

FRONTER

A brief
introduction
for
students



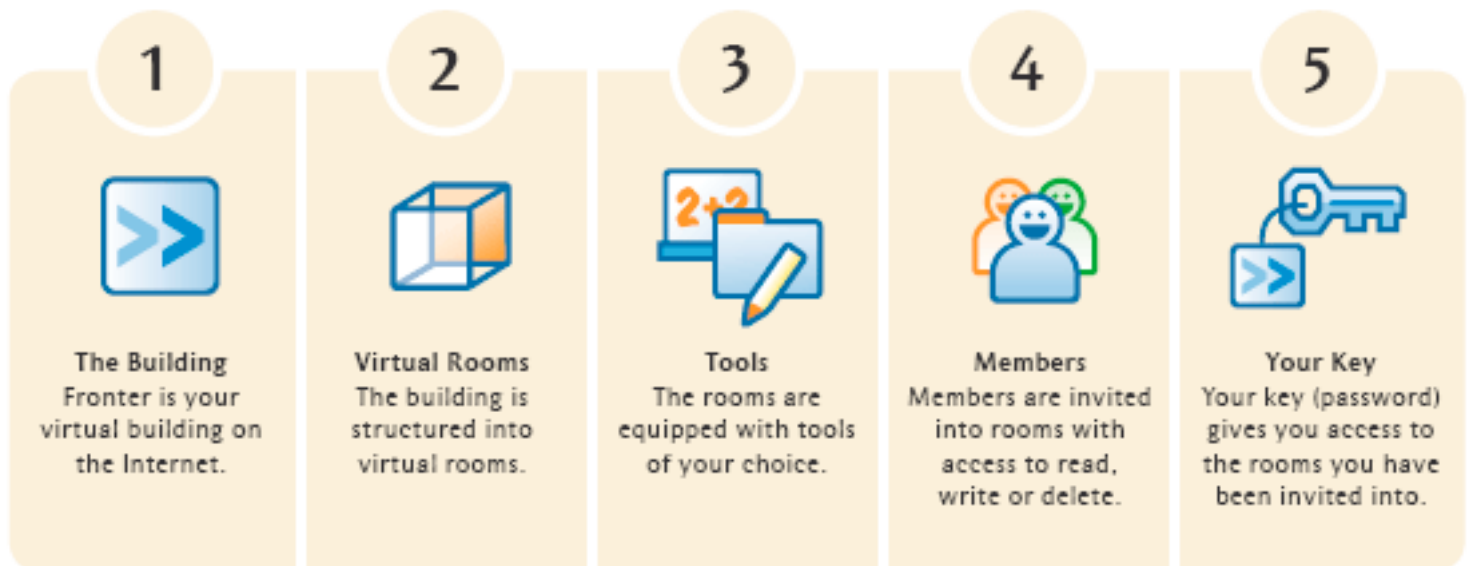
Aalesund University College

Fronter contact:
studentservice@hials.no

FRONTER

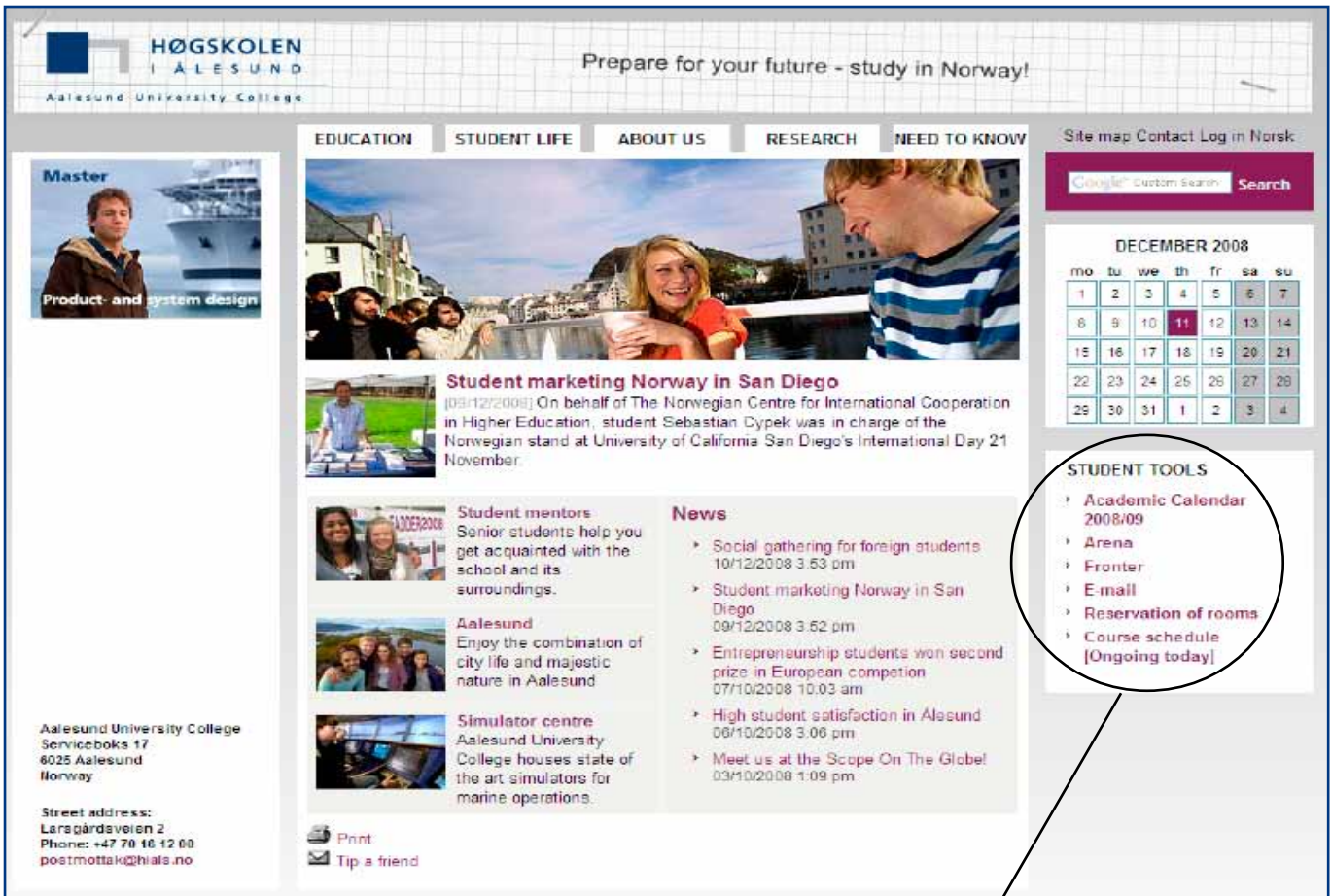
is a Learning Management System,
also known as a LMS.

The purpose of a LMS is to organise
and publish distributed education
material. Fronter can keep and
arrange all information about your
courses and has features that will let
you interact both with teachers and
other students.



NB!

You are recommended to check your Fronter pages and student e-mail every day, in order not to lose important messages, subject matter and further information.



Start at www.hials.no

On the main website of Aalesund University College, you will find FRONTER under the menu 'Student Tools' (as shown).

- Academic Calendar 2008/09
- Arena
- Fronter
- E-mail
- Reservation of rooms
- Course schedule [Ongoing today]

Logon:

Fill in your username (i.e. student identification number) and password. This is the same login as for other electronic systems at AAUC.

You will get this login information at the beginning of your study. You can choose your menu language in the logon window under 'Språk'. English (Engelsk) is one of them. If you use English as default language in your browser, English will also be your default language in Fronter.

The screenshot shows the 'Today' page in Fronter. At the top, there is a navigation bar with icons for 'Today', 'Contact', 'My E-mail', 'My Calendar', 'Mitt Arkiv', 'See who's online: 0', and 'My Portfolio'. Below this is a 'Choose room...' search bar. The main content area is titled 'Per Student' and includes several panels:

- Notification:** A table with columns 'Title', 'Room', 'Open from', 'Open to', and 'Remaining days'. It lists 'Reflection note' for 'Fellesrom Fag: X' with dates from 2008-08-08 to 2008-09-07 and 29d remaining.
- Documents:** A list of documents, including 'A_brief_introduction_to_Fronter.pdf' with a red flag icon indicating it has not been read.
- Messages:** A message from Karl Johan Skårveik regarding 'Foreløbige karakterer etter innlevering' and a notice from Anna Høyken about a new room for 'ORGANISASJONSARBEID'.
- Calendar:** Shows the date 'Thursday 14, August 2008' and a meeting from 10:00-11:00.
- Discussion contributions:** A post titled 'Culture Gap'.
- Stickies:** A notice about a group meeting ('Vi møtes til gruppearbeid osv...').

 Annotations 'a' through 'g' are placed on the left side of the page, pointing to these various sections.

