# WebBoard – Version 3.0

# UIC User's Guide

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## I. Introduction

WebBoard is a conferencing system that can be accessed over the Internet by any computer, using a Web-browser.

At UIC, WebBoard is used for conferences and for conducting classes over the Web. Every course is run on a virtual board enabling students and instructors to interact as a group privately. Access is restricted to registered users of that particular course. Every board can have many conferences running concurrently and the instructor maintains the access rights of students to conferences. The instructor of a course is the manager of that conference board. As a user, you can post new topics, reply to messages within a topic, and also reply privately to the sender of a message via normal email. WebBoard also has a live chat feature.

This document provides a brief introduction to the basics of WebBoard 3.0. More detailed information about any aspect of WebBoard can be found in the online help (see ).

## II. On to WebBoard

To access WebBoard, you need a computer with a World Wide Web browser application that has JavaScript support, preferably Netscape Navigator 3.0 or Internet Explorer 3.0 or higher. You can use the computers in the public ADN computer labs. In order to take full advantage of WebBoard, turn on the "frames" option in your browser. You also need to have **cookies** and **JavaScript** enabled to access WebBoard. This is done in Netscape via Edit→Preferences→Advanced, and in Internet Explorer via View→Internet Options→Advanced & Security. Note that the **AOL** internal browser does not work! Use Netscape instead.

The URL (i.e. Web address) for accessing your board will be of the form
        http://webboard.uic.edu:8080/~coursename
where the coursename is as listed in the timetable, all in lowercase, without spaces. For a **MATH101** class, the URL would thus be
        http://webboard.uic.edu:8080/~math101
Access may also be provided through the webpage of your course (via a button to click).

The steps involved in accessing WebBoard are:

- Start your browser by double clicking on its icon.

- Enter the URL for your WebBoard site in the **Address** or **Location** bar at the top of the window and hit **Enter**.

- The log-in window will appear:



If it does not appear because you typed an invalid address, you will be presented with a list of valid boards to choose from. You will be able to successfully log in only to your class's board.

# III. Logging In

Every user of the WebBoard system has an individual login and password. Once you are connected to the system, a login window will appear.

Your WebBoard user name is the same as your UIC netID (i.e. the login ID you use to log in to icarus or tigger). Your instructor will tell you what your initial WebBoard password is. It is strongly recommended that you change it the first time you log into WebBoard. Refer to Section V for more information on changing your password.

Use the following steps to log in:

- In the field labeled User Name, enter your netID.

- Navigate to the Password field using either the mouse or the Tab key and enter your password.

- Click OK or press Enter.

- Once inside, the Welcome screen of your class WebBoard will look like:
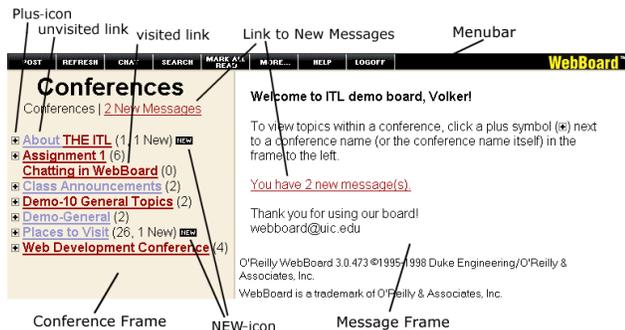


# IV. Working with WebBoard

Before you start using WebBoard, you need to become familiar with the navigational aids.

## The Menubar:



The following section describes each of the functions you can perform with the eight menu buttons:

**POST** Post a new topic or message to the conference (a conference should be selected before doing this). A topic form will appear for you to fill in. The message posted appears as the first message in the new topic.

**REFRESH** Updates your conferences list to indicate any new activity. A new message or reply posted will not show up in the Conference Menu unless it is refreshed.

**CHAT** Displays the list of available chat rooms and the number of active users. Clicking on the name of a conference chat room opens it, allowing you to carry on real-time interactive discussion with other conference users.

**SEARCH** Opens the Message Search form, which you can use to find specific content in one or more messages and/or topics.

**MARK ALL READ** Opens up the **Mark Messages Read** menu. **Mark Messages Read** allows you to mark messages read in one or all conferences. To mark all messages read in a single conference, click a conference. To mark all messages read in all conferences, click "Mark All Conferences Read". Marking messages as read eliminates the **NEW**-icon and the italics from new messages. WebBoard does not automatically update a message you have read; you must do it manually, using this button.

