

Beyond Borders Manual

Contents

Page 2... Logging in

Page 2... The main Beyond Borders page

2 Change the language

*2 See who is **currently logged in** to Beyond Borders and talk to them*

*3 See the '**profile**' of someone who is online*

*3 See your own '**profile**' and change it, or **write a blog***

*4 See which communities **you belong** to*

*4 See a list of **all communities***

Page 5 Your community area

*6 **Chat** using text with other students*

*7 **Send an email** for other students to see*

*8 **Collaborate** on a '**wiki**'*

Page 8 Moving around Beyond Borders

Page 9 Advanced Tools in Beyond Borders

*Sending **Voicemail***

*Using live **Audio Chat***

*Using '**Groups**'.*

1. Logging in.

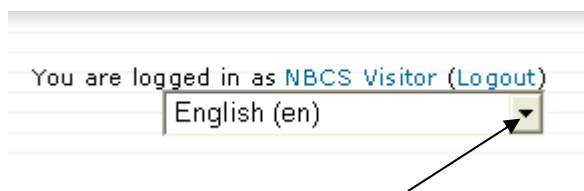
Go to <http://moodle.nbcs.nsw.edu.au/bb> and type in your username and password.

If you forget your password, email scollis@scil.nsw.edu.au

To join Beyond Borders, click "Create New Account", but you'll need an instruction sheet from your teacher to sign up.

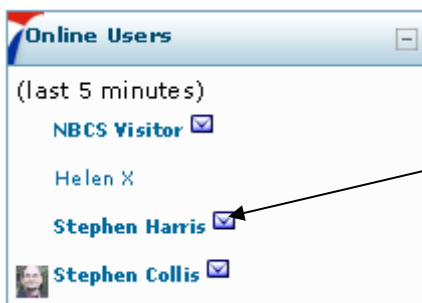
2. The main Beyond Borders page:

Change the language:



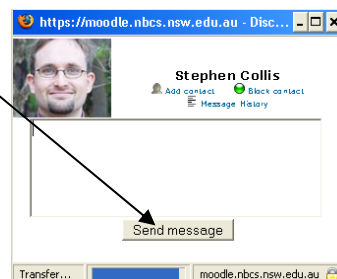
Click here to select your language!

See who is currently logged in to Beyond Borders and talk to them:

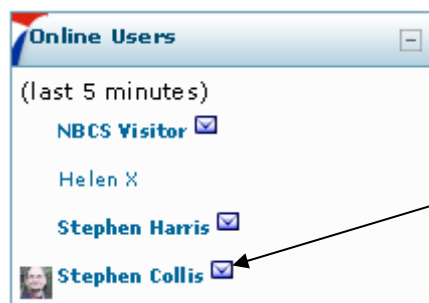


Click on the *envelope* to sent the person a message

And then click 'send message' to send it:



See the 'profile' of someone who is online:

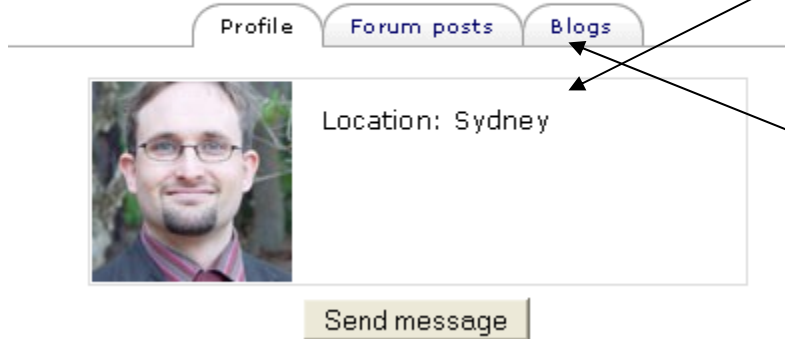


You can only see the surname of Teachers/Directors.

Click on someone's name to see their 'profile'.

