

# **JESS**

---

*Jones e-education Software Standard*

## **Student Guide**



**Jones Knowledge, Inc.**

# Contents

Welcome to JESS .....	1
Course Navigation bar: Getting around JESS .....	1
Forum: Discussing topics and sharing messages .....	2
Viewing and working with Forum messages .....	2
Creating new Forum messages .....	6
A word about appropriate use of the Forum .....	8
Workspace: Storing and sharing files .....	8
Creating Workspace subdirectories .....	9
Modifying Workspace subdirectories .....	10
Deleting Workspace subdirectories .....	12
Uploading files into Workspace directories and subdirectories .....	13
Downloading files from Workspace directories and subdirectories .....	15
Working with Workspace subdirectories and files .....	16
Tests: Taking online tests and quizzes .....	17
Grade Book: Viewing grades .....	17
Profiles: Sharing personal information .....	18
Creating your Profile .....	18
Modifying your Profile .....	20
Viewing Profiles .....	21
Announcements: Viewing broadcast messages .....	21

---

Jones Knowledge , Inc.  
9697 E. Mineral Avenue  
Englewood, CO 80112 USA

Copyright 1997-2005, Jones Knowledge, Inc. All rights reserved.

The Jones e-education: Software Standard software application (the "Jones Standard ") and all corresponding guides, manuals, and materials related to this software are confidential and proprietary to Jones Knowledge, Inc. and copyrighted; they may not be used, reproduced, or modified, in whole or in part, except as expressly provided in executed license agreements or other written authorizations from Jones Knowledge, Inc. The Jones Standard and its related materials are being made available to qualified users without charge, but subject to license terms that include acceptance of this software and related materials "AS IS" without any warranties whatsoever, express or implied, including implied warranties of fitness for a particular purpose. Brand and product names mentioned in this document are trademarks, service marks, registered trademarks, or registered service marks of their respective owners.

## Welcome to JESS

This guide provides the information you need to use the Jones e-education Software Standard (JESS) software application to take an online course. It includes the following sections:

- **“Course Navigation bar: Getting around JESS” on page 1**—This section describes the Course Navigation bar, which you use to access the various areas of the JESS site.
- **“Forum: Discussing topics and sharing messages” on page 2**—This section explains how to use the Forum, a web-based communication tool that facilitates course-related communications among students and faculty.
- **“Workspace: Storing and sharing files” on page 8**—This section explains how to use the Workspace, which provides areas on your organization’s server to store both your personal files and files you want to share with other course participants.
- **“Tests: Taking online tests and quizzes” on page 17**—This section explains how to take online tests and quizzes created for your course.
- **“Grade Book: Viewing grades” on page 17**—This section explains how to view grades for tests and other gradable assignments you have submitted for your course.
- **“Profiles: Sharing personal information” on page 18**—This section explains how to use the Profile page, which displays personal and professional information about classmates, faculty, and other users.
- **“Announcements: Viewing broadcast messages” on page 21**—This section explains how to view administrative announcements created by your instructor or system administrators.

## Course Navigation bar: Getting around JESS

After logging into your course in JESS, you use the Course Navigation bar on the left side of the browser window to access the various areas of the site. The Navigation bar has been customized for your particular course, but the bar typically contains one or more of the following links:

- **Home**—Click here to return to the course home page, which is the first page displayed when you log in your course.
- **Orientation**—Click here to view orientation information related to your organization and course.
- **Syllabus**—Click here to view a syllabus for your course. The syllabus typically contains course plans and assignments. It might also contain links to other web sites that are pertinent to the course.
- **Tests**—Click here to take online tests, quizzes, and evaluations required for your course.
- **Grade Book**—Click here to view your grades, review assignments, receive comments and feedback from instructors, and determine overall how well you are doing in the course.