**MORE...** Opens the **More Options** menu. The available options are:

*Edit your Profile*

Opens your personal profile. See Section V.

*Email Notify*

Notifies you by Email when there is a new message in a particular conference.

*Mailing Lists*

Lets you subscribe to a mailing list associated with a conference, if your board manager decided to create one. This is for receiving copies of WebBoard messages in your private email.

*Current Users*

Lists the users logged in to WebBoard right now, with the login time, users' location, and a hyperlink to their profile.

*Today's Users*

Lists the users who have logged in to WebBoard today, with the time, users' location, and a hyperlink to their profile.

*Search Users*

Opens a search form to locate users by their first or last name or by the first letter of their first name.

*Top 10 Users*

Lists the top 10 WebBoard users (by accesses) with a link to their profile and the total number of times they have logged in.

*Top 10 Posters*

Lists the top 10 WebBoard message/topic posters with a hyperlink to their profile and the total number of their postings.

*New Messages*

Lists all your unread messages, with the conference, subject, date, time, and a hyperlink to each message, sorted by time and date.

*Today's Messages*

Lists the messages posted today, with the conference, subject, time, and a hyperlink to each message, be they read or not.

*Conference Profiles*

Displays a description of all conferences in your board. Clicking on one shows activity statistics within that conference.

*List Boards*

Lists all boards you have previously accessed for quicker navigation. Normally there is only one board listed.

*Login as a Different User*

Tells you how to log in as a different user. You need to either use a second browser program or quit and restart your browser.

**HELP** Opens the WebBoard Help Index. It provides user help on the commands and features of WebBoard. To search in this long table of contents, use your browser's **Find** command (Control-F).

**LOGOFF** This button takes you out of WebBoard, usually to your class homepage or to the UIC homepage. Although it says LOGOFF, it does **not** log you off. You can use the browser's back button to continue working in WebBoard. To actually log out, you have to quit your browser! Always do that when you are done in WebBoard, or others could manipulate/destroy your data!

# Browsing Conferences

The Conferences menu displays the conferences, topics and messages of a particular board in a hierarchical list. In a frames-enabled browser, the list appears on the left side of the screen.

## The Conferences Menu



All the conferences in the board are displayed in the **Conferences Menu**. The information in WebBoard is set up like a book, in that the conferences correspond to book titles, topics to chapter titles, and messages to the content of each topic.

An expansion icon (+) to the left of a conference indicates that the conference contains topics. The number in parentheses to the right of a conference name tells how many messages are in it. A **NEW** icon displayed to the right of a conference name denotes a new/unread message in a conference. To view the contents of a conference, click on its name. This action changes the **+** sign to **-**, indicating that the conference is open for viewing, and displays the list of topics.

## The Message Window

If the frames option is turned on, the message window appears on the right side of the screen. The messages and the replies are displayed on this part of the screen. It has a white background (by default).

## Topics and Messages

Topics and messages provide the information to the conferences. A topic is an original message. All the replies to a topic are considered to be messages. Also, a message can be an original statement posing a question or asking for some explanation. Conferences are made up of threaded messages.

Topics are indented 2 spaces under a conference heading. A conference may have many topics and messages under it. All messages in a topic may have the same name as the original topic or a different name; however, reply messages are

indented under a topic message. The topics are displayed similar to conferences. A plus (+) sign to the left of a topic indicates there are replies. When the topic is viewed by clicking on the plus (+) sign, the sign changes to minus (-).

Clicking on the subject line (instead of the plus sign) will display all the messages in the message window.

## Reading Messages

Messages are arranged chronologically with the earliest (original) messages at the top of each topic list.



Follow these steps to read specific messages:

- From the Conferences list, choose the topic you want to view and click on the (+) icon.

- Chose the topic you want to read and then click on its name or on its (+) sign. This displays the messages under the topic.

- Locate the message you want to read and click on its name. This displays the message in the message window. Scroll down if the message does not fit in the screen.

- When finished, select another message to read or post a reply.

# V. Your Profile

For every user of the WebBoard system, a User Profile is maintained, which contains some information about the user. By default your profile will show your name, email address, location and statistics of your logins and postings. Whenever you see a person's name next to a message, clicking on it will display the user's profile.

You can edit your profile to provide more information to other users like home page URL, and your hobbies. The email address and home page URL are hyperlinks, i.e. clicking on an email address will open up an email message window or clicking on a URL will display the Web page. You could also include your picture or HTML-formatted text in the hobbies-field as well as in your signature. The

signature you specify here will be attached to all your WebBoard postings.

