

# Emma for Students

## Lesson 1: Using <emma> and OpenOffice<sup>1</sup>

### Installing Firefox and OpenOffice

If you have not installed Firefox and OpenOffice go to the URL below in a web browser:

<http://emma.wofford.edu>

This will bring up a page like the one pictured at the right.

You need to download two different software applications:

- **Firefox:** an open source web browser
- **OpenOffice:** a productivity suite that is an open source alternative to Microsoft Office



To download software, click on the **Get Software for Windows** or **Get Software for Mac OS X** links, depending on the type of computer you use.

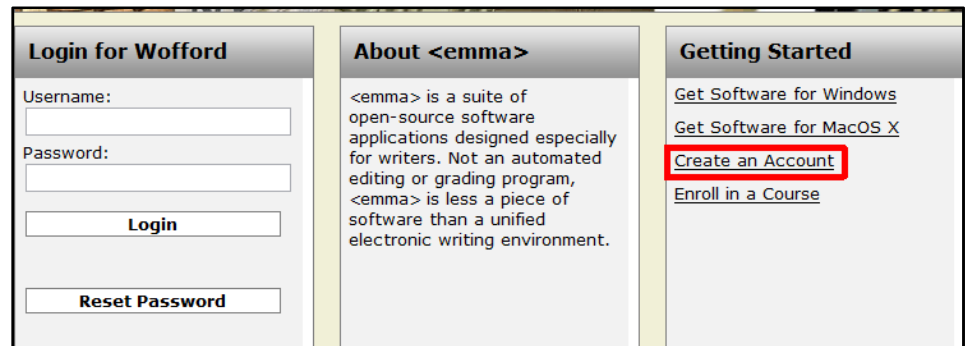
### Getting an <emma> Account

Open Firefox and go to the URL <http://emma.wofford.edu>

You should see a screen looking somewhat like that shown below.

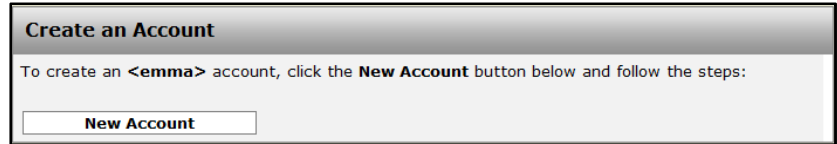


Click on **Create an Account**.

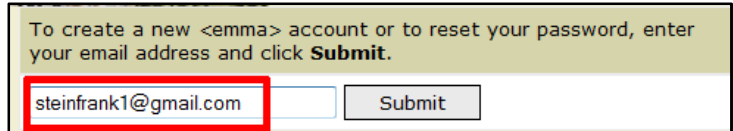


<sup>1</sup> These instructions closely follow the “Wofford <emma> tutorial 101,” written by Terry Ferguson  
Emma Student Lesson 1  
Using <emma>

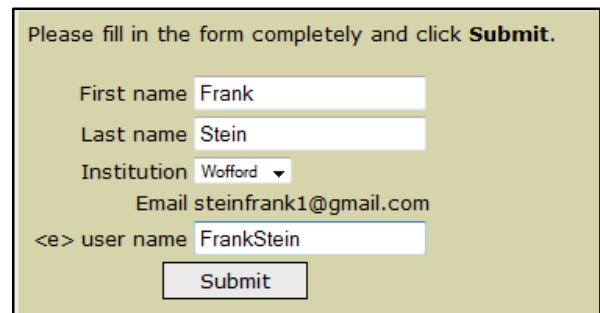
When the window appears, click on the **New Account** button.



