to course
- Part 1
- Part 2
- Assignment 3
- [Add...](#)

Tools

- Publishing
- Recycle Bin
- Style

Resource bank

- Files
- Test questions
- Survey questions
- SCORM-Packages

Overview | Properties | Versions

[Go to the published page](#)

About the status column icons

- means that the page or folder is unpublished.
- means that the page or folder has unpublished changes.
- means that the page or folder will not be included in event publishing.
- means that access to the page or folder is limited.
- means that a group can edit the page or folder.
- means that the page or folder will be shown in the event's open pages.

You can also use your mouse to right click in the page structure to add, export, move, publish and delete content.

[Add...](#) [Publish the whole event](#)

Publish Delete

All	Name	Type	Status	Published
<input type="checkbox"/>	Welcome to course	Page		9 maj 2016 13:19
<input type="checkbox"/>	Part 1	Folder		Today 08:56
<input type="checkbox"/>	Part 2	Page		Today 08:56

6.1.1 Right click

Right click on a folder/page in the page structure to the left to:

- *Add* – A new page/folder will be placed on the place where you click.
- *Publish* - The page/folder and any including pages will be published and be visible for the participants.
- *Exporting* - Exports the folder/page as a SCORM object in a zip file.
- *Delete* - The page/folder and any including pages will be sent to the *Recycle Bin*.
- *Cut*.
- *Copy*.
- *Paste*.
- *Move up/down* - Moves a folder/page in the page structure. You can also use drag and drop to move a folder/page.

6.1.2 Tools

In the left menu you have *Tools*.

6.1.2.1 Publishing

When you make changes on a page you must use the Publish command for the change to be visible for the participants. With the tool *Publishing* you can publish everything at the same time. On the publishing page you also can see information about earlier publishing.

6.1.2.2 Recycle Bin

The *Recycle Bin* contains deleted pages/folders. Here you can find and restore deleted pages. You can also empty the recycle bin by using *Delete the checked pages*.

6.1.3 Different objects in the event

You can create the following forms of online learning materials:

- *Page* - A webpage that can be filled with different types of text, links, images, videos, sound.
- *Folder* - To organise your pages into groups.
- *Test* - Anonymous or non-anonymous.
- *Survey* - Anonymous or non-anonymous.
- *Assignment* - Individual, anonymous or non-anonymous, project group.
- *Link* - To external webpages.
- *File archive* - Share your uploaded documents with participants.
- *Import* - For import of SCORM objects.
- *Copy* - Reuse a page from the same or another course/event.


6.1.4 Tabs

Common to all types of pages/objects listed above is that the possibilities for information and preferences are divided in different tabs:

- *Preview* - You will see how the page will look when published.
- *Edit* - Here you find the tools to create and edit your page.
- *Properties* - Here you can change the name of the page. You can create preferences and permit participants to edit the page. **Note!** You can permit the participants to edit the page.
- *Access* - Here you choose the visibility and access to the page.
- *Versions* - Here you can view and revert an earlier saved version of the page.
- *Connected files* - All files used on the page are listed here.

6.1.5 Create a page

1. Click on the link *Add* to the left.



PING PONG-course 63E, 2 o 9 may 2016

Content

- Welcome to course
- Part 1
- Part 2
- Assignment 3
- [Add...](#)

Tools

- Publishing
- Recycle Bin
- Style








Resource bank

- Files
- Test questions
- Survey questions
- SCORM-Packages


Add...

Place the new object in folder **"Content"**


Create new

- 
Page
 Add a page with text, images, audio and/or video.
- 
Folder
 Add a folder that can include other content.
- 
Test
 Add a test with marks assigned to each question.
- 
Survey
 Add a survey with questions.
- 
Assignment
 Add an assignment for individual or group submission.
- 
Link
 Add a link to an external object.
- 
File archive
 Add a file archive where users may download files.

Import

- 
Import
 Add content based on material that you upload.

Copy

- 
Copy
 Copy object from this or another event.

2. Choose *Create new Page*.
3. Give the page a *Name* and *Save*.

Now you entered the text editor. It enables you to format your text; bold, italic, change colour and so on. You can also insert different objects like images, videos and links.


