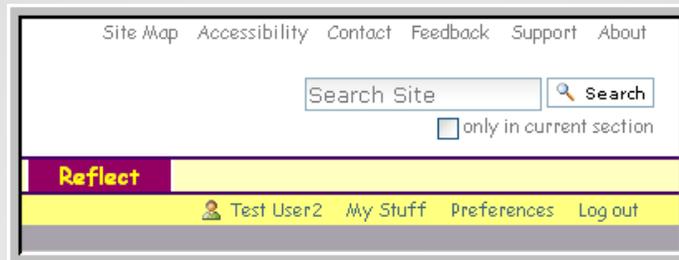


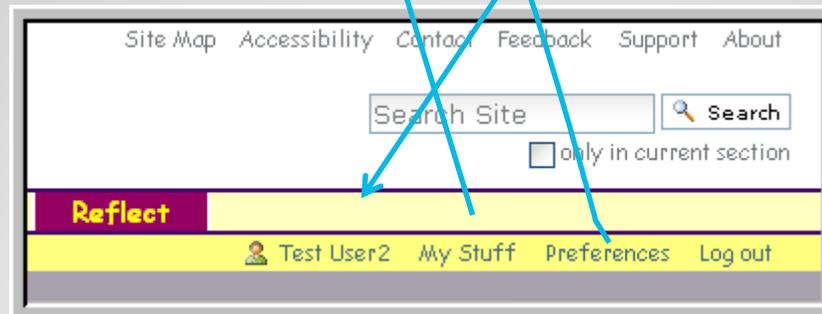
My Stuff & More!

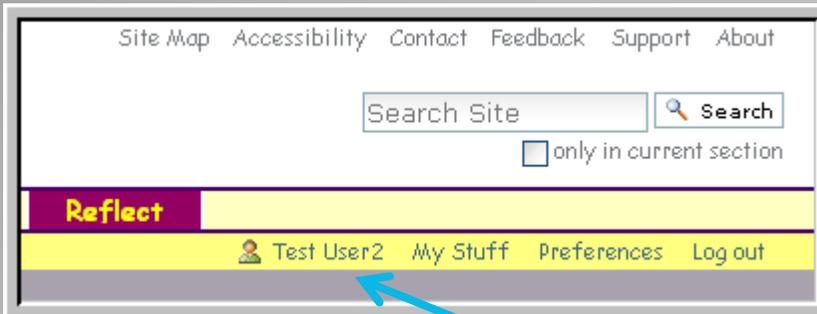


**How to personalize your OSLIS 2.0 “dashboard”
and add files to your personal space.**

After you have logged in, you will see new options in the bar to the left of "log out":

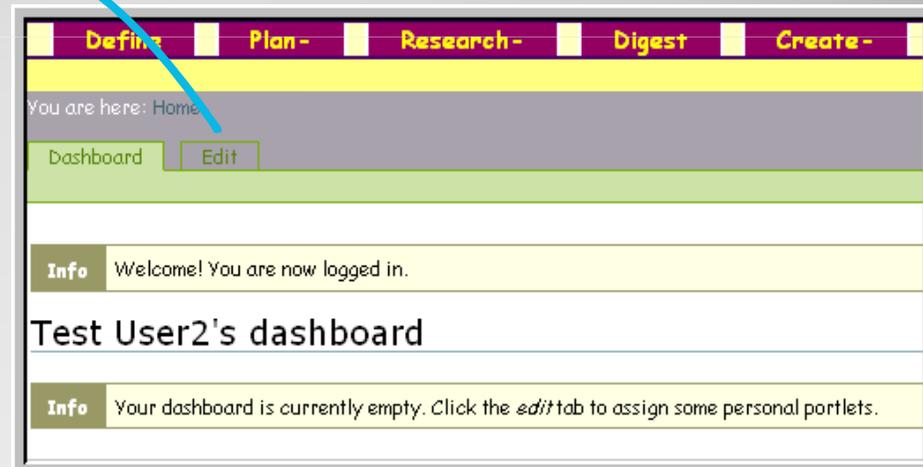
1. Your user name will now appear beside a small icon of a person.
2. My Stuff
3. Preferences