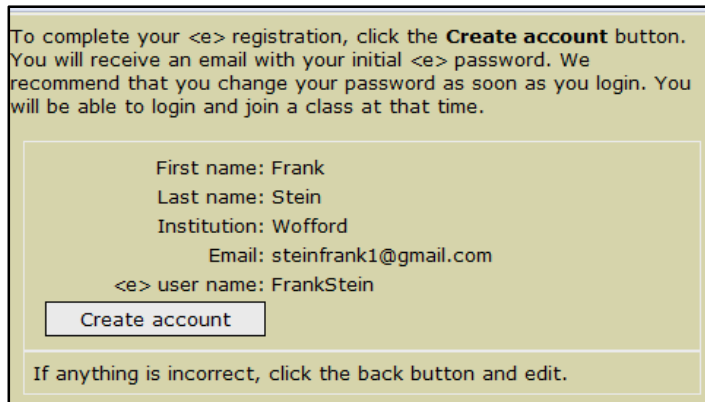
You will be asked to **Submit** your email address.



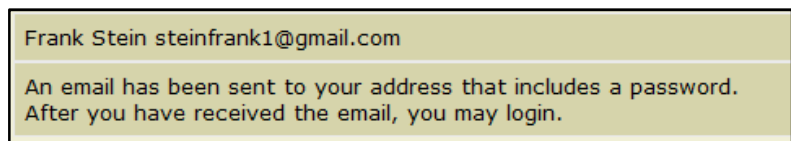
Next, enter your name and the user name that you will use in <emma>.



Review your information and if it is correct, click on **Create Account**.



You now should see an Account Registration window confirming the creation of your account. The password will be sent to your email account.

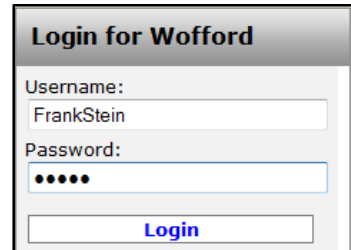


## Logging on <emma>

Open Firefox and go to the URL <http://emma.wofford.edu>.

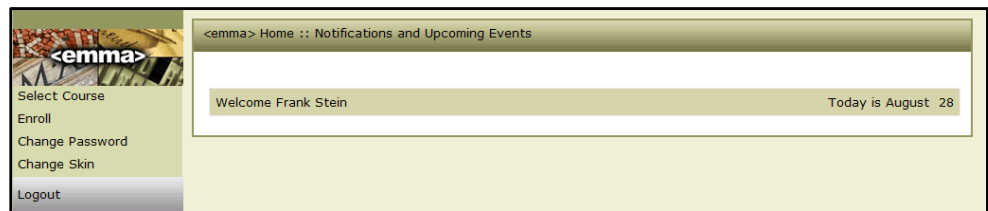


Enter your <emma> username and password. Click on **Login**.



The screenshot shows a login form titled "Login for Wofford". It contains two input fields: "Username:" with the text "FrankStein" and "Password:" with five dots. Below the fields is a blue "Login" button.

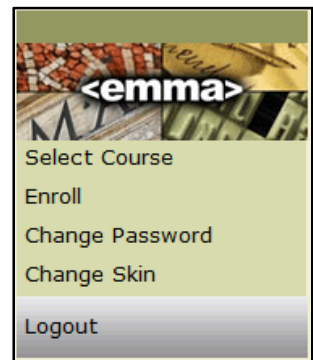
You should see the <emma> Home Page



## Logging-Out of <emma>

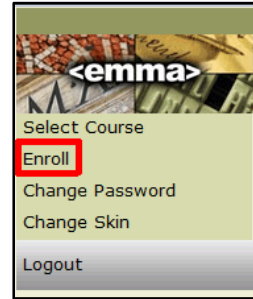
You always should logout of <emma> when you are finished with a session