Preview
Edit
Properties
Access
Versions
Connected files

[Go to the published version](#)

Save without publishing
Save and publish

Edit
Insert
View
Format
Table
Tools

Heading 1
A
A



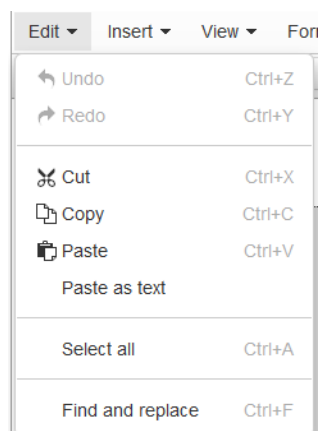
CC BY-NC Kebnekaise by Olav Joobsen

Welcome to the PING PONG course


Part 1, 2 May

During the day we are going to work with some of PING PONGs functions and their usability.

Note! If you copy a text directly from MS word, please use the function *Paste as text* in the menu Edit.



6.1.5.1 Insert an image

1. Click on the icon *Insert image from the resource bank* .
2. To upload an image from your computer click on *Drop one file here or click to upload* under *Upload image*.
3. Find your image.
4. Choose *Open*
5. Click *Insert*.
6. Alternatively, click in the box *Drop files here or click to upload* and drag and drop the file directly in the box.


Note that you also can browse for images in The event's images, Images in My documents, Recently used images and in Images in My events.

- ☒ The event's images
- ☐ Images in My documents
- ☐ Recently used images
- ☐ Images in My events

Search

Upload image

Select the image file you wish to upload



Drop one file here or click to upload


View as

☒ List
 ☐ Thumbnails

- ☐ All files
- ☐ Document structure
- ☐ File structure
- ☐ Page structure

Choose which resource you want to use by navigating the views to the left.


6.1.5.2 Insert an internal link

1. Click on the icon insert/edit internal link .
2. To link to a special discussion forum in the event, click on *Communication*.
3. Under *Forum* choose the discussion forum you want to link to.
4. Click *Insert*.

- ☐ Start page
- ☐ Content
- ☐ Documents
- ☒ Communication

Forum

Search

 Up one level

- Allmänna forumet
- anonymt forum
- Course forum
- General Forum

Link address: `pplink://forum/42092`

6.1.6 Create an assignment

1. Click on the link *Add* in the left menu.
2. Choose *Create new Assignment*.
3. Choose type, *Anonymous* or *Non-anonymous* or *Group submission*.
4. Give the assignment a *Name* and *Save*.

Assignment - Edit

Save without publishing Save and publish

Introductory text

Edit Insert View Format Table Tools

Paragraph A A [bulleted list] [numbered list] [link] [unlink] [insert image] [insert video] [insert audio] [insert code]

Assignment 1

Discuss when is the best time of the year to do a XC ski tour in Jämtland in the Swedish mountains.

p

Preferences

Submission deadline:
yyyy-MM-dd, yyyy-MM-dd HH:mm

Deadline for revision:
yyyy-MM-dd, yyyy-MM-dd HH:mm

Maximum marks:

Marking guide:
Writing a marking guide helps other trainers assess submissions. The marking guide is never visible to participants.

[Spell-checking](#)

Allowed file types:

If you want to limit the permitted file types for submissions, do this by entering the suffixes of filetypes you wish to accept below. If you do not wish to limit filetypes, simply leave the field empty.

For file suffixes not available in the above selection, enter your own suffixes below without full stop.
Use comma as separator if needed (ex.: *jpg, png, gif, pdf*).

[More](#)

Delay showing results until:
While marking is delayed, no changes or comments from trainers will be shown to the participant

☐ Show directly after marking

☐ Show when you choose to show

☒ Show after:

Plagiarism check
☒ Urkund

5. Fill in the form:
 - *Introductory text*.
 - *Submission deadline*.
 - *Eventual Maximum marks*.

- If necessary you can use *Allowed file types*.
 - *Delay showing results until*.
 - You can also use *Plagiarism check*. If you want to use it, click *Urkund*.
6. *Save without publishing* or *Save and publish*.

6.1.7 Create a course evaluation

1. Click on the link *Add* in the left menu.
2. Choose *Create new Survey*.
3. Choose type, *Anonymous* (or *Non-anonymous*).
4. Give the survey a *Name* and *Save*.
5. It's good to write an introduction text about the survey. Choose *Create: Text* and write the text in the field *Text*.
6. Then you create the questions. Choose *Create: Question*.
7. Choose question type and choose template. In course evaluations there are multiple or single choice and free writing suitable alternatives.