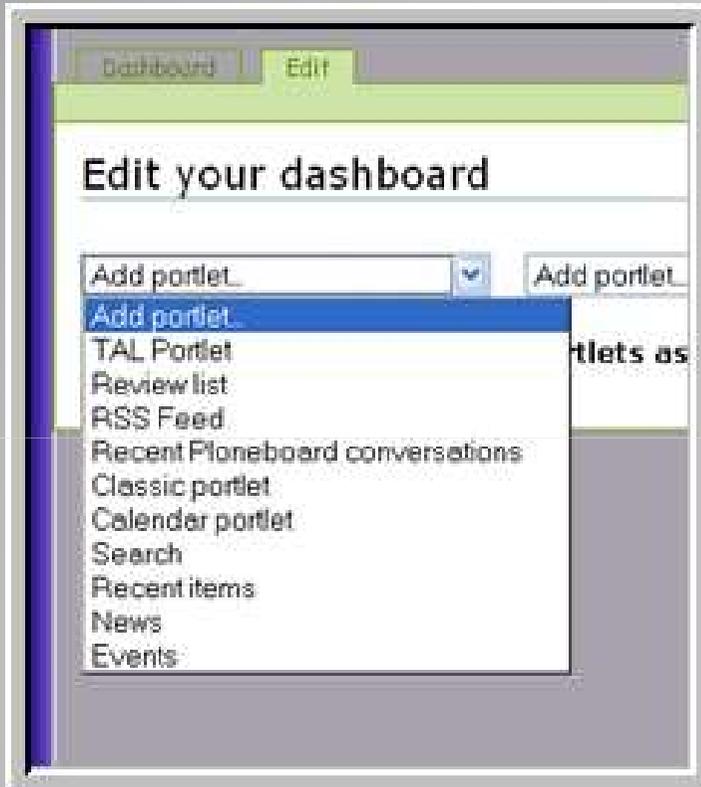


Click on your user name

Then click on Edit



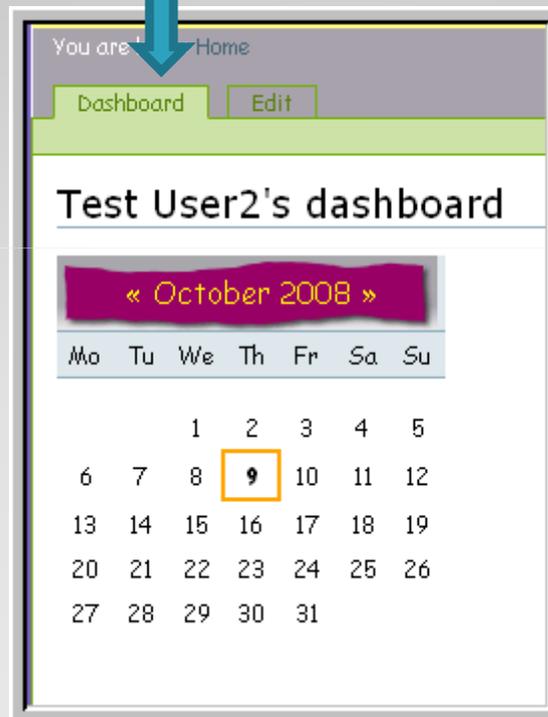
Configuring Your **Dashboard**



In each drop down menu, you can choose the type of item you would like for your portlet to display.

The most commonly used ones are: **RSS Feed, Calendar, Search, News or Events.** After you choose the item it will then appear in that area each time you log in and access this area.

To view each one as you add them, click on the **Dashboard** tab.



Add RSS Portlet

This portlet displays an RSS feed.

Configure portlet

Number of items to display ■ (required)

How many items to list.

URL of RSS feed ■ (required)

Link of the RSS feed to display.

Feed reload timeout ■ (required)

Time in minutes after which the feed should be reloaded.

For an RSS feed, you need to add the RSS URL in the box and set the options you want.

Most RSS sites will explain how to work their RSS process. You can set this up for EBSCO database RSS feeds too.



The universal symbol found on many websites for an RSS Feed is this.