To logout off <emma> click on **Logout** in the <emma> menu

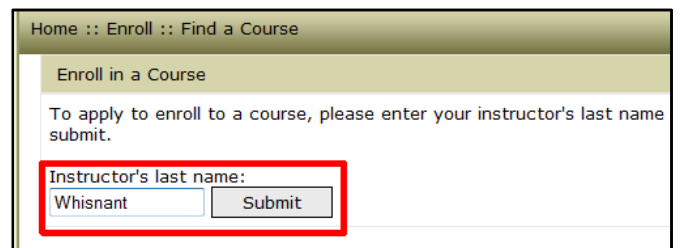


## Enrolling in a Course

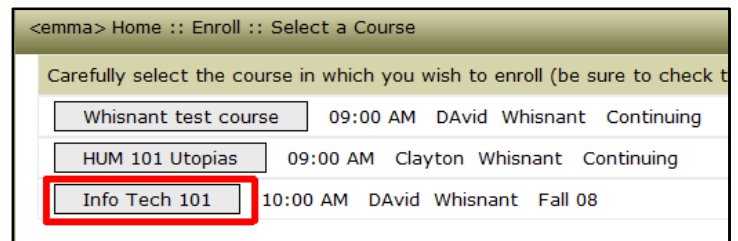
To enroll in a course, click on **Enroll** in the <emma> Home Page menu.



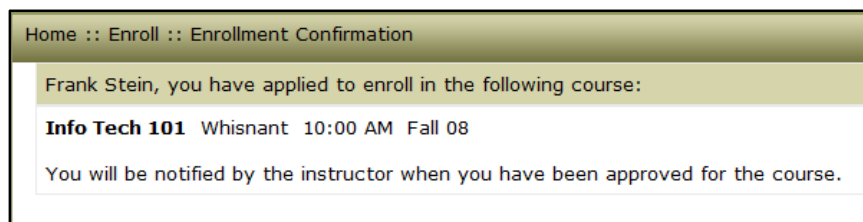
Enter the instructor's last name and click on **Submit**.

A screenshot of the 'Enroll in a Course' form. The form has a title bar that says 'Home :: Enroll :: Find a Course'. Below the title bar, there is a section titled 'Enroll in a Course'. The text reads: 'To apply to enroll to a course, please enter your instructor's last name submit.' Below this text is a form field labeled 'Instructor's last name:' with the text 'Whisnant' entered. To the right of the text input is a 'Submit' button. The entire form field and button area is highlighted with a red rectangular box.

You next will see a list of courses taught by this instructor. Click on the button corresponding to the course in which you want to register.

A screenshot of the 'Select a Course' page. The title bar says '<emma> Home :: Enroll :: Select a Course'. Below the title bar, there is a message: 'Carefully select the course in which you wish to enroll (be sure to check t'. Below this message is a table of courses. The table has three columns: Course Name, Time, and Instructor. The courses listed are: 'Whisnant test course' (09:00 AM, David Whisnant, Continuing), 'HUM 101 Utopias' (09:00 AM, Clayton Whisnant, Continuing), and 'Info Tech 101' (10:00 AM, David Whisnant, Fall 08). The 'Info Tech 101' row is highlighted with a red rectangular box.

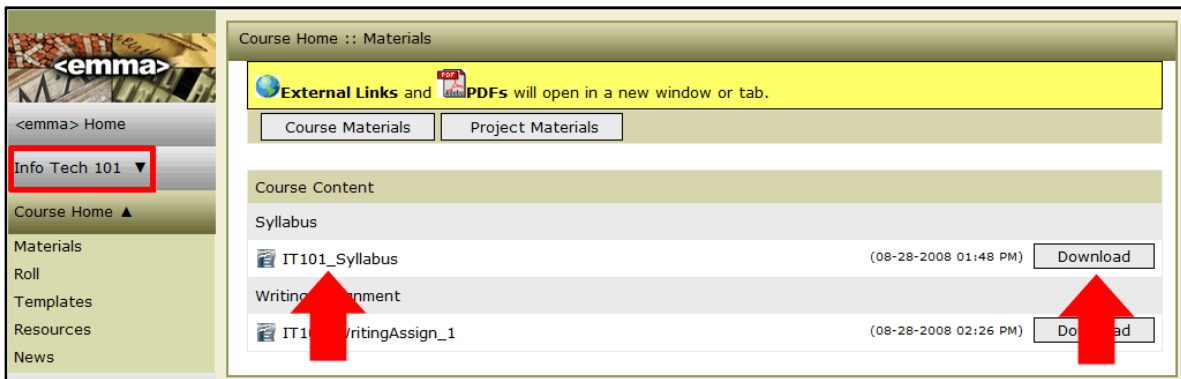
<emma> will confirm that you have applied to enroll in the course. You will be notified by your instructor when you have been enrolled within <emma>.

