



Online with “Janison”

A Student’s Quick Start Guide

Version 10

March 2007

Janison **S**upport

For all issues relating to the use of this online environment please email

janison_support@uow.edu.au

Technical Note:

Using Your Internet “browser”

Using Janison may require some changes in the way you interact with the Web.

One of these is the choice of internet browser.

To use many of the new features of the system we suggest you change to a new ‘next generation’ internet browser called “Firefox”.

(Janison may work with your old browser – but some of the features may not be reliable)

Firefox is available for Mac and Windows.

All settings including bookmarks can be imported from your ‘old browser’

(Firefox is available as a free download from <http://www.mozilla.com/en-US/>)

For settings please see “Software & Settings” from the Janison Logon page

1. Accessing your Subject – Your ‘Study Group’

1. Accessing your Janison site depends on your UOW account status.

All “**campus staff**” & **students** can access via the Faculty of Education Homepage.

UOW Homepage → Faculties - → Faculty Of Education → Janison logon

It is a good idea to bookmark this address – for later ‘easy access’

<http://www.uow.edu.au/educ/janison/>

You will then be presented with the Janison logon page



The screenshot shows the Janison Logon page for the University of Wollongong Faculty of Education. The page has a blue header with the university name and a search bar. Below the header is a navigation breadcrumb: UOW Home > Faculties > Faculty of Education > Janison logon. The main content area is titled "Janison Logon" and contains a login form with fields for "Username" (containing "uow.lano") and "Password" (containing "*****"). A "Logon" button is positioned below the password field. At the bottom of the form, there is a "Mode" selector with "Standard" selected and "Secure" as an alternative option. A vertical sidebar on the left contains a list of links under the heading "Janison", including "Logon", "Student guide (pdf)", "Staff guide (doc)", "Help (FAQs)", "Software and Settings", "Connection failures", "File problems", "Getting access", "PDFs", and "Ereading problems".

2. Logging on

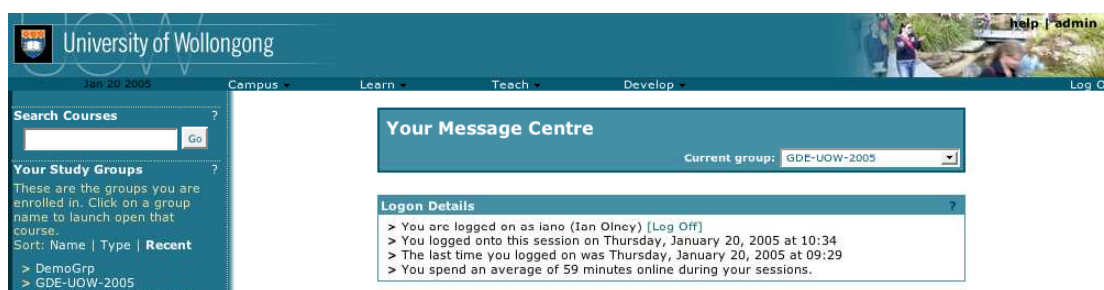
For all UOW Staff & students

Type in your normal UOW user name and password.
(the same format as your UOW email account abc1234@uow.edu.au)

E.G. Username: abc1234
Password: x#1A36j

Note: Problems logging on: See bottom of Logon page

3. Your “Toolbox Desktop”

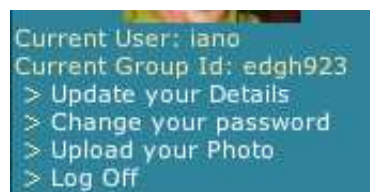


Your **Toolbox Desktop** is available to you at all times – it remains in a background window and is used to display announcements & manage certain aspects of your site.

It is also used to **Log Off** (top right corner)

4. Updating your Details

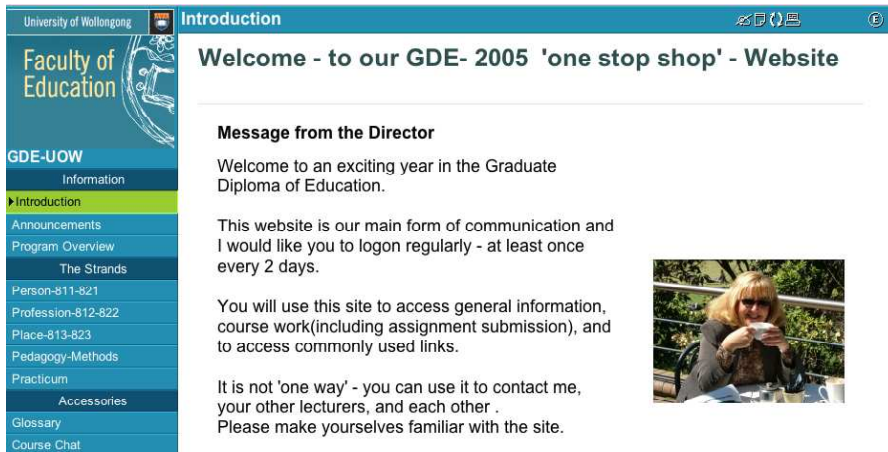
- You can modify some of your details here but **do not** change your password here as it will have no effect on the ‘main UOW password check’
- make sure your email address is correct!
- add your photo here



5. Your “Subject Framework”

The list on the left hand side shows the study group(s) – courses- of which you are a member. Click on one of these.