Dashboard Edit

Test User2's dashboard

« October 2008 »

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

The Weather

Channel: Your Local
Current Weather
Conditions in McMinnville,
OR (97128)
McMinnville, OR
Oct 09, 2008
(97128)

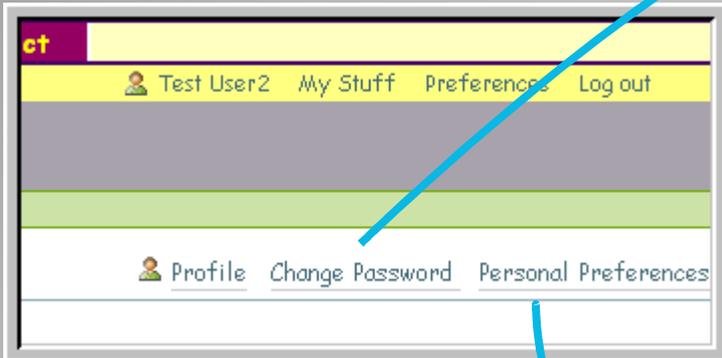
Your Local Doppler Radar
Oct 09, 2008

Pollen Trend for
McMinnville, OR (97128)
Oct 09, 2008

Video: Your Regional
Weather Forecast
Oct 09, 2008

After you insert your RSS feed's **URL**, click on **SAVE** and then go back to the **Dashboard**. Your new portlet should display the RSS feed.

Experiment with the dashboard options to see which ones will best fit your needs.

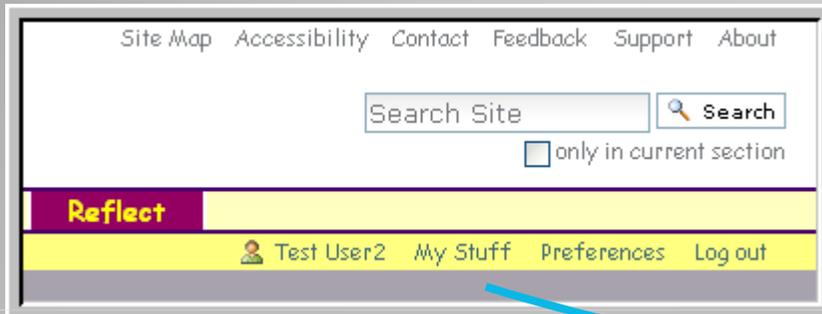


This area is where you also can reset your **password** or change your **Personal Preferences**.

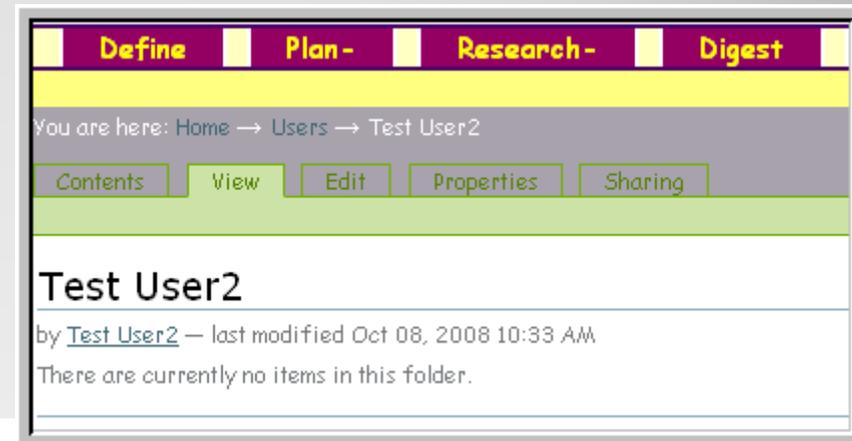
(Some of the Personal Preferences options such as interests and schools are not working yet. Stay tuned!)