A screenshot of the 'Enrollment Confirmation' page. The title bar says 'Home :: Enroll :: Enrollment Confirmation'. Below the title bar, there is a message: 'Frank Stein, you have applied to enroll in the following course:'. Below this message is a table with one row: 'Info Tech 101 Whisnant 10:00 AM Fall 08'. Below the table, there is a message: 'You will be notified by the instructor when you have been approved for the course.'

## Course and Project Materials

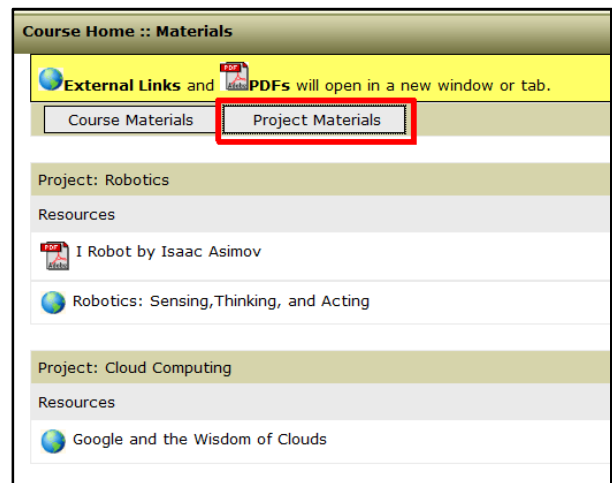
Your instructor probably has uploaded important course documents, such as the syllabus, to <emma>. Click on the course name in the Home page menu to see the course materials (and click on the **Course Materials** button if they are not displayed.).

You can view a course document on the screen by clicking on its name, e.g., “IT101\_Syllabus.” You also can download the document to OpenOffice (Windows) or NeoOffice (Mac) by clicking on the **Download** button



Your instructor also may have posted materials related to specific projects in <emma>. Clicking on the **Project Material** button will display this material.

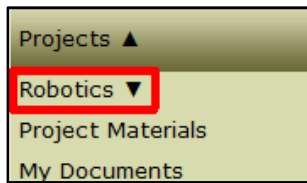
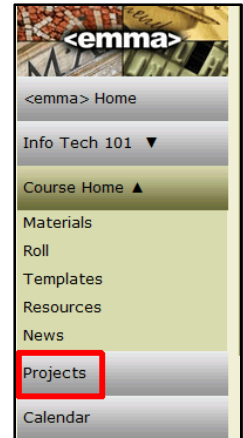
In the example shown at the right, material has been posted as an Adobe PDF file and as links to web pages. Clicking on the names of the resources will open a new window that displays the document or web page.



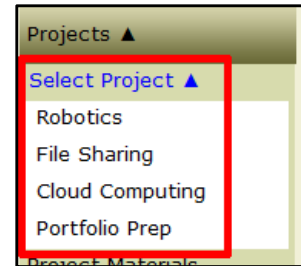
## Uploading Documents to <emma>

In your course, you probably will write papers that must be uploaded to <emma> for peer review by your fellow students and grading by your instructor. These papers generally will be associated with a particular project.

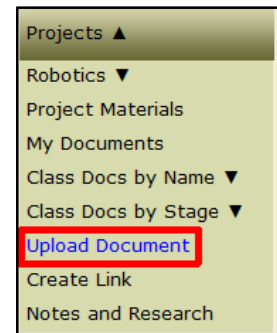
Click on the course name in the Home Page menu and then click on **Projects**. Clicking on “Projects” probably will bring you to the project in which you are interested, “Robotics” in this example.