An unedited profile will look like this:



## Editing your Profile

To edit your profile, click on the [MORE...] button and then on *Edit your Profile* in the right frame.

In the user profile screen, add the information you wish to add and then click the **Save** button at the end of the screen.

Note that you can change your **password** here. After changing it, you will have to re-authenticate to the system! Also note that although it is possible to change your **login name** here, you are NOT ALLOWED to do so!

The user profile screen after it has been filled in:



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## Changing Your Password

You should change the password the first time you log in to WebBoard. It is advisable to keep a unique password, easy to remember, preferably with reference to something. This way you will never forget it. Pick a password that has at least five characters and try to include numbers or symbols, too. Avoid using obvious choices like login ID, city name, etc.

Guidelines for Secure Password Selection

Note that you must enter your password twice for verification. You might want to use the same password you use for your icarus-account. If you change one, however, do not forget to change the other one too. The passwords on each system are independent of the other.

Note: while it is possible to change your login ID, you are not allowed to do so. Changing the login ID causes you to lose access to your previous messages. Your ID will eventually be changed back by your instructor anyway. You can correct errors in your name, but you should notify your instructor of such changes.

## Use Frames: Changing your Display

By default all the users have the frames option on. WebBoard can be viewed with or without frames.

To turn frames on or off at any time, choose Yes or No for Use Frames in the Profile window.

When the frames option is turned on, the screen is split into two frames side-by-side, namely the Conferences Menu and the Messages window.

When the frames option is turned off, the windows are displayed one at a time. Clicking on a conference will display its messages on a new screen and clicking on a message will display it in yet another new screen. To get back to the Conferences Menu, click on its link at the top of the screen.

Note: Older versions of browsers do not support frames. In this case, it is advisable to obtain a newer version of your browser.

## Full Topic View: Viewing all Messages

The Full topic view option allows you to change the way the messages are displayed on the screen.

To turn it on or off at any time, choose **Yes** or **No** for

*Full topic view* in the Profiles window.

When this option is on, related messages in a conference are displayed one after another in a threaded manner. This is the suggested way of viewing the topics.

When turned off, only one message is displayed at a time on the screen. To view the next message, you will have to click on the subject line of a message (when the frames option is on) or click on the **Next** link (when the frames option is off).

## Mailing list format

This option only matters if your board has any mailing lists, and if you are subscribed to some. It controls whether you receive email postings of each message posted in the respective conference, or just one email per day containing all of the day's postings, preceded by an index. If you select the Digest/ZIPped option, the actual postings will be contained in a ZIP archive attached to the message containing only the index. You will need a MIME-compliant email-program (such as Eudora, Outlook, pine) to handle this properly.

## Updating the Changes Made

When finished, click on the Save button at the bottom of the page. If not using frames, go back to the Conferences Menu to see your changes take effect.

# VI. Participating in Conferences

WebBoard users form a community of people who share information and ideas electronically. You can browse through conferences, select topics of interest, look for new messages, post messages for all other users, reply to messages directly through email, and engage in real-time chat sessions. Also, you can learn about other members of the WebBoard community and give them information about yourself.

The list of conferences and the messages in them are displayed in the Conference Menu as a combination of purple and blue text either in plain or italic format.

purple: a visited link

blue: an unvisited link

**Note:** The colors of links are in general actually controlled by your browser. Mentioned above are the default colors of many browsers. The manager of

your board may have set different colors for your boards, overriding your browser colors.

A previously read message or a message that has been marked as read is displayed as plain text. A message that has never been read since your first login is displayed in *italics*. Note that even if you have marked all messages as read, a message that has not been read may be displayed in *italics* anyway until you **Refresh** the display.

After you have read the messages in a conference, you may want to post a new topic or reply to certain messages. To do so, you can select **Post** from the WebBoard menubar or one of several commands from the little menu above the messages in the Message window. Notice also that the upper portion of each Message window contains summary information indicating the topic and conference name, number of replies, name and email hyperlinks to the sender, and date.

TOP | Post | Reply | Reply/Quote | Email Reply | Delete | Edit
Previous | Next | Previous Topic | Next Topic

Topic: Niagara Falls (1 of 2), Read 3 times
Conf: Places to Visit
From: Bill Washington (bill@uic.edu)
Date: Wednesday, February 04, 1998 11:03 AM

The function of each link in the messages window is described below:

**TOP**
appears only if you are in Full topic view and it brings you back to the first message. This option is not available as a hyperlink if you are already at the top.