TODAY:

A successful log in gives you your personal start page in Fronter. This page is called "Today", and it is your personal news board. If configured properly, it contains useful information on the content and the activities in your Fronter rooms. You will always find your real name in the upper left corner of your "Today"-page.

a YOUR REAL NAME: If you click on your real name in the upper left corner of the "Today"-page, you will get your contact card. (A contact is a Fronter user.) This card contains your user information. Fronter and your fellow Fronter users use this information. It is your responsibility that the information is correct. You will be able to fill in your personal information. Email, username and password is locked for modification.

b NOTIFICATION: displays a date and time count-down of hand-in from all rooms you are member of.

c MESSAGES: displays latest messages from both private and public rooms. Note! A message may contain more information than what is visible. You must click on 'Read more' to get the complete text.

d CALENDAR: shows all your appointments (in bold) for the next days, and the appointments from the rooms where you are a member. There are two different views, either weekly view, where you can see the entire week with the appointments as field under the appointment day and the time, or as a list view with appointments listed under each other.

e DISCUSSIONS: shows all new contributions and responses in rooms you participate in.

f STICKIES: Stickies is a function which makes it possible to exchange short comments and messages between contacts in your course rooms.

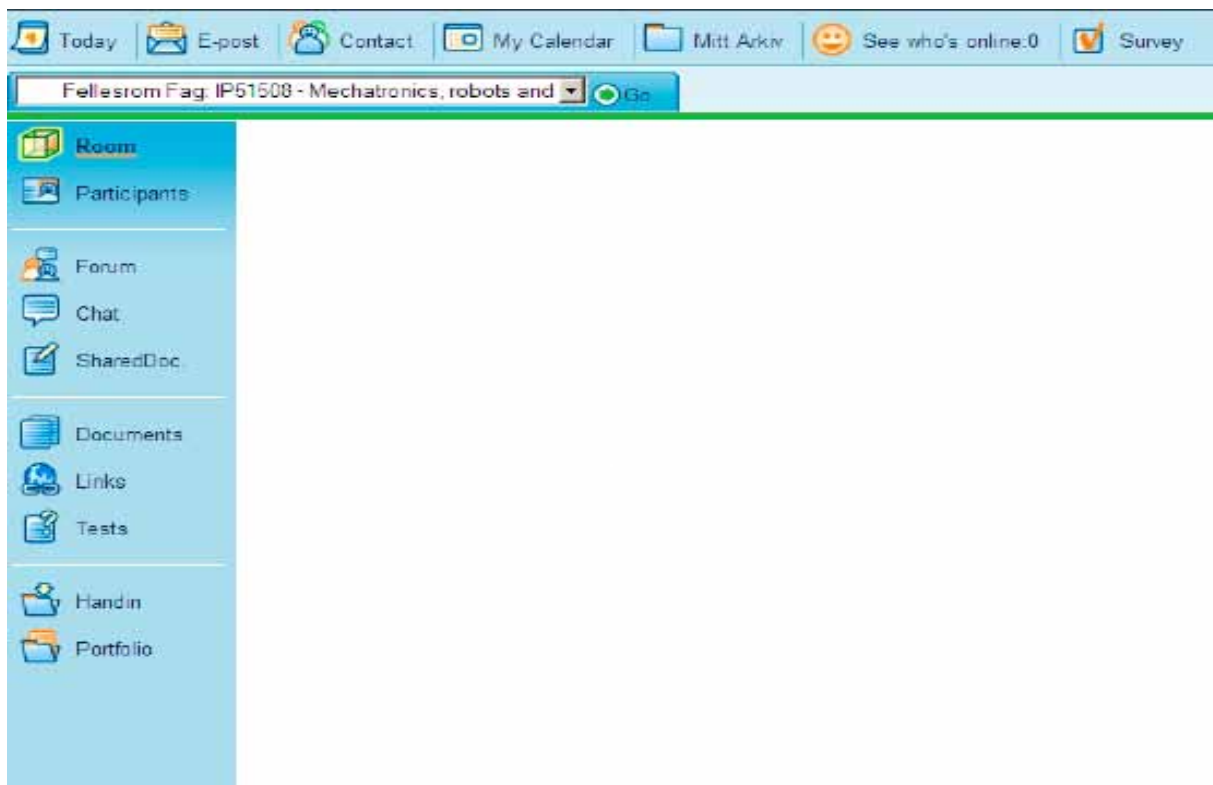
g DOCUMENTS: lists all new documents from rooms you participate in. The red flag tells that you have not read the document.



