



OCA Website Guide



Open College of the Arts

Student Support

Logging in

If you have previously registered through oca-uk.com prior to 3rd September 2010, follow these steps to log in the first time:

- Type oca-student.com into your browser's address bar and press enter/return
- Click on 'Request new password' and enter either the username you chose for oca-uk.com or the email address you used to register.
- Check your emails for an email from oca-student.com and follow the instructions to create a new password.

If you are new to the Open College of the Arts and did not register on oca-uk.com prior to 3rd September 2010, follow these instructions for logging in for the first time; it may take up to seven days for your account to become active on oca-student.com, ***if it is not active after seven days of your enrolment date, please contact OCA to resolve the problem.*** Please also note that you must have supplied the OCA with a working email address that you can access in order for you to access oca-student.com:

- Type oca-student.com into your browser's address bar and press enter/return
- Click on 'Request a new password' and type your first name immediately followed by your OCA student number (e.g. paul321456)
- Check your emails for an email from oca-student.com and follow the instructions to create a new password.



The Dashboard

On OCA student you will find there is more than one dashboard. If you click on the red 'Dashboard' icon in the horizontal navigation bar, you will find the Community Dashboard, which will tell you what has been happening on oca-student.com.

From here you can also find out which other students and tutors are online and send them private messages. To send a private message, start typing their name into the field that appears, select their username, and then send them a message. You will receive alerts via email when replies are posted to your private messages so you don't have to keep checking your messages page.



Forums

In the forums you can start new topics or join existing ones. An anatomy of the forum page is provided at the back of this booklet.



Folders

The folders are a place to upload your OCA coursework. At present, items can only be added one at a time but this will be increased in future. When uploading work, select the course and assignment it relates to, so that it is appropriately categorised for others to find (when selecting, hold down your keyboard's ctrl key to select both the course and the assignment, or the 'apple' key on an Apple Mac; selecting more than one option makes sure your work is thoroughly categorised, making it easier to find).

To browse other students' work, either begin typing their username into the field above the folders and select them from there, or alternatively, perform a general search to find work by its title.

Creating content

To add your work to the folders, you must first create a folder using the 'Create Content' button and selecting 'Folder'.



Key Resources

The key resources section contains documents that have been published by the OCA, such as booklets and forms that you might need during, or at the end of, your courses. A key resource can be either a text file, a PDF file, a web link, a video, or an image.



Communal Resources

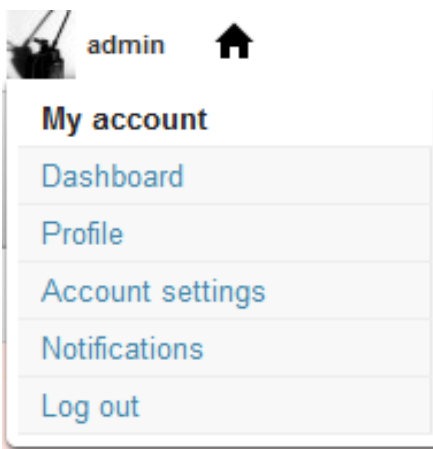
Communal resources can be added by any student or tutor of the OCA. These are added the 'Create Content' button. Like the Key Resources, a communal resource can be any number of media types.

Wiki (not yet available)

The wiki is there to archive and structure interesting and useful debates that occur in the forums and might otherwise become lost in time. A wiki can also just be started afresh, but maintaining an ordered structure is very important (more detailed instructions to come)

Profile and Account

You can access your profile and account by clicking on your username in the top left corner of the screen.



Dashboard: The dashboard offers you (and other students and tutors) a glimpse of your recent activity on the website.






Account Settings: Here, you can change your email address and password (username to come). If you click on the sub-menu 'Profile' from here, you can also update your personal details which will appear when another user clicks on your name. By clicking on 'Picture', you can upload an image to represent yourself on the website.

Messages: Here, you can read and reply to private and site-wide messages that have been sent to you.