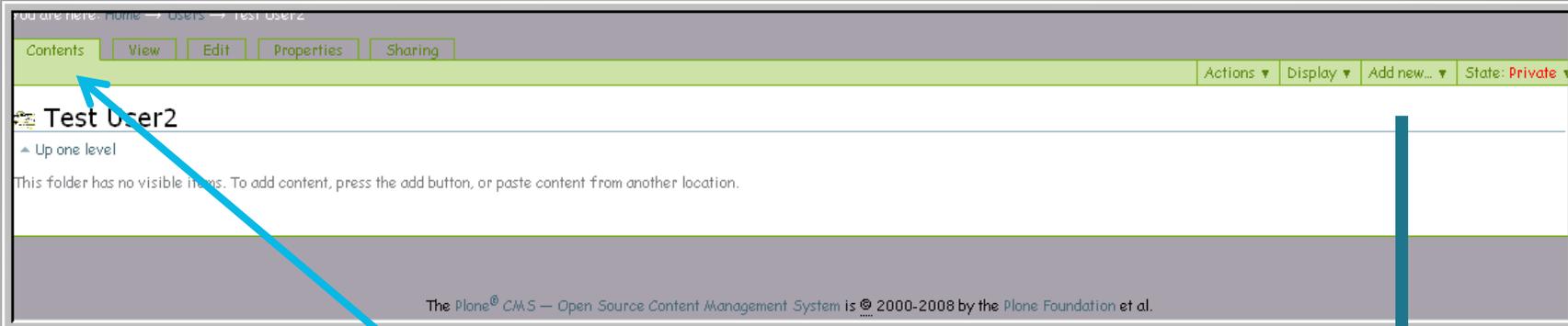
A screenshot of the 'Edit Student' form. The form has a title 'Edit Student' and a tabbed interface with tabs for 'Default', 'Settings', 'Categorization', 'Metadata', 'Ownership', and 'Dates'. The 'Default' tab is active. The form contains several sections: 'Full name' with a text input field containing 'Test User2'; 'E-mail' with a text input field containing 'pdsorensen@comcast.net'; 'Content editor' with a dropdown menu set to 'Kupu'; 'Portrait' with a 'Browse...' button; 'Display names' with an unchecked checkbox; 'Date of Birth' with a date picker showing '1992 / September / 11'; and 'Grade Level' with a radio button selected for 'K-5'.

My Stuff Options



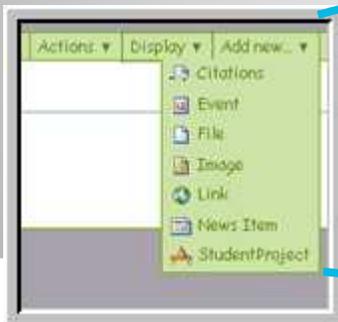
To configure your My Stuff Options, click on **My Stuff**.



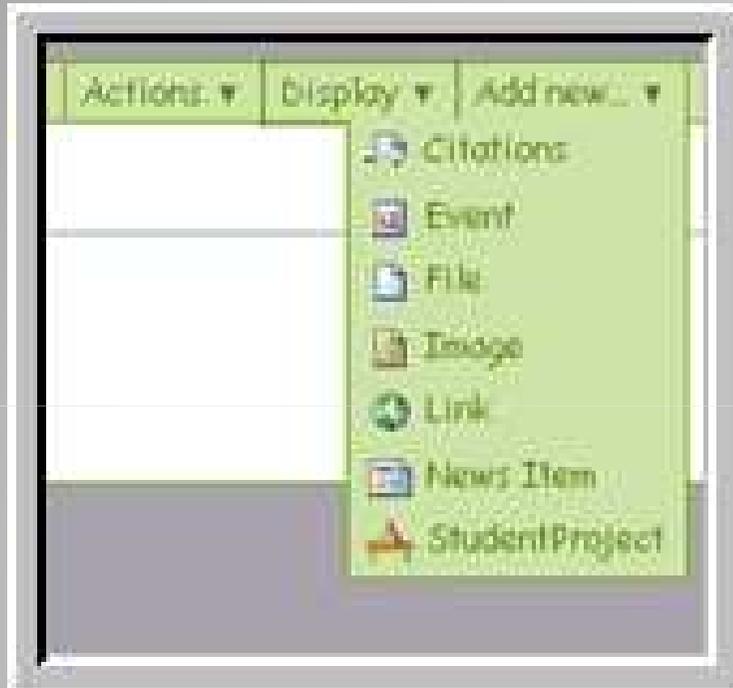


Click on **CONTENTS** and you will now have tools on the right side to help you add to your My Stuff folder.