**Post**
opens a form for posting a new topic to the current conference.

**Reply**
opens a form for replying to the same topic as the current message.

**Reply/Quote**
opens a new message form, including the body of the current message and retaining its subject line.

**Email Reply**
opens up a form with the email address for replying to the posted message by email. If you have a private response to someone, send email, rather than reply to the entire conference. Since this feature uses your web browser's email capability, your browser must be set up to send email. WebBoard itself does not provide email capability.

**Delete**
Deletes the current message. You can only delete messages you own because you authored them.

**Edit**
opens the Message window and displays a message you have posted for you to edit or modify it.

**Previous**
displays the previous message from the Conferences list.

**Next**
displays the next message from the Conferences list.

**Previous Topic**
displays the previous topic and its messages.

**Next Topic**
displays the next topic and its messages.

# Marking Messages as Read

WebBoard has a feature for marking all the messages that you have read. But it does not do so automatically. You need to tell WebBoard which messages are to be marked as read. The two options are:

- marking all messages in a **specific** conference
- marking all the messages in **all** conferences

**Marking Messages in One Conference as Read**

To mark all the messages in a conference as read,

Click on the [MARK ALL READ] button in the menubar at the top.

Mark Messages Read

Mark Messages Read allows you to mark messages read in one or all conferences.
To mark all messages read in a single conference, click a conference.
To mark all messages read in all conferences, click "Mark All Conferences Read" below.

Mark All Conferences Read

| Conference | New Messages |
| --- | --- |
| Assignment 1 | 0 |
| Class Announcements | 0 |
| Demo-10 General Topics | 0 |
| Demo-General | 0 |
| Places to Visit | 0 |
| Seminar Schedule | 0 |
| Web Development Conference | 0 |

A window like the one above will be displayed. Click on the name of the conference in which you want to mark all the messages as read. The following message will be displayed:

*All messages in "Conference name" have been marked as read.*

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**Marking Messages in All Conferences as Read**

If you want to mark all the messages in **all** the conferences as read,

Click on the [MARK ALL READ] button on the top menu.

In the window displayed as shown above, click on the **Mark All Conferences Read** link. The message

> *"All messages in all conferences have been marked as read."*

will be displayed.

## Checking for New Messages

The Welcome screen displayed when you log in will inform you about any new messages. The list can be viewed by clicking on the link.

**Welcome to ITL demo board, Volker!**

To view topics within a conference, click a plus symbol (⊞) next to a conference name (or the conference name itself) in the frame to the left.

You have 2 new message(s).

Thank you for using our board!
webboard@uic.edu

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WebBoard is a trademark of O'Reilly & Associates, Inc.

The list of new messages looks exactly like the conference menu, except for a different background image. Also, only the new messages are listed, and only the conferences containing new messages:

**New Messages**
Conferences | 2 New Messages

⊟ **About THE ITL** (1 New)
   *Inline images in messages.* (Volker Kleinschmidt) 05/31
⊞ **Places to Visit** (1 New)

# VII. Getting Involved
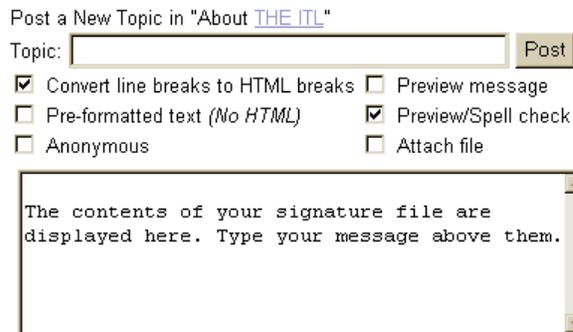
## Posting a Topic or Message

When you post to a conference, you are either adding to a current topic or starting a new topic. If you want to contribute to a discussion that is underway, then post a message in an existing topic. If you have something to contribute to the general theme of a conference but it doesn't relate to the

existing topic, then you can start a new topic. If you are the first visitor to a conference, you will also need to post a new topic message.

Messages can be written as plain text or with HTML-formatting. Even if a message is written in plain text, WebBoard converts it into HTML format. This allows you to include stylized text in your messages. You can also include inline images and sounds, as well as JavaScript and Java applets. If a conference has been set up to allow active links in messages, any URL typed in a message will be hyperlinked to the resource listed, without the need to type the HTML tags.