Subscriptions: Here, you can update the settings that relate to content you want to keep track of. If you have previously subscribed to be notified when a particular content type is created, you can cancel that notification here by clicking 'drop' next to it. If you are not receiving notifications, the usual reason is that you may have a duplicate user account that shares your current email address, possibly brought over from the old website. Please contact the OCA if there is a problem with your subscriptions and the issue will be looked into..

The Forums

The forums are the place to go for both formal and informal discussions on oca-student.com. When you click on the forum icon, you should see a page like the one below. Where the folder is in yellow, it means that it contains posts which were made since the last time you visited. You can also see the number of topics (a topic is a new discussion, or 'thread') and the number of posts (this figure includes the number of topics, plus the number of comments made on a topic). You can also see who made the last post within each forum, and when. The forums are grouped into categories, starting with the general forums and moving through the subject-specific forums and the critical study forums. At the bottom of the screen, you will see a summary of what's been happening in the forums.

Forum	Topics	Posts	Last post
General forums Non-subject specific or critical discussion. A place for casual discussion.			
 Welcome! Introduce yourself here New users can introduce themselves to the OCA community here.	205 6 new	228	New To OCA ... by JanetB14 Sep 21, 2010
 The Coffee Shop	648 9 new	794	HELP - CAN ... by Lynx Sep 22, 2010
 Website comments Post any comments you have on the OCA website in here (positive or negative).	97 13 new	314	new forum menu by anned Sep 22, 2010
 Market Place If you wish to advertise private workshops or have any equipment, books or materials that you no longer have use for, feel free to advertise them in here. The OCA is not responsible for sales that take place - that is the sellers' full responsibility.	14	14	Avedon ... by mubblegum Sep 6, 2010
 Tutors' Questions	6	6	tutors online by emmadrye

You can enter any of the forums by clicking on its title. You will then see a screen that looks like this:

Welcome! Introduce yourself here

New users can introduce themselves to the OCA community here.