Below is a sample ‘opening screen’ of a subject (course)



Explore your site by selecting options in your Subject menu on the ‘left hand side’

6. Accessing Course Materials

Downloading Files

Lecturers may provide resources – notes, readings etc for you to download to your own machine. These may be in a variety of formats *e.g. Word files (.doc), Portable Document Format (.pdf), Powerpoint (.ppt) Images (.jpg) sound (.mp3) Video (.mov)*

Example – Downloading a Word file

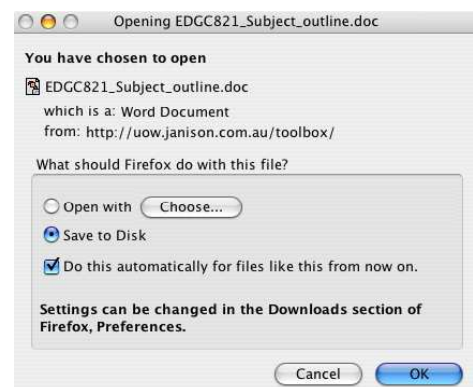
Here is a copy of the subject outline for this course

[EDGC821_Subject_outline.doc](http://uow.janison.com.au/toolbox/EDGC821_Subject_outline.doc)

This is a hyperlink to download this subject outline

- Click on the link
- Different browsers & setting may handle this in different ways

“Firefox” will ask you to save to your computer.



Problems Downloading?

1. Check with others & subject lecturer that all is OK
2. Try downloading to desktop then open the application(Word PP etc) & File- → Open








7. Interaction - Online

- Using a Forum (discussion)

Here is a sample of a forum showing 5 separate threads. The + indicates that there are additional comments to that thread.

Place your cursor over each of the 'icons' and it will display its function.

Your Forum Icons Explained

-  Starts a new thread
-  Opens your forum options page
-  Search for text inside the forum
-  Show all messages within the forum
-  Opens the Forum Help page
-  Allows you to reply to a message
-  Classroom management tools for the forum

Forum:GDE-07-General [New](#) [Options](#) [Search](#) [Show All](#) [Help](#) [Admin](#)

-  [DET Online Application](#) - Kerrie Harris - Thu, 8 Mar 2007, 23:27 [Reply](#)
-  [Heathcote high for prac](#) - Matthew Dority - Sun, 4 Mar 2007, 16:17 [Reply](#) 
-  [Lakelands primary School for Prac](#) - Amanda Kowalczyk - Wed, 28 Feb 2007, 10:54 [Reply](#) 
-  [Illawarra sports high for prac](#) - Sally Atkinson - Wed, 28 Feb 2007, 10:24 [Reply](#)

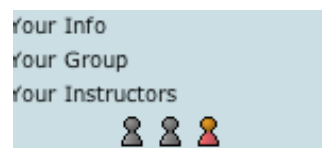
Tip: Choose [Options](#) or  to control how you access and view your messages

- Using Instant Messaging (IMS)

(Note: popups must be allowed in your browser for this feature)

Click on one of the 'people icons' to activate IMS. ->

This will allow you to contact others in your 'study group'
Hold your cursor over the icons to see who else is online.




 **Send Instant Message**
Use this tool to send an instant message to anyone in your group

   **B** *I* U [List Users:](#)  Online  All

To: [Send Now](#)


- Using Chat

Instantly chat with those currently online - You can only chat with others who are currently in the 'room' – see right hand side 'list. You could use the IMS to invite others into the 'chat room'

– You can also include images and emoticons 

8. *Uploading documents or adding web links*

Lecturers (& other students) may provide resources/reading/notes online. Students may be required to upload documents. Janison has a quick and easy facility for uploading files.

- To **upload and share a file** with others click on this icon 

Click **Browse** to find the file on your computer

Give a brief **description** of the file

Click **Upload**

File to upload:


min 07/Brief-Student_Quic

Description:

Here is a great resource for this topic

[Cancel Transfer](#)

Your file will then appear as a downloadable link

To remove the file click on the icon next to the file name 

- To **upload and share a web link** with others click on this icon 

Name your link e.g. Institute Of Teachers (not your name)

Url the actual web address e.g. <http://www.nswteachers.nsw.edu.au/>

Your **Description**

Save

Test your link - & edit using  if necessary

A more detailed help guide can be obtained from
<http://uow.ico5.janison.com/toolbox/documentation/LearnersGuide.pdf>