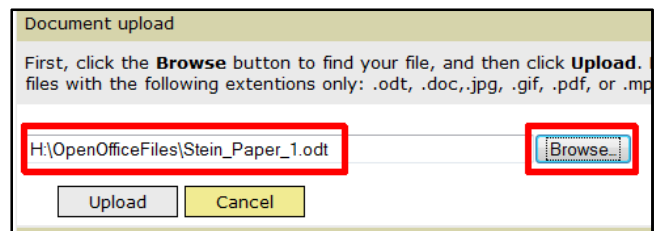
If you do not see the project you want, click on the project name to display a menu of all the projects. You can select the desired project from this menu.



Now we are ready to move your document into <emma>. In the Projects menu, click on **Upload Document**.



Browse to find the file, and then click on **Upload**.



You will need to make sure several things are correct about the document

- Its **title**
- The **project** with which it is associated
- Its **stage**
- Whether **peers** can have access to the document.

Information about your document

**File Format Notice:**  
Congratulations. You have uploaded a .odt format file.

Update all the information about your file and click **Update**.

**Title of your document:** Stein\_Paper\_1

**Project:**  Portfolio Prep  Robotics  File Sharing  Cloud Computing

**Stage:**  Draft 1  Draft 2  Draft 3  Final  Post Write

**Access:**  Private  Peers

**Original author:** select **only** if you are commenting on another author's document. None

Update

*Generally peers should be given access to a document so it will be available for peer review.*

When you click on **Update**, You should see the document in the Documents list.

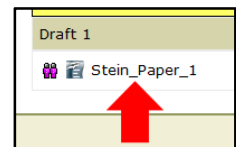
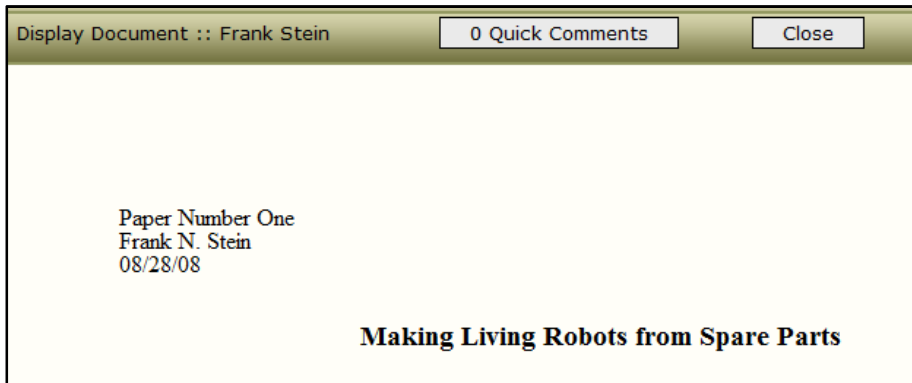
Your document has been filed under **Project: Robotics** and **Stage: Draft 1** with **Access : Peers**

Draft 1

Stein\_Paper\_1 (08-28)

## Viewing Documents

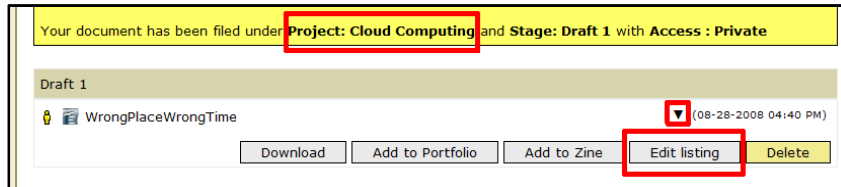
You can view one of the documents on the screen by clicking on its title.



## Changing a Project

It is possible that you may upload a document to the wrong location or decide that you want to delete it. A paper can be moved or deleted by editing it. For example, suppose you uploaded the paper “WrongPlace WrongTime” under the “Cloud Computing” project rather than “File Sharing,” where it belongs. You want to move it.

In the “Cloud Computing” project listing, sweep the mouse over the small inverted triangle to the right of the paper’s name. Click on **Edit listing** in the menu that pops up.