1 2 3 4 5 6 7 8 9 Next



Start new topic

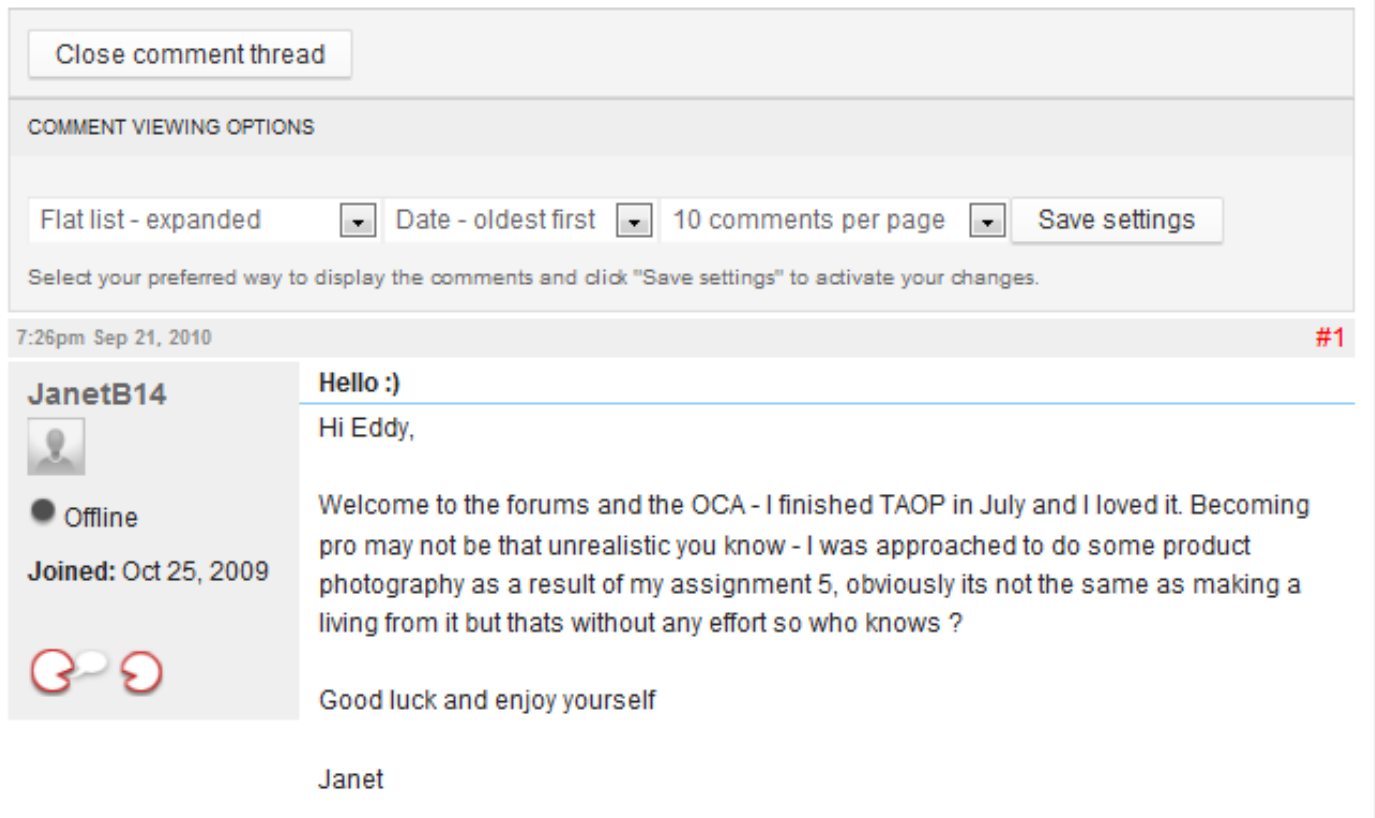


Mark all as read

Topic	Replies	Created	Last reply
 New To OCA and to The Art of Photography	1	by Lerpy Sep 21, 2010	by JanetB14 Sep 21, 2010
 New to OCA - The Art of Photography	7	by pixels4u Sep 1, 2010	by snimati Sep 21, 2010
 New Composing 1 Student	* 4 1 new	by boogieville Feb 12, 2010	by MrMackerel Sep 21, 2010

From here, you can either start a new topic or click on an existing topic to read the discussion that has been going on. By clicking on an existing topic, you will be presented with a page that contains the topic's initial post; that post may have already been commented on.