**The steps involved in posting a new topic are:**

- Open the conference in which you want to post a new topic.

- Click on the **Post** button in the menubar.

- In the message box that appears like the one below, type a subject for the posting in the field named **Topic**.

- Select any of the options available and then go ahead and type your message. The options available are described below.

Post a New Topic in "About THE ITL"
Topic: [                    ]  [Post]
☑ Convert line breaks to HTML breaks   ☐ Preview message
☐ Pre-formatted text *(No HTML)*       ☑ Preview/Spell check
☐ Anonymous                            ☐ Attach file

The contents of your signature file are
displayed here. Type your message above them.

**Convert line breaks to HTML breaks**
interprets line breaks (hard returns) in the message as HTML line breaks (i.e. <br>-tags). This is a useful default option, which allows you some control over the formatting of your posting.

**Preformatted text (No HTML)**
to insert, or paste in, original material from another source, such as an email message. This message will be displayed as plain text with no HTML (careful – if your pasted message contains soft returns instead of hard returns, this option will make all of your message appear on a single long line!)

**Anonymous**
to exclude your name from the post. When you use

this option, your message is signed "Anonymous." This feature should **not** be used for class-related postings, as your contributions to the discussion are an important part of your grade. Instead, use private conferences or email the instructor directly to discuss sensitive issues.

**Preview message**
to review your message before posting it. When you choose this option, you can edit it again before posting. If the Preformatted text option is not chosen, the message will be displayed as HTML. This is a good way of testing whether your HTML-formatting worked. Hyperlinks will be displayed in color and underlined.

**Preview/Spell-check**
to use WebBoard's dictionary to check for any misspelled words. This is a default option. When you choose this option, you can edit your message to correct spelling errors before posting. Note that the spell-checker doesn't understand HTML codes very well, so disregard its complaints about those.

**Attach file**
to attach a file to your message. You can attach the following file types: Document, Image, Audio, Multimedia, Application or Unknown. WebBoard's file attachment option allows document sharing in work groups. This option actually uploads the file to the WebBoard server.

To finally post your message, click on the **Post** button in the upper right corner of the message window (you can later still edit or delete your message, if necessary).

# Previewing and/or Spell-Checking your Messages

If the **Preview** or the **Preview/Spell Check** option is turned on, the message you entered will be displayed for verification before it is posted to the conference:



If the spell check option is turned on, the misspelled words and words not recognized by the spell checker will be underlined in red. You can click on the marked words to edit them or use the suggestions WebBoard offers to correct them. This window is displayed:



Select the appropriate suggestion to replace the wrongly spelled word, or type in the correct spelling in the **Change to:** text box and then click the **Done** button.

Your instructor can also add the word to the dictionary, so the spell-checker won't complain about it anymore. This is useful for class-related special terms that pop up frequently in postings.

WebBoard will display the **Message Preview** window again. To finally post your message, click on the **Post** button.

# Editing Your Posted Messages

To edit the messages you have posted,

- Get the posted message by clicking on the corresponding message subject line in the Conferences Menu.
- Click on the **Edit** link in the message header.
- Make changes to the message in the message window.
- Click on the **Post** button to post it again.

# Including an Image in a Message

Images already present on your Computer can be included as *inline images* in your messages. This can be done after uploading them to the WebBoard server.

The steps involved in adding images are:

- Select the **Attach File** option at the top of your message.
- Type your message.
- Click the **Post** button.

A dialog box asking you to type in the name of the image file to be uploaded will be displayed. Choose the type of the file you want to upload by clicking on the appropriate file type in the choices at the top of the screen. Choose **Image** for a graphic file. Select the file on your desktop with the help of the **Browse…** button. If you want, also add a description of the file.



- Click on the **Upload Now** button.

Now your message will appear with an icon of the file and the name (and description, if you gave one) of the file beside it like:



Now we want to include it **inline**, rather than just as an attachment at the end. We'll need to make a hyperlink to the image:

- If you are using a PC, right click on the image link (e.g. **IMAGE8.GIF**) and choose **Copy Shortcut** or **Copy Link Location** from the drop down menu, depending on your browser and its version.

- If you are using a Mac, click on the image link once (e.g. **IMAGE8.GIF**) and, holding down the mouse button, choose **Copy this Link Location** from the drop down menu.

- Click on the **Edit** link in the message menu. WebBoard will redisplay your message in an editing box.