6.1.7.1 Multiple/single choice question

8. Write the question in the field *Question setting*.
9. Write the alternatives in the field *Alternative text*.
10. To add further alternatives click *Create: Alternative*.

New question

Type: Multiple/single choice

Question setting

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Paragraph ▾ A ▾ A ▾ [List icons] [Link icon] [Image icon] [Table icon] [Media icon] [More icon]

What do you think about the literature

p

Alternatives

1

Alternative text ☐

Very good

Comment after submission ☐

2

Alternative text ☐

Good

Comment after submission ☐

11. Decide how many alternatives that must be filled in minimum/max if there are questions with multiple choices.
12. In *Metadata* write the question's *Name*. This makes it easier for you to find the question again when using *Fetch question*. You also give or choose a *Category* for the question.

13. If you want a comment field you mark *Enable comment on question* under *Other setting*.
14. *Save*.

Number of selected alternatives

☒ One ☐ Multiple

Requirement for minimum total selected alternatives

Max total alternatives to choose from

Presentation

☐ Present rows in random order

▼ **Metadata**

Name	Description
What do you think about the litterature	

Categories

Anita Eklöf kursvärdering ✕

Add

► [Other settings](#)

Save

Cancel

6.1.8 Create a test

1. Click on the link *Add* in the left menu.
2. Choose *Create new Test*.
3. Choose type, *Anonymous* or *Non-anonymous*.
4. Give the test a *Name* and *Save*.
5. It's good to write an introduction text about the test. Choose *Create: Text* and write the text in the field *Text*.
6. Choose *Create: Question*.
7. Choose question type and choose template.
8. Write *Question setting*, *Alternatives*, eventually *Comment after submission* and mark which *The alternative is correct*.
9. Put *Marks* on the questions.
10. In *Metadata* write the questions *Name*. This makes it easier for you to find the question again when using *Fetch question*. You also give or choose a *Category* for the question.
11. If you want a comment field you mark *Enable comment on question* under *Other setting*.
12. *Save*.

6.1.8.1 Preferences

When you create a test under the tab *Preferences* you can make specific settings for your test.

- *Navigation - Free browsing between pages* – the respondent can move backwards and forward between the pages. *Browsing only between consecutive pages* – the respondent can't go backwards after leaving a page.
- *Page breaks* - Set the total number of questions you want on each page.

- *Extra functions* - You can set time limits for the test.
- *After submission the following will be displayed to the participant* - What do you want to be displayed to the participant after submitting?
- *Presentation* - If you wish to hide the result for the participant click this box.
- *Multiple attempts* - Set the number of times a participant may submit the test. Should it be a minimum time between each attempt?
- *Assessment* - Here you can insert messages according to the results achieved.

Navigation

☒ Browsing only between consecutive pages (1 question on each page)

☐ Correct answer required to proceed

☒ Free browsing between pages

Page breaks

☒ Show title on each page

☐ Page break for new visible section

 Max **No limit** total number of questions per page

Extra functions

☐ Start button to display the test (obligatory for tests with a time limit/deadline or with time limited visibility. See Access -> Time limited)

 Time limit (whole minutes):

☐ The test locks other pages

 Allow submission no later than

After submission, the following will be displayed to the participant:

☒ Show questions

☒ Reveal correct answers

☐ Only show the participant's answers

☒ Show marks received

☒ Show comments

☐ Use "Show current result" (Displays statistics on the current submitted answers next to each question when the test is submitted.)

 Delay showing results until ⓘ

Presentation

☐ Hide test page header from participant (while participant is taking the test)

☒ Show participants their score (for each questions and the total result)

Multiple attempts

Number of permitted attempts:

☐ Keep previous answers when a new attempt is begun. (Bear in mind that the answers are not kept if the test has been re-published since the last attempt!)

☐ New attempts forbidden after a pass result

 Minimum time between attempts: minutes

Assessment

6.2 Follow up

In *Follow up* you can read, correct and mark assignments and answers in free writing.