A forum comment

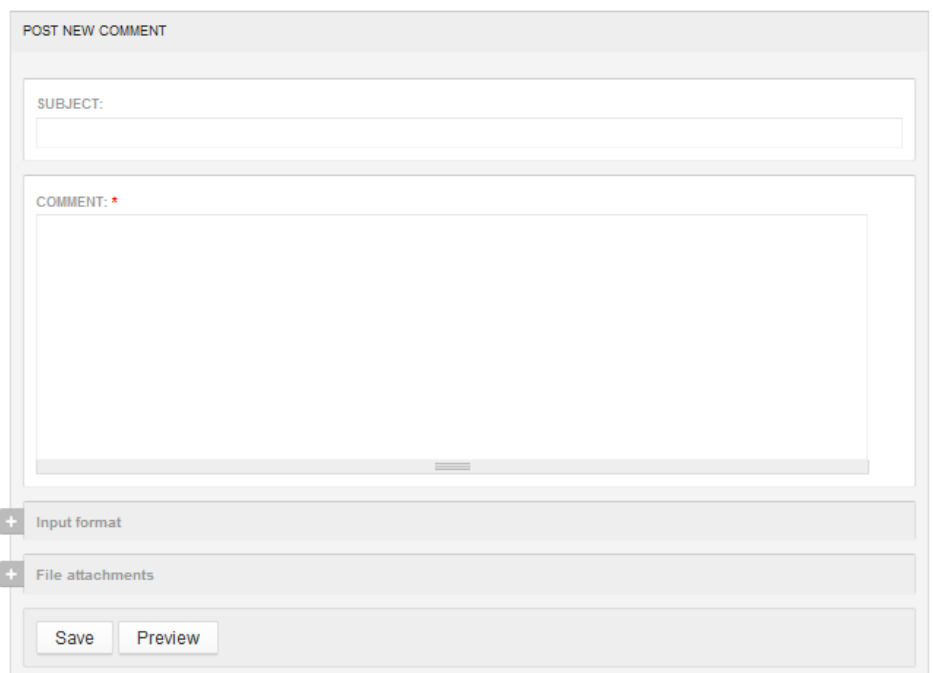


The screenshot shows a forum interface. At the top, there is a button labeled "Close comment thread". Below this is a section titled "COMMENT VIEWING OPTIONS" containing three dropdown menus: "Flat list - expanded", "Date - oldest first", and "10 comments per page", followed by a "Save settings" button. A note below the dropdowns reads: "Select your preferred way to display the comments and click 'Save settings' to activate your changes." The comment itself is dated "7:26pm Sep 21, 2010" and is the first in the thread, indicated by a "#1" in the top right corner. The user "JanetB14" is the author, with a profile picture, a status of "Offline", and a "Joined: Oct 25, 2009" date. The comment text reads: "Hello :) Hi Eddy, Welcome to the forums and the OCA - I finished TAOP in July and I loved it. Becoming pro may not be that unrealistic you know - I was approached to do some product photography as a result of my assignment 5, obviously its not the same as making a living from it but thats without any effort so who knows ? Good luck and enjoy yourself Janet".

The Comment viewing options are there in case you have a different preference for how you wish to read your forum topics. By default, they are displayed as flat lists, in descending date order (oldest first), with ten comments per page but you may wish to change this to ascending date order if you prefer to read the most recent comment first and to display more or fewer comments per page.

Next to the body of the reply, you will see the commentor's username, their picture (if set), whether they are on- or off-line, and how long they've been a member. There is also a button that allows you to send a private message to that user if you wish to.

On the right is the comment box. You will find one of these at the foot of every forum topic, and it allows you to add your comments and opinions to the discussion. Just fill in the Title and Comment fields and click 'Save'. The various buttons in the typing area are for formatting your text or adding various types of media.



The screenshot shows the "POST NEW COMMENT" form. It has a "SUBJECT:" label above a text input field. Below that is a "COMMENT: *" label above a larger text area. At the bottom of the form, there are two expandable sections: "Input format" and "File attachments", each with a plus sign icon. At the very bottom, there are "Save" and "Preview" buttons.

Starting a new forum topic

To start a new forum topic, first go into the forum in which you would like to have a discussion. Your choice of forum should be governed by whether the discussion is meant to be a lighthearted chat, an in-depth critical discussion or about a particular aspect of a course you are enrolled on.

Once inside the relevant forum, click on the 'Start new topic' button, and you will be presented with a dialogue like the following:

The screenshot shows a 'Create Forum topic' dialog box. It features a 'SUBJECT: *' text input field and a larger 'BODY: *' text area for the topic content. On the right side, there are 'Save' and 'Preview' buttons, a 'FORUMS: *' dropdown menu with 'Welcome! Introduce yourself here' selected, and a 'Publishing options' section with checkboxes for 'Published' (checked), 'Promoted to front page', and 'Sticky at top of lists'. At the bottom left, there are expandable sections for 'Input format' and 'File attachments'.

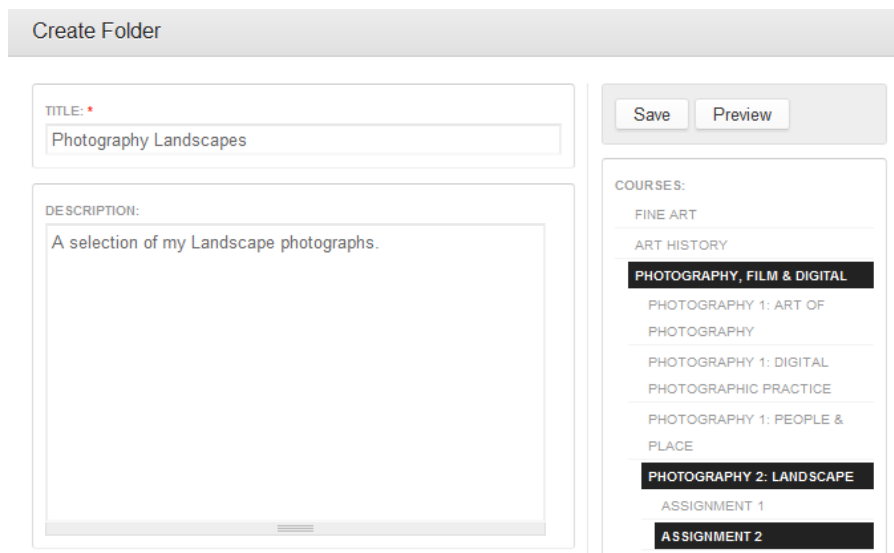
Simply enter the title and the text of your topic before clicking 'Save'. You can, if you wish, select a different forum to post the topic into at this point by clicking on the drop-down menu, but otherwise just click 'Save' and the topic will be added to the relevant forum ready to receive comments.