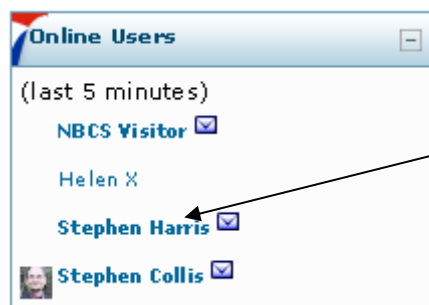


Here you can see information they have typed about themselves.



Click on 'blogs' to see this person's 'blog'. A blog is an online diary.

See your own 'profile' and change it, or write a blog.



Click on your own name:

And click on 'Edit profile' to change your profile, or 'Blogs' to write a blog.



See which communities you belong to:



This box lists which communities you belong to.

Normally you can only enter the web page for communities you have joined.

Click on the community name to enter the web page and communicate with other members.

Or click on 'All courses' to see other communities you can join (you'll need a special password to join).

See a list of all communities:

Course categories

- Welcome to Beyond Borders**
 - Beyond Borders Lobby - Organise Audio Conferences Here
 - Beyond Borders Staff Lobby
- Create/Design a Community**
 - Create/Define a Community
- Finished Projects on Display**
 - 2005 Beyond Borders Pilot Project: "Trois jours à Paris"
 - 2005 Beyond Borders Pilot Project: "Trois jours à Paris" (group work)
- Chinese Language Communities**
 - International Community of Students of Chinese

This is a list of all communities currently running on Beyond Borders.

If you click on the name of a community you **don't belong to** you will be asked for an 'enrolment' key to join.

If you click on the name of a community you **do belong to** it will take you to the web page for that community.

3. Your community area:

Each community area has three main tools.

Read a good book lately? Want to tell others about it?

Do you like a specific genre of book and want to know what else is out there like it?

Whether it is fantasy or crime fiction, biographies or thrillers, Tolkien or Winton this is the site for you.

Welcome to the book club like no other!

Book out, here we come!

1

How to communicate? You have three possibilities...

Chat - you can talk to other participants that are currently online in 'real time'.

Forum - you can post messages for others to see when they next login.

Wiki - a kind of 'whiteboard' that all participants can modify. Use it to gather thoughts or images, to represent what you have discussed as a community.

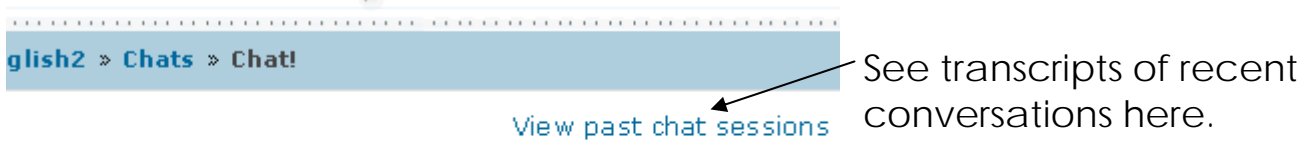


 Chat!
 Forum
 Wiki

These are your three main tools. They allow you to communicate with other students in your community. Let's look at them one by one.

Click on the word to use the tool, e.g. click on 'Chat!'.