6.2.1 Mark an assignment

1. Click on the assignment you want to mark. Then you get a list of the participants/groups assignments.

Follow up			
Assignments			
Name	Status	Correction status ⓘ	Miscellaneous
! Assignment 1	Open	<div><div></div></div>	
Assignment 2	Closed	<div><div></div></div>	Anonymous marking ended
Assignment 3	Open	<div><div></div></div>	Delayed corrections

2. Click on the name of the participant you want to correct.

Follow up - Assignment: Assignment 1

[⏪ Back](#)

Stina TestareCLU - Today 14:16

Status set to: To be marked

File
[Manual students English v7.docx](#) (1.2 MB)

Urkund
☐ Manual students English v7.docx

The document has been submitted to URKUND (2016-10-19).

Manual status ☐ Ok ☐ Not ok ☒ Not checked ⓘ

Comment this object ☐

Delete

Feedback

Status:

Mark:

Grades:

File
 No file selected. ☐ Check file for plagiarism
(Maximum file size: 100 MB)

Comment

☐ Send as email as well (files larger than 5 MB will not sent by e-mail)

Send

3. You can write feedback directly in the *Comment* box. You can also download the file, add comments and upload it again.
4. When you are done with your correcting you have to change the assignment *Status*. You can give *Mark* and/or *Grade* (if you use Objectives and Progress).
5. Click on *Send*.

6.3 Edit objectives

With the *Objectives and Progress* function you can visualize the courses/events objectives and link them to tests, surveys, assignments and external events. Under *Edit Objectives* in the Toolbox you create the sub objectives for the course/event.

6.3.1 Create sub objective

1. Choose *New Sub Objective*.

Create sub-objective

Name:

Assignment 3

Description:

In part 1

Placement

Top level ▾

Sub objective type

☐ Test

Select test ▾

Pass mark: 100 %

Minimal score for quicker submission:

☐ The result in each category must exceed the limit.

☐ Survey

Select survey ▾

☒ Assignment

Assignment 3 ▾

☐ Approve on first submission

☐ Passed SCORM object

Select SCORM object ▾

☐ Participation in discussion

Select ▾

☐ Other sub objective

Settings

Weight: 1 (Original value: 1. Corresponds to 50% of the event.)

Passing:

☒ Automatic, after correction in Progress tool

☐ Passing by trainers

☐ Passing by the participant

☒ Use grades

☐ Use revision

☐ Add the result to the Portfolio

Calendar

Start date:

Finish date:


☐ Use points (only for Other sub objective)

Max points:

☒ Compulsory

2. Insert a *Name* and a *Description* and *Placement* in Top level or a folder you have created.
3. Choose *Sub objective type* and which *Test, Survey, Assignment, Participation in discussion* or *Other sub objective* you create the sub objective for.
4. Here you configure settings depending on which type of sub objective you create. It could be Grades, Points and if it is Compulsory.
5. *Save*.
6. On the overview page *Settings for Objectives* all sub objective and folders are shown.













Settings for Objectives

Here you can see the event's sub objectives. Click the edit symbol  to edit a sub objective. Click *New sub objective* to create a new one. Click *Auto create* if you wish to work from the structure of the event's contents. You are also able to copy sub objectives from one of your other events by choosing *Copy sub objectives*. Event-wide settings can be configured [at the bottom of the page](#) (advanced mode).

The system is currently checking if all participants have passed the event. This may take a little while, but you can continue working.

Copy sub objectives Auto create New Sub Objective New Folder Help

Sub Objectives ☒ Show extra information ☒ Advanced mode

1) Assignment 1	Assignment	Move: 	  
Description: In part 1 [Weight: 1 (33,3%); Passing: Automatic/Grades; Compulsory]			
2) Examination 4th May	Other Sub objective	Move: 	  
Description: In Part 1 [Weight: 1 (33,3%); Passing: Trainer/Grades; Max points:;25 Compulsory]			
3) Assignment 3	Assignment	Move: 	  
Description: In part 1 [Weight: 1 (33,3%); Passing: Automatic/Grades; Compulsory]			

6.4 Progress tool

In PING PONG's *Progress tool* in the Toolbox you as a lecturer can choose different sorts of statistics you want to see.