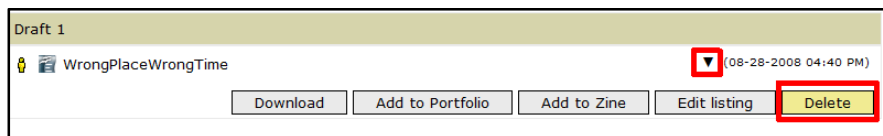


In the “Edit Listing” window that appears, select the button next to the proper project and then click on Update. The document now is filed under the proper project.



## Deleting a Document

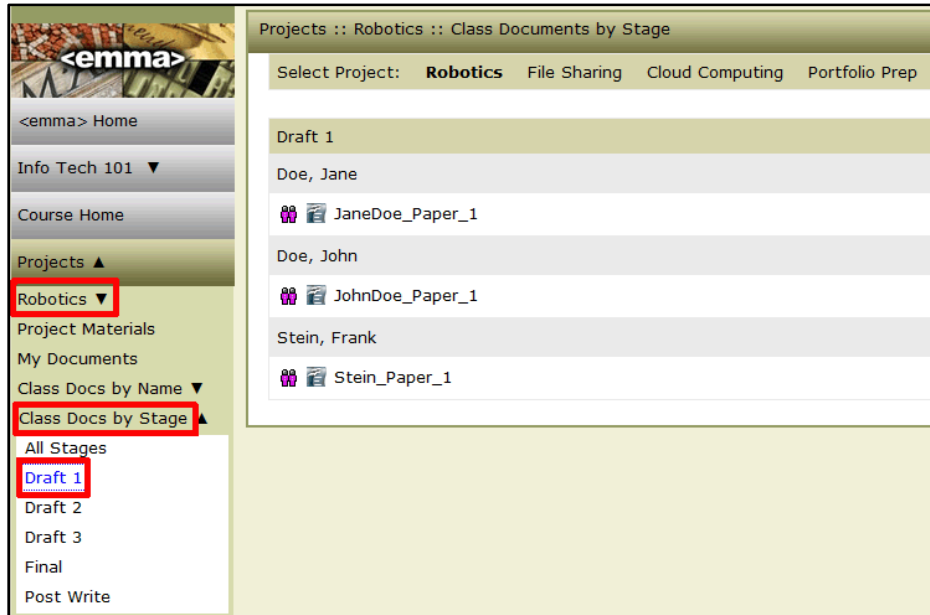
You also can delete a document from <emma>. Sweep the mouse over the small inverted triangle to the right of the paper’s name to display a menu of buttons.



Clicking on the **Delete** button will permanently delete the document from <emma>.

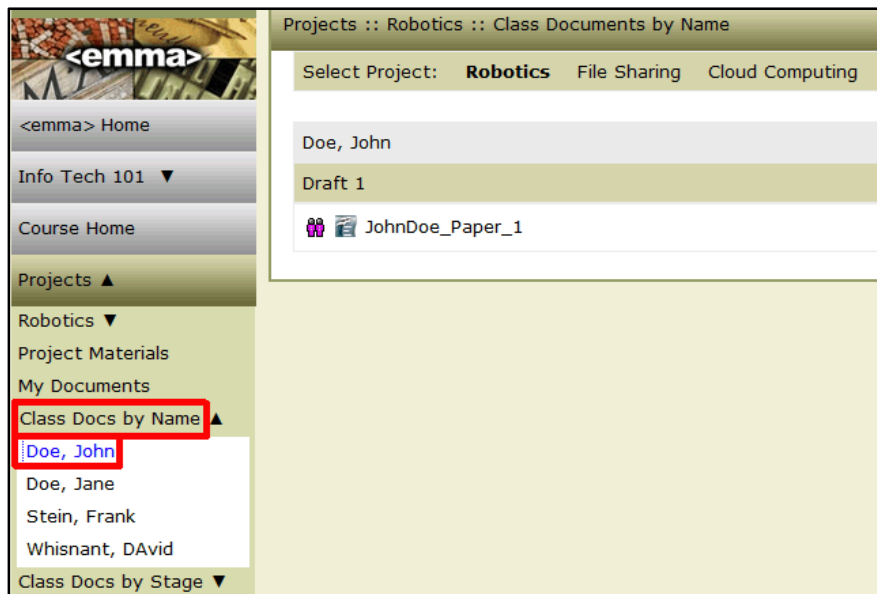
## Viewing a List of Class Documents

When you start to do peer reviews, you may want to see all the papers that have been submitted and are ready for review. Select the **Project** (e.g., Robotics), **Class Docs by Stage** and the **Stage** that you want to see (e.g., Draft 1).