- **Forum**—Click here to access the Forum, which is used by students and instructors to share information and ideas using messages and file attachments.
- **Profiles**—Click here to enter information about yourself for other course participants to view, and to view profile information for other participants.
- **Workspace**—Click here to access directories where you can upload and download personal, shared, and assignment files.
- **Announcements**—Click here to review announcements. (New announcements are displayed when you log in.)
- **Weblinks**—Click here to access other web links created for your course.
- **Student Services**—Click here to view registration information for your organization.
- **Help**—Click here to view this online guide.
- **Feedback**—Click here to provide feedback about your course.
- **Logout**—Click here to log out of your course and out of JESS.

## Forum: Discussing topics and sharing messages

The Forum is a web-based communication tool that facilitates course-related communications among students and faculty. Course participants use the Forum to share messages and files.

Forums are organized by topics and subtopics, or *threads*. Each topic or subtopic includes messages from course participants that discuss the topic/subtopic. (This is called a “threaded discussion.”)

This section includes the following subsections:

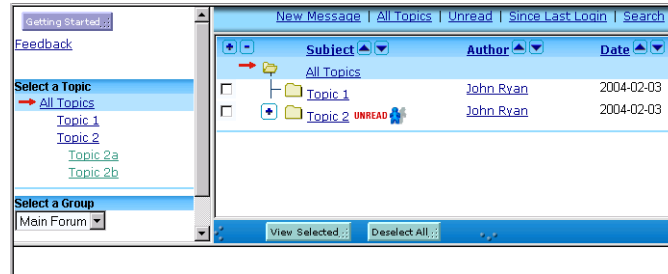
- “Viewing and working with Forum messages” on page 2
- “Creating new Forum messages” on page 6
- “A word about appropriate use of the Forum” on page 8

### Viewing and working with Forum messages

To view Forum messages (including file attachments), post replies, and delete message you have created, follows these steps:

- 1 After logging into your course, click the Forum link in the Course Navigation bar.

The Forum window is displayed.



The Main Forum group is the primary course discussion group. All course participants have access to the Main Forum group, which is the default displayed in the Select A Group drop-down list located in the left frame. Other Forum groups might have been created by your instructor for smaller group discussions. See your instructor for more information.







- 2 If necessary, in the Select A Group list located in the left frame, click a different Forum group.

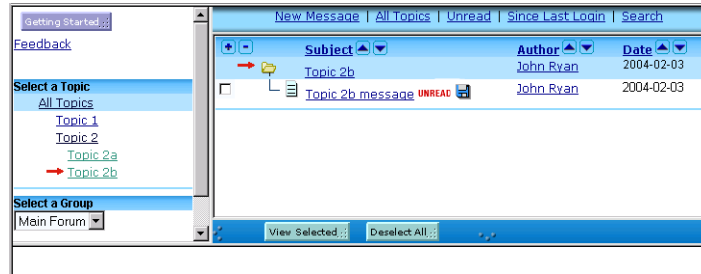
Only the topics and subtopics for the selected group are displayed in the Select A Topic list located directly above the Select A Group drop-down list.

- 3 In the Select A Topic list located in the upper left frame, click the topic or subtopic containing the messages you want to view.

If the All Topics option is selected in the Select A Topic list, all topics and subtopics and their related messages are displayed in the upper right frame. Otherwise, a list of messages related to the selected topic or subtopic is displayed beneath it in the upper right frame.

Note the following:

- Topics and subtopics are identified by a Folder icon .
- Messages are identified by a Paper icon .
- An Expand icon  preceding a topic or subtopic indicates that the topic has related messages.
- An Expand icon  preceding a message indicates that the message has reply messages.
- An Unread icon **UNREAD** displayed with a message indicates that the message has not been read. An Unread icon displayed with a topic or subtopic indicates the topic or subtopic contains an unread message. The icon disappears after the message is viewed.
- A Private icon  displayed with a message indicates that the message has been sent to an individual, not the entire Forum group.
- A Diskette icon  displayed with a message indicates that the message includes a file attachment.