6.4.1 Parts

You will find the following parts in the *Progress tool*:

MAIN MENU

CONTENTS
DOCUMENTS
COMMUNICATION
MISCELLANEOUS

HELP
QUIT

PROGRESS TOOL - MAIN MENU

Contents

- ☐ CONTENTS
- ☐ MARK FREE WRITING
- ☐ TEST RESULTS
- ☐ SURVEY RESULTS
- ☐ ASSIGNMENT


Communication

- ☐ ASK/ANSWER QUESTIONS
- ☐ DISCUSSION
- ☐ MESSAGE BOARD


Documents


- ☐ DOCUMENTS


Miscellaneous

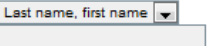
- ☐ OVERVIEW
- ☐ LOG-INS
- ☐ PASS-FUNCTION 
- ☐ CREATE LIST
- ☐ REPORT CARD
- ☐ REPORTS

Select time period


Total time period 




Event view 

Participants (Kurs 42 PING PONG ... 

Search group or user:
Last name, first name 

Register
C

[G] Participants 

[G] CLU Anitas teststud 1
[G] CLU Anitas teststud 2

6.4.1.1 Content

- *Contents* - Statistics of the Content pages.
- *Test results* - Here you can see the participants test results.
- *Survey results* - Here you make a summary to see all the answers.
- *Assignment* - Here you read, correct and mark assignments, can also be done in Follow up.

6.4.1.2 Documents

- *Documents* - You can see how many who has opened each document.

6.4.1.3 Communication

- *Ask/Answer questions* - Questions and answers in the course/event.
- *Discussion* - Statistics of the Discussion page.
- *Message board* - Statistics of the Message board.

6.4.1.4 Miscellaneous

- *Overview* - Here you can get general information about the activity in the course/event.
- *Log-ins* - Shows the latest log-ins and who has logged in.
- *Pass-function* - Shows statistics and award passes in sub objectives over participants. Here you can award passes.
- *Create list* - Here you can create lists over e.g. results of an assignment.
- *Reports* - Here you can create reports with different components from the course/event.

6.4.2 Select time period

You can choose to view statistics for *Total time period*, since the course/event started, or for the *Last 7 days*.

6.4.3 Progress for a group or a person

To the right you have dropdown menus and search fields to show information about individuals or groups. If you don't make any choices the statistics for all participants will be shown.

6.4.4 Survey results

1. Choose *Content*.
2. Click *Survey results*.
3. Click on the survey's name.
4. Click on *Survey results*, a new window will open. You get a summary of the survey results. You can print it out or save it.
5. Click on *Manage survey results*, here you can analyse and write comments on each question.
6. If you mark *Published for respondents* you can share the result with the respondents.
7. *Save*.
8. Click *Send reminder* if you want to send an e-mail to users who haven't completed the survey.

Note! At least three persons need to complete the survey. If there are less than three submissions you won't be able to make a summary.

6.4.5 Test results

1. Choose *Content*.
2. Click *Test results*.

You can see results for the whole group and/or for individual participants and for each question.

To get more information about the Progress Tool please use the Help-function in PING PONG.

6.5 Answer questions

Here you can answer questions sent in by participants via *Ask a question*. You can choose if the question and answer should be added to the *FAQ*.

6.6 Send message

Here you as a lecturer can send e-mail and PIM to the participants in the course/event.

1. Insert *Subject* and *Message*.
2. Choose *Recipients*.
3. Mark *Send the message as*: if the message should be sent as an e-mail **or** a PIM.

Tip! The function message templates, *The message will be saved as a new template*, is useful if you often send nearly the same messages.

Send message

You can send email, PIM or SMS text messages to participants and trainers in the event.

[Show message log](#)

Message

Message templates

To textline (only for E-mail)

Text message

Information about the use of variables

Subject *

Schedule

Spell-checking

Message: * ☐ Use HTML (only possible for e-mail)

Hi

There are a...

--

Spell-checking

Attached files and documents

Add file

Send the message as:

☐ E-mail

☒ PIM (☐ Hide Recipients)

☐ Copy to myself

☐ The message will be saved as a new template

Continue

Recipients

Members

Remove all

Search

☒ Members

☐ Passed

☐ Passive

☐ Project groups

Select all above

Get started with PING PONG – Lecturer user guide. Version 2

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7 Other

Note! On the University of Borås' webpage under *Staff > For my work > Educational support > 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!