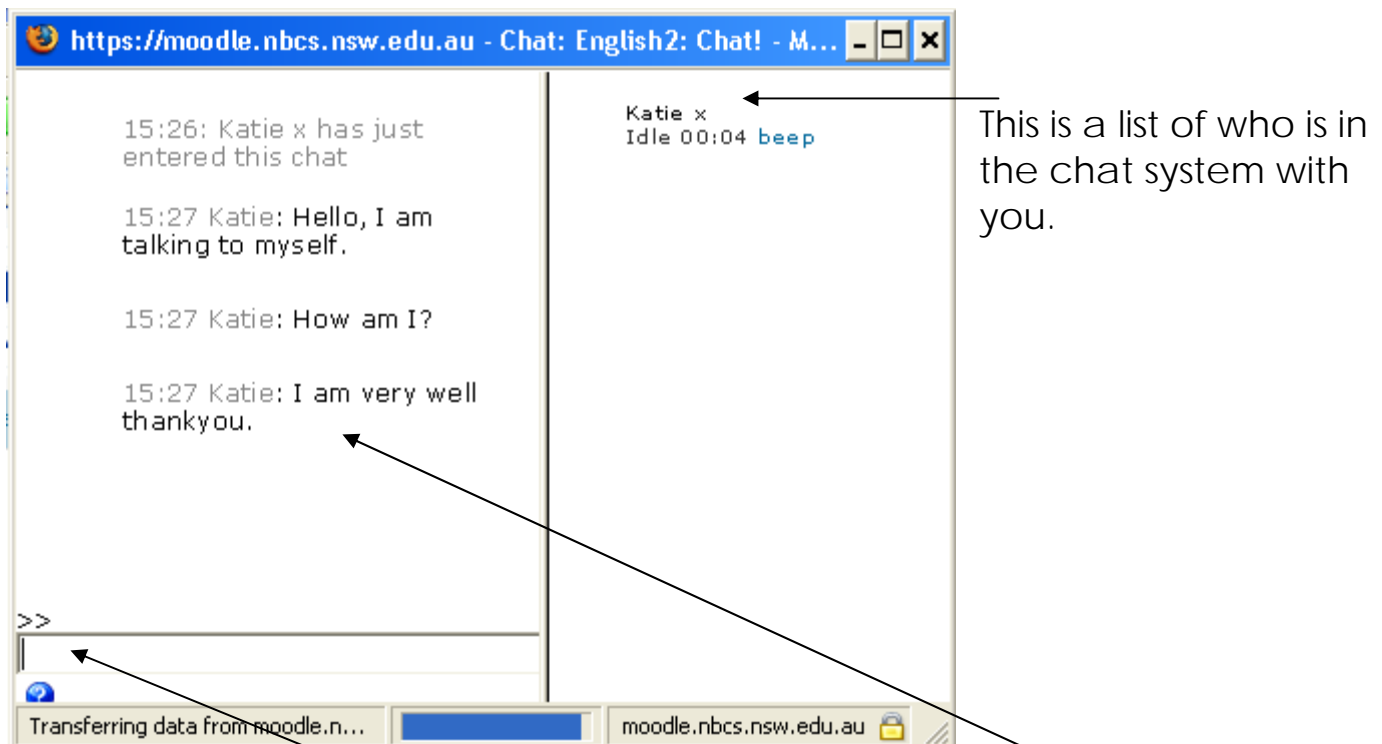
Chat using text with other students:



Chat!

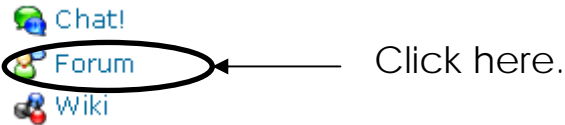
[Click here to enter the chat now](#)

Click here to enter the live chat system. Make sure your web browser allows 'popups', or else you have to **hold down** the 'shift' key when you click the link.



Type your message here, and it will appear in the chat box here for everyone to see.




Send an email for other students to see:



Each of these lines represents a different discussion. Click here to see the email discussion, which you can reply to.

Or click here to start a new discussion:

[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
exam on literature	Florence Mahieux-Michaud	5	Mon, 10 Jul 2006, 01:23 AM Morgane X
fantasy	Verity x	31	Wed, 14 Jun 2006, 10:46 PM Morgane X
the best-seller	 Yuna X	7	Tue, 13 Jun 2006, 10:35 PM Yuna X
Shakespeares stuff	 Daniel x	8	Tue, 13 Jun 2006, 12:55 PM Dominic x
General fiction	 Millie x	7	Tue, 13 Jun 2006, 12:54 PM Greta x
A Midsummers Night's Dream	Rachel x	9	Tue, 13 Jun 2006, 12:54 PM Rachel x

Your reply:

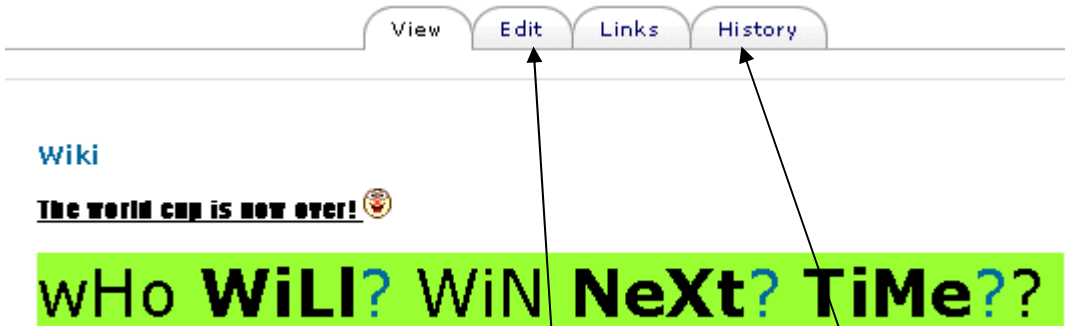
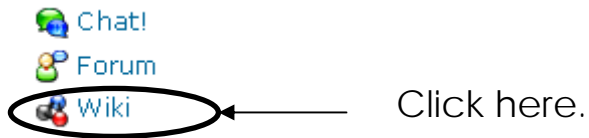
When you type an email, make sure you include a 'title' here.

Type your message here.

You can attach a file, including a 'voicemail' mp3 file here.

And click 'post to forum' to send your message.

Collaborate on a 'wiki':



A wiki is just a web page that can be quickly created, changed, or *put back to a previous form*.

To *change* the wiki, click on 'Edit'.

To put the wiki back to a previous form, click on 'History' and then click on 'Browse' to see previous versions and 'Fetchback' to make a previous version the new version again.

4. Moving around Beyond Borders

Notice at the top of the page there is a series of links. You can click on the links to move around Beyond Borders quickly:

Beyond Borders » Dialogue » Forums » Forum

This will take you back to the main page.

This will take you to your community area.

This is where you are now.

When you've finished, always click 'logout'.

5. Advanced Tools in Beyond Borders:

Sending Voicemail

To send voicemail, you just post an email with a recording of your voice as an email attachment. The best format for your recording is as an 'MP3'.

You can record your voice as an MP3 by downloading free 'Audacity' software from: <http://audacity.sourceforge.net/>

You should also download the 'LAME Codec' from <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>

The 'LAME Codec' is a file that allows Audacity to save the recording as an MP3.

When you have recorded your voice using Audacity, click 'File' and then 'Export as MP3'.

The first time you do this, Audacity will ask you to locate the 'LAME Codec' on your computer. Show Audacity where you put the LAME Codec. From the on, Audacity will happily save recordings in MP3 format.

Using live Audio Chat

Beyond Borders runs a permanent Audio Chat facility. To use it you just need a microphone or headset, and you need to download free 'Teamspeak Client' software from

<http://www.goteamspeak.com/index.php?page=downloads>

It is a small, simple program.

When you run Teamspeak, choose 'Connect' from the 'Connection' Menu.

Right click on 'Servers' and click 'Add Server'. Type in '203.222.134.142' for the server address, and type in a username and password which you can receive by emailing Stephen Collis: scollis@scil.nsw.edu.au

You can now audio chat with anyone else who has logged in.

Using 'Groups'

Sometimes when there are lots of participants in Beyond Borders it makes sense to split them into groups. For instance, if there are 200 participants the email forums can simple become too complex, and students fade into anonymity.

Another reason for splitting students into groups is during a 'formal' project where students work in a small, focussed group of only a handful of students.

Any one of the Beyond Borders communications tools can have 'groups' turned on. Groups can be 'visible' so that students can see communications from other groups, or 'separate', so that students have no access to other groups' communications.

Teachers can request one-off forums be created and that the forum split students into invisible groups, for the purposes of small-group discussion.