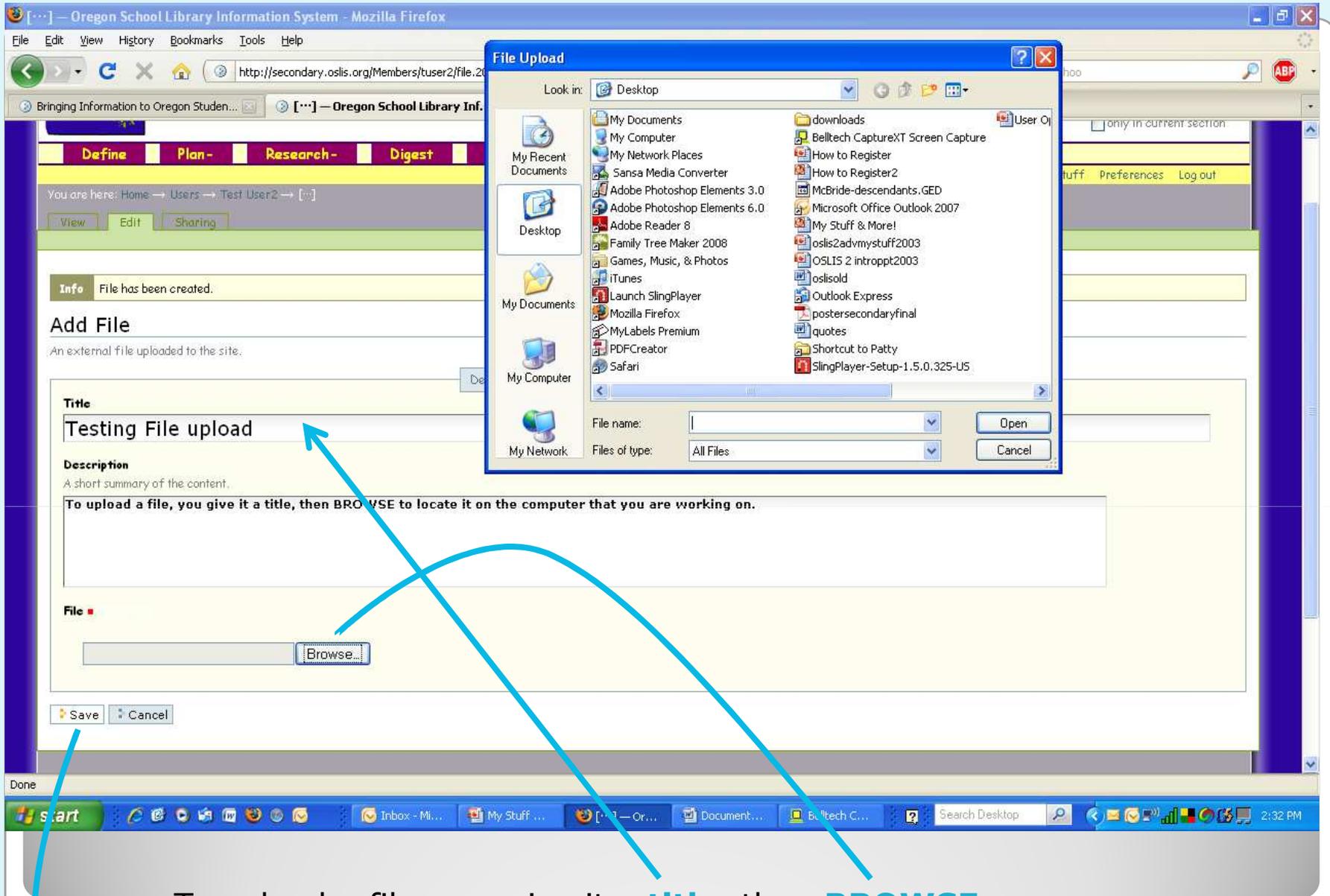
You will need to experiment with many of these options in detail.