The screenshot shows the Emma Student interface. On the left is a navigation menu with the following items: <emma> Home, Info Tech 101, Course Home, Projects, Robotics (highlighted with a red box), Project Materials, My Documents, Class Docs by Name, Class Docs by Stage (highlighted with a red box), All Stages, Draft 1 (highlighted with a red box), Draft 2, Draft 3, Final, and Post Write. The main content area is titled 'Projects :: Robotics :: Class Documents by Stage'. It features a 'Select Project:' dropdown menu with 'Robotics' selected, and other options: File Sharing, Cloud Computing, and Portfolio Prep. Below this, the 'Draft 1' stage is selected, displaying a list of documents: 'Doe, Jane' with 'JaneDoe\_Paper\_1', 'Doe, John' with 'JohnDoe\_Paper\_1', and 'Stein, Frank' with 'Stein\_Paper\_1'.

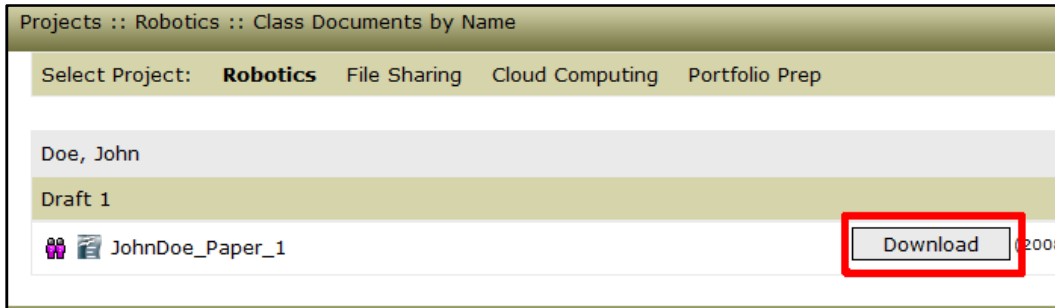
You also may want to see all the papers that a particular person has written. In this case, select **Class Docs by Name** and select the name of the person you want.



The screenshot shows the Emma Student interface. On the left is a navigation menu with the following items: <emma> Home, Info Tech 101, Course Home, Projects, Robotics (highlighted with a red box), Project Materials, My Documents, Class Docs by Name (highlighted with a red box), Doe, John (highlighted with a red box), Doe, Jane, Stein, Frank, Whisnant, DAVid, and Class Docs by Stage. The main content area is titled 'Projects :: Robotics :: Class Documents by Name'. It features a 'Select Project:' dropdown menu with 'Robotics' selected, and other options: File Sharing and Cloud Computing. Below this, the 'Doe, John' name is selected, displaying a list of documents: 'Draft 1' with 'JohnDoe\_Paper\_1'.

## Downloading Another Student's Paper from <emma>

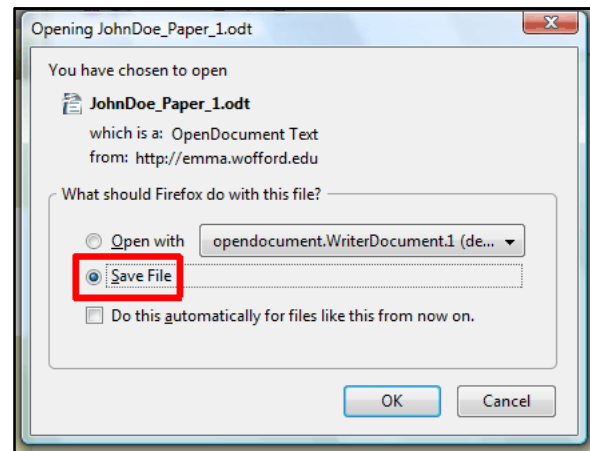
To download a paper so that you can edit it, find the paper and click on the **Download** button.