- In the message, place your cursor at the position where you want to include your image and then choose **Paste** from the browser's **Edit** menu, or hit **Control-v** (PC) or **Command-v** (Mac). This pastes the link location (URL) of the graphic into your message as shown below:

```
Inline Images!!<br>
<br>
http://webboard.uic.edu/upload/morph2.gif
<br>
Bill Washington
UIC, Chicago, IL
60607
```

- After pasting the location, click on the **Post** button. Now you will see that the graphic appears as an inline image as well as an attachment.

Note that it is also possible to include a hyperlink to any **GIF** or **JPEG** file on a remote web-server as an inline image, as you can include any standard HTML in your postings.

## Deleting your Postings

You are allowed to delete the messages you have posted anytime before. To delete a message you have posted,

- Click on the message subject line in the Conferences Menu to display the message.
- Click on the **Delete** link at the top of the Message window.
- Select **Yes** in the verification form posted by WebBoard.

## Replying to a Posting

To post a reply to a message/topic in the conference,

- Click on the subject line of the message in the Conferences Menu to display the message you wish to send a reply to.
- In the Message window, click on **Reply** or **Reply/Quote** in the menu. (**Reply/Quote** will include the original message you are replying to, indented as a quote.)
- Make your selections from the options.
- Compose your reply in the message body.
- Click on the **Post** button to post the message.

## Sending an Email Reply

WebBoard gives you the option of replying to the author of a message directly instead of to everybody on the conference. Emailing a reply to the author can do this. You can use this feature for an occasional private question to your instructor (about grades or personal matters). Most questions, however, should be directed to the class (or your study group, i.e. probably the members of a private conference). That way, true class interaction becomes possible – and you may find that your questions get answered much faster!

Before you send an Email reply, make sure your browser mail preferences are configured right. A desktop mail program like Eudora will also do the job. If you are working in the UIC public labs or any other publicly accessible computer, make sure you

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change the mail preferences. You will have to specify your name and your own email-address for the **From:** header of your message, and the outgoing mail server at UIC must be set to **smtpserv1.cc.uic.edu** (if it isn't already).

In Netscape, you find this under Edit→Preferences→Mail&Groups→Identity.
In Internet Explorer, it is in View→Internet Options→Content→Edit Profile→Personal.

Once you are set, follow these steps:

- Click on the subject line of the message in the Conferences Menu to display the message you wish to send a reply to.
- Click on the **Email Reply** link in the message menu.
- This will automatically open a new message window - either your browsers' mail program or a mail program like Eudora - addressed to the author.
- Compose the body of the message and fill in the subject line, including your class name. If it is a question concerning WebBoard itself, please also include that in the subject line.
- Click **Send**.

# VIII. Chatting in WebBoard

WebBoard's chat lets you create real-time virtual communities through interactive discussion with other WebBoard users. Chat lets you exchange information, questions, issues, and concerns with fellow users in conference chat rooms. You can also include images and active links in your chat messages, if the board manager has enabled this feature.

To use the Chat feature you must be using a JavaScript-enabled browser such as Netscape Navigator 3.0 (or higher) or MSIE 3.0 (or higher).

Each WebBoard conference can have its own chat room where you can communicate synchronously with other members of that conference. The course instructor (board manager) or any moderator of the conference has the ability to enable/disable the chat facility for that conference.

Besides the standard JavaScript-based chat facility traditionally embedded into WebBoard, version 3.0 also provides a Java-based true IRC chat facility called **ConferenceRoom** (from WebMaster Inc.). Only the WebBoard administrator can switch your board to use this chat server. Due to security gaps, it is currently not enabled at UIC. This may later

change. A section on this chat facility will then be added to this guide. For now, curious users may want to study the online WebBoard help. Note that for using this chat facility, your browser must also have **Java** enabled (besides JavaScript).

## Using WebBoard's Internal Chat Facility:

To enter a chat room, follow these steps:

- From the WebBoard menubar, select **Chat**. The **Available Chat Rooms** list displays all the available chat rooms and current activity.

Available Chat Rooms
Displays available chat rooms and how active they are. This page automatically updates every 60 seconds.

To use the chat feature you must be using a Java enabled browser such as Netscape Navigator 3.0 (or higher) or Microsoft Internet Explorer 3.0 (or higher).

| Chat Room | Active Users |
|---|---|
| About THE ITL | 0 |
| Assignment 1 | 0 |
| Chatting in WebBoard | 0 |
| Demo-10 General Topics | 0 |
| Demo-General | 0 |
| Places to Visit | 0 |
| Web Development Conference | 0 |

- To go into a specific chat room, click the hyperlinked conference name. The chat window appears as below.