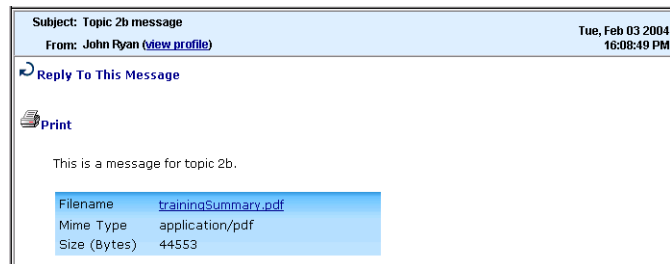
**4** Optionally, customize the message list using one or more of the following methods:

- To expand or collapse the entire topic/subtopic/message list, click the Expand All icon **+** or Collapse All icon **-** located at the top of the upper right frame.
- To expand or collapse a single topic, subtopic, or message, click the Expand icon **+** or Collapse icon **-** preceding it. Topics and subtopics can expand to display related messages. Messages can expand to display reply messages.
- To view only the messages that have not been read, click the Unread link at the top of the upper right frame.
- To view all messages that have been posted to the Forum since the last time you logged in, click the Since Last Login link at the top of the upper right frame.
- To search for messages based on keywords contained in the Message Body, Subject Line, or Author Name, click the Search link at the top of the upper right frame.
- To sort the list of messages in ascending or descending order based on the Subject, Author, or Date, click the appropriate Up or Down arrow icons located next to each of these labels at the top of the upper right frame.

**Note:** *The message list is fully expanded when the message list is sorted.*

**5** To view a message, click the message in the upper right frame.

The message area is displayed in the bottom frame of the window.



To view multiple messages simultaneously, in the upper right frame click the check boxes in front of the messages you want to view, or click the check box in front of a topic or subtopic to automatically select all messages beneath it. (All messages located beneath a selected message—that is, part of the same thread—are automatically selected along with the message.) Then click the View Selected button at the bottom of

the frame. The selected messages are displayed in the lower frame. You can click the Deselect All button to deselect all selected messages.

**6** To open or save a message file attachment, do one of the following:


- To open the attachment, click the file name link.
- To save the attachment, do the following:
  - a** Right-click the file name link and click the Save Link As option.

The Save As dialog is displayed.

- b** Select a location to save the file.
- c** Click OK.

The Save As dialog box closes.

**7** To reply to the message, do the following:

- a** Click the Reply icon  located at the top of the message.

Your new reply message is displayed in the lower frame.

- b** In the To field, select the recipient.
- c** Type your reply in the Your Message field.

To more easily add a long response to the discussion, type it in your word processor. Then, use the Copy and Paste commands to copy the text from your word processor and paste it in the Your Message section.

- d** To attach one or more files to the reply message, do the following:
  - a** Click the Browse button located next to the first Attach Files field.

The Choose File dialog box is displayed.

- b** Select the file you want to attach.
- c** Click OK.

The Choose File dialog box closes and the name of the file is displayed in the Attach Files field.

- d** Repeat steps a through c to attach up to two more additional files.

The files will be attached to the message when it is posted.

- e** Click the Send button.

The new reply message is displayed beneath the original message in the upper right frame.

**Note:** To access the Profile of someone who has posted a message in the Forum, click the person's name under the Author heading.

**8** To print the message, do the following:

- a** Click the Print icon  located at the top of the message.

The Print dialog box is displayed.

**b** Click the Print button.


**9** To edit a message you have created, do the following:

**Note:** *You cannot edit the following types of messages:*

- A message created by someone else.
- A message to which someone is in the process of replying.
- A message with child messages (responses).

**a** Click the message you want to edit.

The message is displayed in the lower frame.

**b** Click the Edit icon .

The message is displayed in editable fields.

**c** Make changes as necessary.

**d** Click the Send button.

**10** To delete a message you have created, do the following:

**Note:** *You cannot delete the following types of messages:*

- A message created by someone else.
- A message to which someone is in the process of replying.
- A message with child messages (responses).