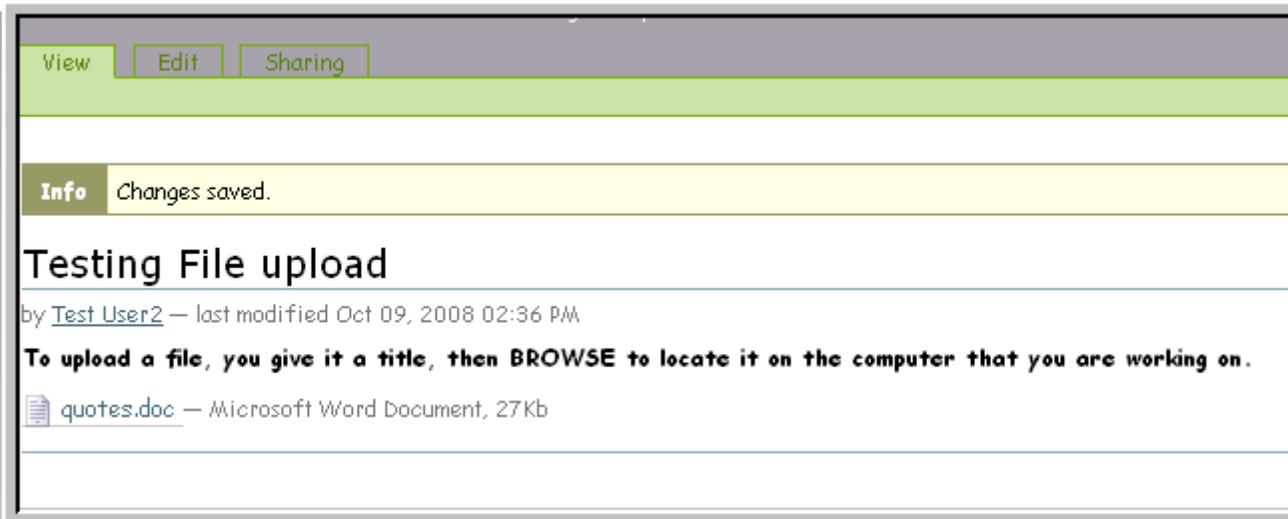
This tutorial will show you briefly how to **ADD new items** to your storage space and take a quick look at the **Student Project** area.



Once you add these items to your **My Stuff** folder, they can be accessed from any online computer. If you open them and make changes, you will need to upload them again. This is not workspace, but **storage** space for files. You will be working with templates in the Student Project area however.

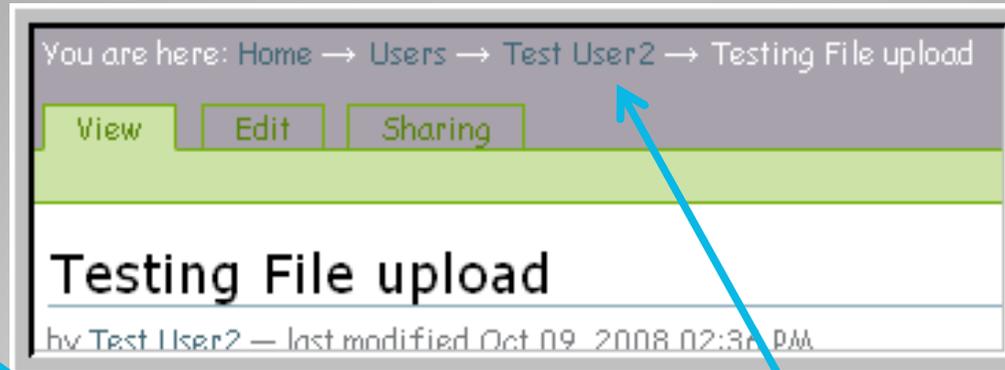


To upload a file, you give it a **title**, then **BROWSE** to locate it on the computer that you are working on and **SAVE**.



Once you have **SAVED**, you now have that file located in your **My Stuff** folder on the OSLIS website and can access it from any online computer.

The same basic process works for adding the other option types.



To keep adding, follow your “breadcrumbs” back to your username; in this case, **Test User2** by clicking on the name.



This will get you back to the screen that allows you to use **Add New** again.

The screenshot shows a software interface with a top menu bar containing 'View', 'Edit', 'Transform', and 'Sharing'. Below the menu is a green bar. An 'Info' box displays the message 'Image has been created.' The main section is titled 'Add Image' and includes a subtitle: 'An image, which can be referenced in documents or displayed in an album.' To the right of this subtitle is a dropdown menu with 'Default' selected and 'Cat' partially visible. Below the subtitle are three input fields: 'Title' (a single-line text box), 'Description' (a multi-line text box with the placeholder 'A short summary of the content.'), and 'Image' (a file selection field with a 'Browse...' button). The 'Image' field also shows a small red square icon and the text 'Image'.