- To send a message, type your message in the text box below the menubar.
- Click on the **Send** button.
- If your message doesn't appear right away, click on **Refresh**.

The **Chat Window** (above) is where you see all the activity and dialogue in the chat room. The Chat window has a menubar and a message field where all messages are displayed. The most recent message is shown at the top of the list of messages.

The menubar buttons perform the following tasks:

**COMPOSE** opens the Compose Message window for you to type a chat message. You can choose the color, size and style of the message you send. This window can be maintained open during the chat session by moving it in such a way that it does not cover the Chat window.

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**REFRESH** updates the Chat window. The window updates automatically every 5 seconds. You can change the settings on this by entering **r=#** where **#** ranges from 3 to 120 seconds, in the text field. The letter **r** can be upper or lower case.

**ROOMS** displays a list of available chat rooms and their current activity (within the past 15 minutes). You can enter another chat room by selecting a room in this window. The Rooms window has its own menubar, with **Refresh** and **Close**. Choose a room and click on **Go To Room**.



**USERS** displays the list of users currently logged into the chat room. Also provides a text box for sending **whispers** (private messages) to a user, or group of users (select multiple users with Control(PC) or Command(Mac) key held down).
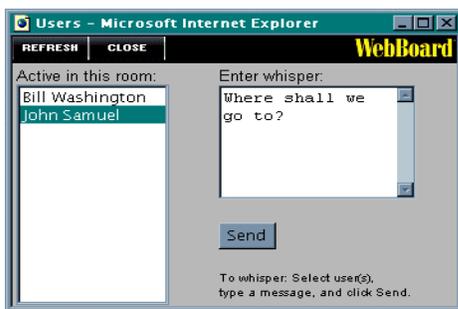


The whisper message above is intended for John Samuel. Click on the **Send** button once you have typed in the message.

The recipient of your whisper is notified that this was a private remark by the **whisper…** icon in the message.



Another quick way of whispering to someone active in the chat room is by clicking on the **speech bubble** beside his name in a previous message he sent.

There you also find the **bell icon** for paging him. Paging the user will let you know if the user is currently logged on to Chat. It brings up an alert box on his screen, so if he was doing something else in the meantime and not paying attention to the chat, he is alerted that you want to talk to him there.

**CLOSE** logs you out of Chat. Exit Chat using this button only. (Details below)

**HELP** opens up a new Chat Help window.

## Adding Smileys

One of the easiest ways to customize your chat messages is to use smileys. Chat messages from both the Chat window textbox and the Compose Message window can contain smileys. You can enter smileys in chat messages by typing simple text codes, as shown in this table:

| Code | Result |
| --- | --- |
| :) |  |
| :( |  |
| :o |  |

## Ending Your Chat Session

When you are finished chatting, you should close the Chat window.

To exit chat, follow these steps:

From the Chat menubar, select **Close**. A **Confirm Window** as shown below pops up.



Click **OK**. This ends your Chat session.

## Remarks

You can be only in one chat room at a time. Thus you may miss some of the action in the meantime in another room. If you try to open another chat window from your browser, it will just switch your chat room in the chat window that's already open. You won't be able to circumvent this by opening

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another browser program either, as WebBoard's database keeps track of users already logged in.

Chatting requires a lot of discipline. If several people talk about different things at the same time, you'll soon be lost. And few people are professional typists. So be patient and give each other time to respond! If you are referring to a previous message, say from Winnie, begin your reply *"Winnie, …"* or refer to *"What Winnie said…"* or use similar quoting techniques to make the conversation transparent to your fellow chatters.

In WebBoard's internal chat facility, everybody is known to everyone. There are no nicknames and no anonymous chat. Its purpose is not free expression of all your world views, but cooperative discussion of class-related issues. It is an environment to enhance your productivity, not your entertainment.

# IX. Searching in WebBoard

You can search through a particular message or search for a particular user in WebBoard using the tools provided.

## 1. Searching for Users

You can search for users in your board and view their profiles using the **Search Users** dialogue. It is accessible by clicking the [MORE...] button and then the option **Search Users**. Another way to get to this dialogue is by clicking the [SEARCH] button in the menubar and selecting the **Search Users** option at the top of the frame.

You can search by first or last name, or by just a partial spelling of a user's name. A list of users with their first and last names and details (like city, state, country, and information about their last login) are displayed for every selection. The first and last names of the users are hyperlinked to their WebBoard Profile.