Adding folders and media

All media, whether it be images, video or audio, has to be stored in a folder for it to be accessible by other students and OCA tutors. There is more than one way to create media and add it to a folder on the OCA student site. Both methods require you to first create a folder.

Creating a folder

To create a folder, click on the 'Create content' button from anywhere on the site, and click on 'Folder' in the list that spills down. You should now see something the image below.

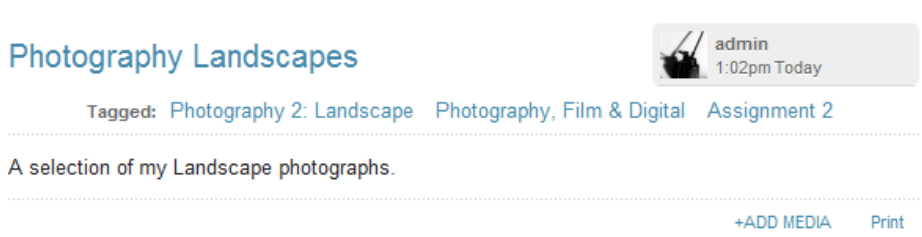


Enter the title and description of the folder. Now, if applicable, click on the subject area that the folder will relate to. If the folder will contain media related to just a specific course or assignment within that subject area, hold down the 'Ctrl' key (Apple on a mac), and left click on the relevant course and assignment. *

*Entering this information does not yet do anything on the site, but it will in future allow for work to be viewed via these subject/course/assignment areas.

Adding Media to folders


You should now see something similar to the image below - an empty folder with a description and a comment box below that. To add media from here, click on the 'Add media' text below the description box.



Adding media

Create Media

TITLE: *

IMAGE:


VIDEO:

GALLERY:
Photography Landscapes

DESCRIPTION:
Trees at Grand Canyon, Arizona. 2010.

Save Preview

COURSES:
--Assignment 3
--Assignment 4
--Assignment 5
-Photography 2: Landscape
--Assignment 1
--Assignment 2
-Assignment 3
--Assignment 4
--Assignment 5
-Photography 2: Progressing with Digital


+ Authoring information

Publishing options

Published
 Promoted to front page
 Sticky at top of lists

From here, on the media page, you can now fill in the relevant fields and add either an image via the 'Browse' button and clicking 'Upload', or embed a video by pasting its URL into the Video field below. As with the Folders, course tags can be added here which will soon be used to access work according to the course and assignment it is from. Click 'Save' when everything is where it should be. You should now be taken to your folder view, similar to the one pictured here. You can now either add more media to this folder by again clicking on the 'Add Media' button, or if you want to, you can reference the image you just uploaded from other folders that you might have created.


Photography Landscapes

 admin
1:02pm Today

Tagged: [Photography 2: Landscape](#) [Photography, Film & Digital](#) [Assignment 2](#)

A selection of my Landscape photographs.

Arizona Trees
11 sec ago



[+ADD MEDIA](#) [Print](#)

Adding media into folders

To make your media appear in more than one folder, or to simply move your media into other folders, you will need to first go into the 'Edit' view on the image you wish to move, and then under 'Folders' select additional folders that you would like that media to appear in by holding down the 'Ctrl' key in windows and the 'Apple' key on a Mac whilst clicking on the Folder titles. After clicking 'Save' that media will then appear in each of the folders selected. You can always go back into the edit view to make changes in future if you wish.