From Add New, this time select **Image**.

Your screen will look just like the one for add a file. You again give it a **TITLE**, add a description and **browse** for the image on your computer then click **SAVE**.



After you have saved the image, navigate back thru your **breadcrumbs** again to your account, AND you'll now see that you have an image located in your folder.

It is that simple!



Contents View Edit Properties Sharing

Test User2

▲ Up one level

Select: All

	Title	Size	Modified	State
<input type="checkbox"/>	Testing File upload	27.0 kB	Oct 09, 2008 02:36 PM	Private
<input type="checkbox"/>	State Library Staff	296.4 kB	Oct 09, 2008 02:49 PM	Private
<input type="checkbox"/>	[...]	1 kB	Oct 09, 2008 02:52 PM	Private

Copy Cut Rename Delete Change State

To **delete** a file, you navigate back to the Contents tab, put a check in the box to the left of the file you want to delete then click on Delete, and it is gone!

To **share** these files with another User, click on the Sharing tab, SEARCH for the user.....

Contents View Edit Properties Sharing

Sharing for "Test User2"

You can control who can view and edit your item using the list below.

sorensen Search

User/Group ▲	Can add	Can edit	Can view	Can review
Logged-in users	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Inherit permissions from higher levels
 By default, permissions from the container of this item are inherited. If you dis-
 symbol indicates a global role, which is managed by the site administrator.

Save Cancel

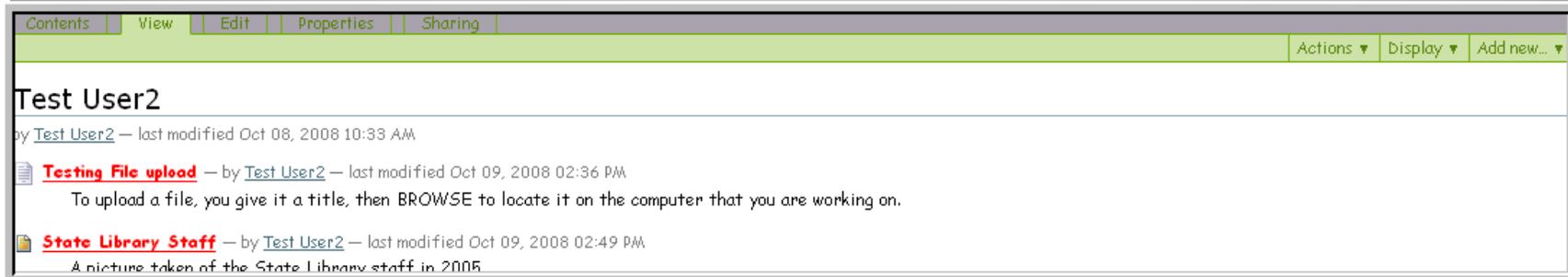
Sharing for "Test User2"

You can control who can view and edit your item using the list below

User/Group	Can add	Can edit	Can view	Can review
 Logged-in users	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Bailey Sorensen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Rochelle Sorensen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Diane Sorensen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Trish Sorensen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Chris Sorensen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Rick Sorensen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Trish Sorensen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Trish Sorensen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Patty Sorensen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Patty Dee Sorensen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Patrick Sorensen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Check the boxes for the **permissions** that you want the user to have. Then click **SAVE**.

Student Projects



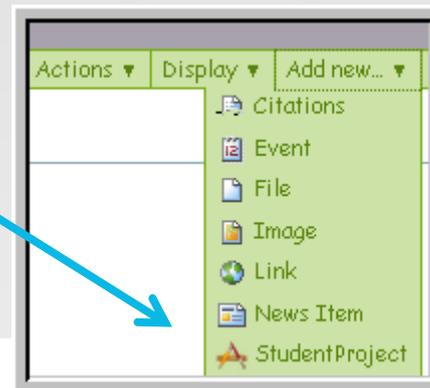
Contents | View | Edit | Properties | Sharing | Actions ▾ | Display ▾ | Add new... ▾

Test User2
by [Test User2](#) — last modified Oct 08, 2008 10:33 AM

 **Testing File upload** — by [Test User2](#) — last modified Oct 09, 2008 02:36 PM
To upload a file, you give it a title, then BROWSE to locate it on the computer that you are working on.

