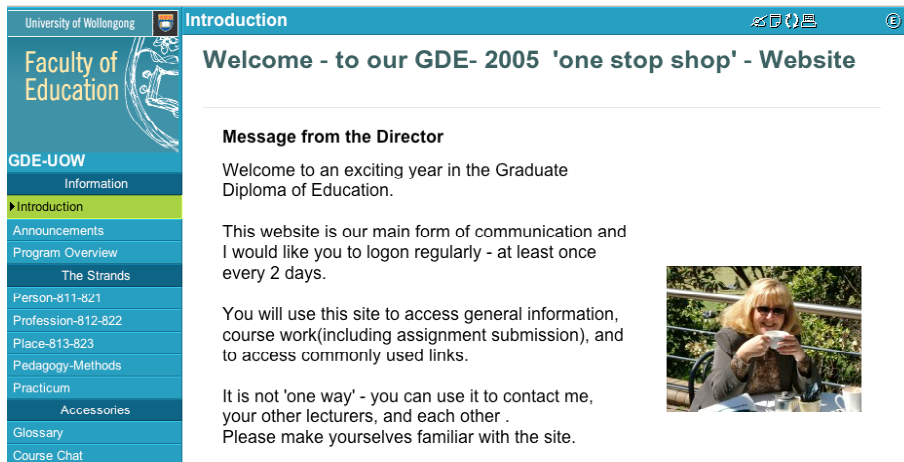


Janison Subject Guide

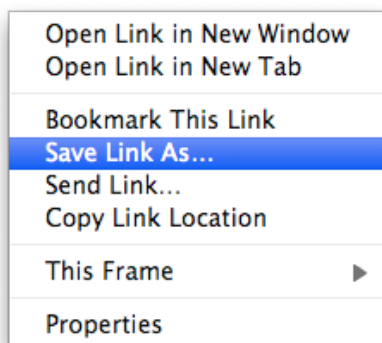
Your subject

Each Janison subject follow a standardised layout of a contents bar on the left and content on the right as illustrated in the diagram below. Clicking on links in the contents changes the content on the right.



Downloading course materials

Each course is unique and may provide downloadable content alongside the web based content. To save a copy of a downloadable file on your computer right click (or hold down control and click on a Mac) and select *save link as* or *save target as*. Depending on your browser you will may be prompted to select a location to save the file.



Downloadable files are commonly in Microsoft Word (.doc), Microsoft PowerPoint (.ppt) and Adobe Reader (.pdf) formats and will require the appropriate application installed on your computer to open.

Uploading documents or adding web links

If a course enables you to upload files you will see the following icon. Click on the icon to enter file upload mode.



File to upload:

Description:

[Cancel Transfer](#)

You will need to click *browse* to locate the file saved on your computer you wish to upload. Give it a brief description and finally click *upload*. Your computer may take up to a few minutes to upload the file depending on the size.

To share a web link with other learners click the blue + icon.



Name	<input type="text" value="NSW Institute of Teachers"/>
Url	<input type="text" value="tp://www.nswteachers.nsw.edu.au/"/>
Description	<input type="text" value="The Institute was established to support quality teaching in all NSW schools. Its charter is to"/>
Target	<input type="button" value="New Page"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Enter a friendly name for the link, the *URL* of the webpage (for example <http://www.nswteachers.nsw.edu.au/>) and finally a *description*. Leave *target* as *new page* and click *save* to publish the link.

Problems?

If you are having problems please check the FAQ by pointing your browser to www.uow.edu.au/educ/janison/faq/