Choose room:

Navigate to your course room by clicking the drop-down menu. To choose a room in the dropdown menu, click on the small arrow. When the drop down menu appears,

use the scroll bar to find the course code you are looking for. When you find the code you are looking for, click on it, and the room will open.



Menus in the Course room:

(example above)

The vertical menu on the left hand side contains tools related to the learning process, accessible for all the participants of the course. The horizontal menu at the top, is your private menu, where you can find your calendar, your e-mail and a private archive. The appearance of the vertical menu and selection of tools may vary, but in this example the menu consists of the following:

Room:

If you click on 'Room' in the menu, you will navigate to the startpage of the course room.

Participants:

This tool shows all students and teachers that are members of the course room. It is possible to e-mail one or more participants. Phone number is optional information. It is up to each student to decide if it is shown or not.

Forum:

By using the Forum (discussion) tool students and teachers can carry out discussions. The discussions are threaded and based upon participants starting new threads. It is then possible to make new posts or answers.

Chat:

By using this tool you can communicate with your fellow students (limited to the course participants) by sending text messages to them in the same chat room in realtime as ordinary chat channels.

Shared Document

You can create a document in Fronter with a built-in editor. This is mostly used for shared documents (documents with several writers) and is very useful in e.g. team works. The teacher and fellow students can also make comments to the document.

Documents

'Documents' is mainly used to distribute course material. Here you can find supplementary subject matters, schedules, information and other course material.

Links:

By using this tool both students and teachers can create links to external web pages that are relevant to the course. The links will then be available to all participants in the course room.

Tests:

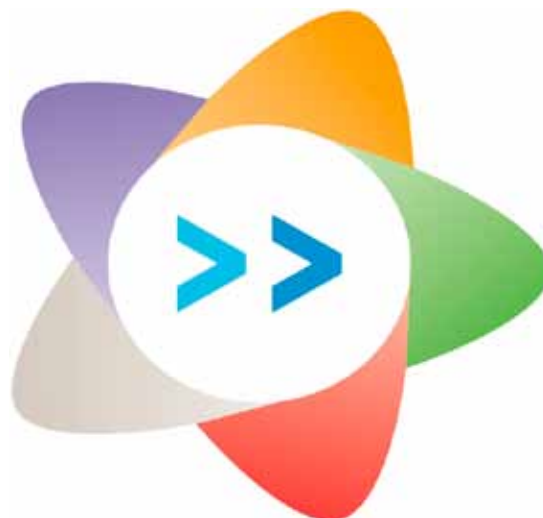
Here you might find self-grading tests, evaluation forms etc.

Hand-in:

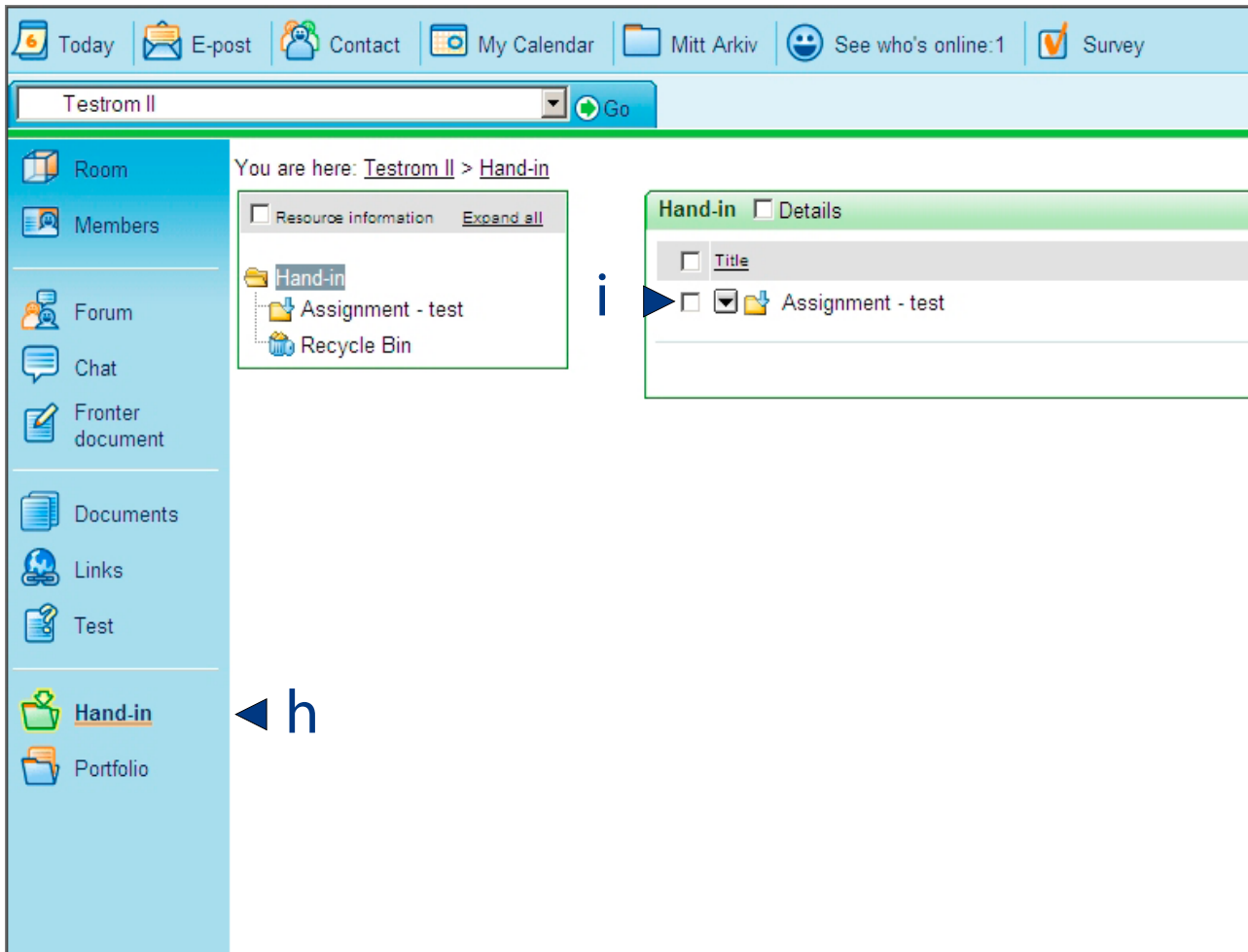
In a 'Hand-In' folder students can upload documents, assignments and essays and have them graded and commented by the teacher. The students can only see their own uploads but the teacher can see all documents from all students.

Portfolio:

By using 'Portfolio' teachers can control the activities of all participants. Students and course participants only have access to information about the progress of their own hand-ins.



How to use the Hand-In tool in Fronter?



With the Hand-In tool it is easy to hand in assignment papers to your teachers. The teachers can see which persons have handed in the papers, the exact time and what files they have handed in. You will find the Hand-In tool in the left menu in your course room (h), and to the right you will find one folder for each assignment (i). In the folder (image below) you will be able to upload the hand-in documents you have made.



To hand in an assignment paper, click on 'Upload file' (j)

Hand-in - Upload file

If you are going to upload a large file please use the [java upload applet](#)

File Name:

Title:

Self assessment:

[Show/Hide details](#)

Open in new window

Scale image to size predefined by the administrator

Individual hand in

Click on "Browse" to search your computer for the document that you want to hand in (k). If you want to give your document a new title, use the 'Title' field. When you are done, click on Save". You have now handed in your paper. Now you can just wait for the teacher to grade and evaluate it. You can only see your own hand-ins. Looking at 'Status' (m) you can see if the teacher have evaluated and approved your paper. Evaluation has different symbols depending how far in the process your hand-in has come. You can see a description of the symbols below:

	Approved		In progress
	Not approved		Not delivered
	Not evaluated		

If you want to see the comments, check the box 'Details'. You can also check the box on the left to your name and the click on 'Read comments' (l)



Hand-in Details Submit hand-in: [Upload file](#) [Create](#) [Link](#)

Description:

From: 2009-08-06 11:10

To: 2009-09-05 11:10

m
▼


<input type="checkbox"/>	First Name	Surname	Title	Handed in	Status	Grade	File size
<input type="checkbox"/>	Test Student		 Assignment document	2009-08-06			51.5 kB

Comment: Very good etc. etc.

Group hand in

If it is a group hand-in, one student can upload a document on behalf of the group. The same procedure as Individual hand-in can be used, only that you have to choose 'Customise owners'. Then tick 'Group hand-in' and mark from a list which students will be a part of the paper (the student list is not shown on the image below)

Hand-in - Upload file

Upload file:  Forside__mal_.doc

Title:

Self assessment:

Customise owners

Individually

Group hand-in:

First Name Surname