Paul Vincent

*  Paul Vincent (admin)
2:53pm Jun 16, 2010

Example gallery desc

Media sorter test

3 days 22 hours ago



+ADD MEDIA Print

Close comment thread

POST NEW COMMENT

Who's online?


1 of 2 Next

 Paul Vincent (admin)

 paulv

 Christine505070

 pixels4u

 todemesne

 Lerpy

 Sheila

 Duncan Astbury

 SueC

 baronc

View Edit

TITLE: *
Media sorter test

IMAGE:



Remove

VIDEO:

FOLDER(S):

- None -
A public group gallery -
A test gallery -
A new gallery -
Folder example -
Unsorted -

DESCRIPTION:

Description of the image goes in here...

Save Preview View changes Delete

COURSES:

FINE ART

ART HISTORY

PHOTOGRAPHY, FILM & DIGITAL

PHOTOGRAPHY 1: ART OF PHOTOGRAPHY

ASSIGNMENT 1

ASSIGNMENT 2

ASSIGNMENT 3

ASSIGNMENT 4

ASSIGNMENT 5

PHOTOGRAPHY 1: DIGITAL PHOTOGRAPHIC PRACTICE

PHOTOGRAPHY 1: PEOPLE & PLACE

PHOTOGRAPHY 2: LANDSCAPE

ASSIGNMENT 1

ASSIGNMENT 2

ASSIGNMENT 3

ASSIGNMENT 4

ASSIGNMENT 5

PHOTOGRAPHY 2: PROGRESSING WITH DIGITAL

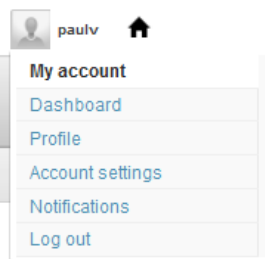
PHOTOGRAPHY 2: SOCIAL DOCUMENTARY

PHOTOGRAPHY 3: YOUR OWN PORTFOLIO

PHOTOGRAPHY 3: ADVANCED

DIGITAL FILM PRODUCTION 1: CREATIVE CONCEPTS

TEXTILES



Profile / Account Settings

Your Profile and account can be accessed by clicking on your username in the top-left corner of the screen whilst logged into the Student site. Clicking on 'Profile' will bring up a screen like the one below. The profile screen shows all your recent activity on the site, as well as any blog/learning logs you have added to your profile.

admin's activity		1 of 4	Next
12:36pm Today	Paul Vincent (admin) updated Folder example		
9:46am Today	Paul Vincent (admin) commented on Online Users Hiding?		
4:09pm Wed Sep 29	Paul Vincent (admin) commented on Online Users Hiding?		
11:48am Wed Sep 29	Paul Vincent (admin) commented on Online Users Hiding?		
2:40pm Mon Sep 27	Paul Vincent (admin) commented on Disappearing threads?		
public 2:00pm Mon Sep 27	Paul Vincent (admin) updated Church pic testing relations		*
public 1:59pm Mon Sep 27	Paul Vincent (admin) updated Apples		
1:59pm Mon Sep 27	Paul Vincent (admin) updated Media sorter test		
1:45pm Mon Sep 27	Paul Vincent (admin) commented on Disappearing threads?		

Editing your profile

To edit your profile, click first on 'Account Settings' and then on the word 'Profile' that appears in the navigation bar below it. On the page that appears you can:

- Choose a 'Display Name' by which you will be known throughout the Student website.
 - Add Blogs that you are maintaining as Learning logs.
 - Add information about yourself in the 'About me' section.
- (More options will be made available through this section in future).

Messages

In the messages section, you can read messages that students and tutors may have sent to you through the Private Messages function. You will be informed of any unread messages via the main Dashboard.

Notifications

The Notifications section contains all content types, users or content items that you have requested to be notified about when changes are made to them e.g. when a user comments on a forum post you are interested in. You can also set how you wish to be notified of changes - by mail or just via the site.



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