The **Search Users** dialogue appears like this:



## Searching on a User's Last Name:

To search for a user with his last name, click on the **Last Name** radio button and type any portion of the user's last name in the provided text box.

Click on the **Search** button.

## Searching on a User's First Name:

To search for a user with his first name, click on the **First Name** radio button and type any portion of the user's first name in the provided text box.

Click on the **Search** button.

## Searching by First Letter of Last Name:

To search for a user with the first letter of his last name, in the alphabet presented, click on the first letter of the user's last name. This will display the list of all the users whose last names begin with that letter.

## Viewing a List of All Board Users

WebBoard is capable of displaying all the users of the board. To make WebBoard display the list, click on the **Search** button without filling in any search criteria.

## 2. Searching Messages

With WebBoard, you can search for messages in your course's board. The search options available are
- within a single conference
- in several (or all) conferences
- by a string in the message subject line
- by a string in the message body

To search for a message or messages, follow these steps:

Click on the [SEARCH] button on the main menubar. This will open the **Message Search** dialogue.

Choose the conference under which you want to search.

To select multiple conferences,

- (in the case of a PC) hold down the Control-key while clicking on the choices of conferences
- (in the case of a Mac) hold down the Command-key ![apple command] while clicking on the choices of conferences.

To select a range (possibly all) of conferences, click on the first conference you wish to select, then hold down the **Shift**-key and click on the last desired conference.

Select the desired option of the following two :

- **Topics only** - to search only the topics list, i.e. the message-titles (subject lines).
- **Topics and message bodies** - to search also within the messages

Select the type of Display Detail:

- **Standard results**
- **Detailed results**

Detailed results mean that the actual occurrence of the string is displayed in a short context.

Finally, type the desired word or phrase to search for in the text box and click the **Search** button.

WebBoard will display only the first 25 matches (this number can be configured by the board manager). It will also show a link to the next 25 matches. This was introduced to speed up display of the results.

# X. Logging Out

To log out of WebBoard, you need to quit your Web browser. You need to completely Quit or Exit your browser. This is particularly important if you are working in a public lab like the ADN.

There you also must log out of the Novell Network by double-clicking the ![stop icon] icon on the desktop. Otherwise, others have access to your account and can destroy your data! Do **NOT** reboot the computer, though!

To quit WebBoard, choose

- **File** and **Exit** from the Netscape menu.
- **File** and **Close** from the MSIE menu.

Or simply click the close box ![X] at the top right corner of your window.

For Macintosh users, the close box ![close box] is at the top

left corner, but this does **not** actually quit your browser! It just closes the window. To quit the browser, type **Command-q** (hold down ![apple command] and type **q**) or select **Quit** from the **File** menu.

# XI: Troubleshooting

If you cannot access WebBoard, first try the following steps:

- Check the address you typed in (or the link you clicked). It must be of the general form http://webboard.uic.edu:8080/~yourclassname, with the class name all in lower case, without spaces. Thus, if your class were **MATH101**, the URL would be http://webboard.uic.edu:8080/~math101.
- If this is your first time logging in to WebBoard, your password is simply your netID. We cannot set your password to your icarus/tigger password. You can do so yourself, once you are logged in, by editing your profile. If you have forgotten your password, please ask your instructor to reset it. If you are on several boards, note that changing your password on one of them changes it for all of them!
- Make sure that your browser has **cookies** enabled (in Preferences) before logging in.
- Make sure you are using a newer browser, with JavaScript enabled. Do **not** use AOL's internal browser, unless you have AOL 4.0 software!

If this does not help, contact your instructor and request a check whether you had been added properly to the board. You may have been added with a temporary login name (if you are/were in another class using WebBoard). You will receive **email notification** about being added to WebBoard, as well as about any changes in the login procedure, to your UIC email-account (on **icarus**). If you normally read email on another machine, simply forward your UIC email from icarus by putting a file called **.forward** into your icarus-home-directory, which should contain only your other email-address (yes, the filename begins with a period!).

If you try connecting to WebBoard and the browser does **not** prompt you to log in, **nor** displays the page stating that such a board does not exist, the server might be down. Call the Network Operators at (312) 413-8080 to confirm this and have it re-started. Tell them what class/board you belong to, and if you had gotten any error messages, tell them exactly what those said.

If you have questions about the use of WebBoard that this user's guide does not answer, please contact your instructor.

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