 **State Library Staff** — by [Test User2](#) — last modified Oct 09, 2008 02:49 PM
A picture taken of the State Library staff in 2005.

To access the **Student Project** options, click on your **username** and navigate to the **Add New** drop down. This time select **Student Project**.



Add StudentProject

Title
Economic Indicators

Description
mic crash indicators for Mr. Marsh

Save Cancel

Type the **title** and description then **SAVE**.

Each of these categories contains templates to help you through a research project.

Info Changes saved.

-  **Define Your Project**
This allows you to describe the exact assignment in as much detail as
-  **Plan Your Project**
This allows you to plan all aspects of your project in as much detail
-  **Add Research Area**
This will give you ways of saving and organizing all aspects of your r
-  **Create Workspace to Digest your Information**
This workspace will provide you many different options for saving, or
-  **Create Something!**
This allows you to add a place for your final project. This may be not
-  **Reflect on your Project**
Capture information on how your project was received. You may have

There are currently no items in this folder.

Compare the economic indicators that occurred with The Great Depression to those from today.

[Edit without visual editor](#)

Milestones

Project due: November 10.
Check points each Monday with instructor.
Only have Tuesdays and Thursdays in library for class time research.

Keywords

recession
indicators
employment
inflation
Fannie Mae, Freddy Mac, real estate financing

Negative_keywords

NOT health depression!
Stay away from current Presidential campaign data.

Use the templates that you need by filling in the information as needed then **Saving**.

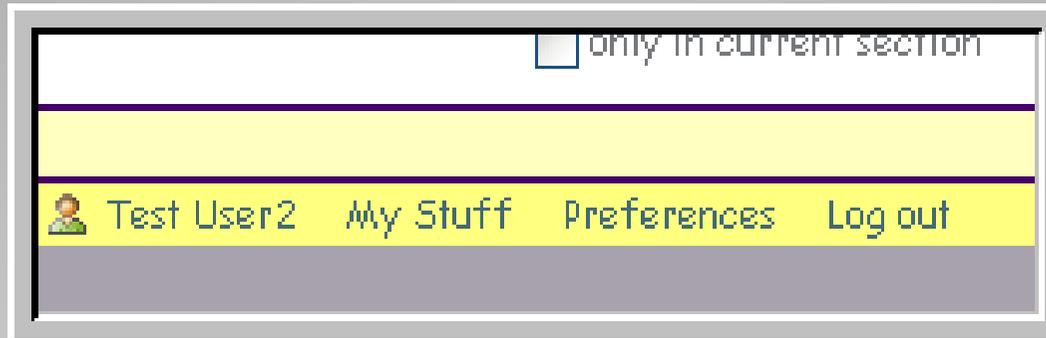
You are here: [Home](#) → [Users](#) → [Test User2](#) → [Economic Indicators](#)

[Contents](#) [View](#) [Edit](#) [Properties](#) [Sharing](#)

- ✓ [Define Your Project](#)
This allows you to describe the exact assignment in as much detail as you need.
- ✓ [Plan Your Project](#)
This allows you to plan all aspects of your project in as much detail as you need.
- ✓ [Add Research Area](#)
This will give you ways of saving and organizing all aspects of your research.
- ✓ [Create Workspace to Digest your Information](#)
This workspace will provide you many different options for saving, organizing, and sharing your information.
- ✓ [Create Something!](#)
This allows you to add a place for your final project. This may be notes for your project or a final report.
- ✓ [Reflect on your Project](#)
Capture information on how your project was received. You may have notes from your audience or feedback from your instructor.

 [Economic Indicators](#) — by [Test User2](#) — last modified Oct 09, 2008 03:50 PM

To use a different template for the same project, use the **breadcrumbs** to navigate back to the templates.



Don't forget to **LOG OUT** when you leave your computer. If it is not your personal computer, others will have access to your work!!

ENJOY the capabilities of OSLIS 2.0!!!