You will be asked if you want to save the file or open it with OpenOffice or NeoOffice. Choose the one you want and click on **OK**. **It usually is best to save the file to disk.**


Save the file with another name, such as “AuthorName-Paper1-YourName” – for example, “Dave-Paper1-Ima”

The document will be saved as an OpenOffice document file with an .odt extension. Make sure you save it in a place where you can find it later.



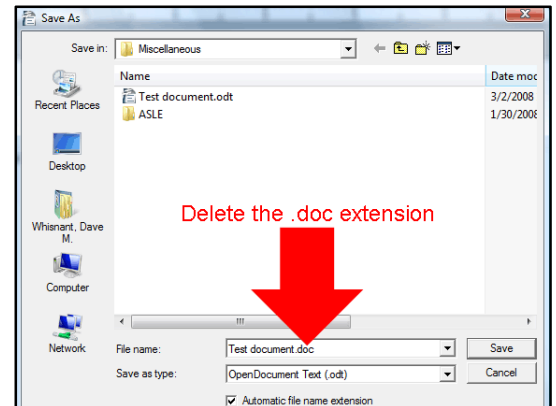
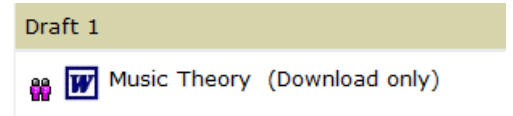
# Troubleshooting

## 1. Document Saved as a Microsoft Word (.doc) File

If a document has a Word symbol, , by it then it has been saved as a Word document with the .doc extension.

If this is the case, do the following:

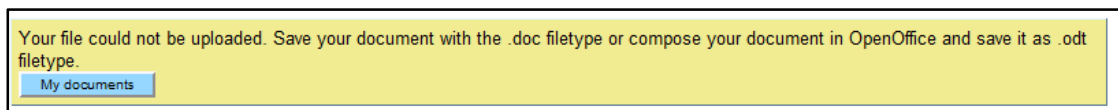
- Open **OpenOffice or NeoOffice Writer**.
- In OpenOffice Writer, choose **File, Open** from the main menu and navigate to the folder where you saved the Word document file. Open the Word document.
- Use **File, Save as ...** to save the file as an **OpenDocument Text (.odt)** file.
  - Be sure to delete the .doc extension in document name.



After you have saved the file with an .odt extension, you should be able to download it into <emma>.

## 2. Document Saved as a Microsoft Word 2007 (.docx) File

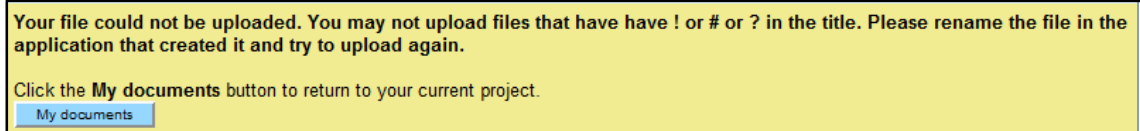
If you receive the “Your file could not be uploaded” error message shown below, you have saved the file with an extension that is not recognized by OpenOffice.



This will be the case, for example, if you have saved the document in the Word 2007 (.docx) format. If this is the case, open Word 2007 and save the document as a Word 97-2003 (.doc) document. Then open OpenOffice Writer as described above and save the document as an .odt file.

### 3. Document Name Contains a Forbidden Character: !, #, or ?

If you receive the “Your file could not be uploaded” error message shown below, you have saved the file with one of the forbidden characters: !, #, or ?.



If this is the case, open OpenOffice as described on the previous page and save the file with a new name.