**a** Click the message you want to delete.

The message is displayed in the lower frame.

**b** Click the Delete icon .

A message is displayed asking you to confirm the deletion.

**c** Click the Delete button.

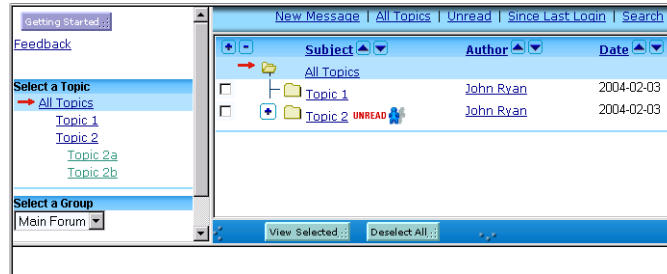
The message is removed from the topic lists in the upper frames.

## Creating new Forum messages

To create a new Forum message, follows these steps:

**1** After logging into your course, click the Forum link in the Course Navigation bar.

The Forum window is displayed.

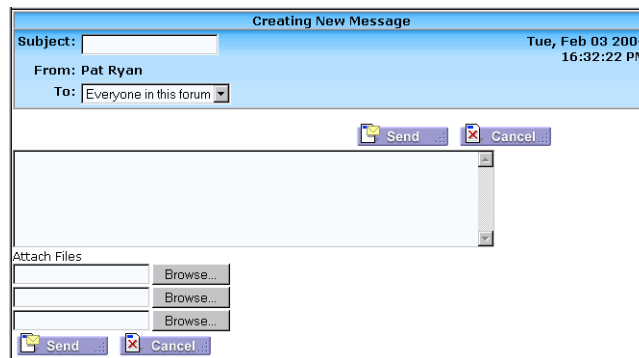


- 2 In the upper left frame, select the Forum group and topic or subtopic to which you want to post the message.

The topic or subtopic is displayed in the upper right frame.

- 3 Click the New Message link at the top of the upper right frame.

The new message is displayed in the lower frame.



- 4 In the Subject field, type a brief message description,
- 5 In the To field, select the recipient.
- 6 In the large text field, type your message.

To more easily enter a long message, type it in your word processor. Then, use the Copy and Paste commands to copy the text from your word processor and paste it in the text field.

- 7 To attach one or more files to the message, do the following:
  - a Click the Browse button located next to the first Attach Files field.  
The Choose File dialog box is displayed.
  - b Select the file you want to attach.
  - c Click OK.

The Choose File dialog box closes and the name of the file is displayed in the Attach Files field.

- d Repeat steps a through c to attach up to two more additional files.

The files will be attached to the message when it is posted.

- 8 When you are done, click the Send button.

The message is displayed in the upper right frame, beneath the selected topic or subtopic.

## **A word about appropriate use of the Forum**

Instructors have the primary responsibility for monitoring and moderating the Forum to make sure the class discussions are going smoothly and all individuals are participating.

The Forum should be used for academic discussions only, and appropriate language should be used at all times. If you would like to have a more personal discussion with another course participant, use E-mail instead. Every message that a participant posts to the Forum includes a link to his or her Profile, which contains the participant's E-mail address.

## **Workspace: Storing and sharing files**

The Workspace provides four major directory areas on your organization's server to store both your personal files and files you want to share with other course participants. Each Workspace directory is designated by "?".

- **Personal Workspace**—Use this directory to store course-related files you do not want to share with others. As necessary, you can create subdirectories to further organize your files. Only you can create subdirectories in this directory and upload files. In addition, only you can view, modify, or delete files or subdirectories stored in this directory.
- **Assignment Workspace**—Use this directory to upload assignment files for your instructor to review. You can create additional subdirectories as necessary to further organize files. Your instructor can also upload files into this directory for you to view or download.
- **Course Workspace**—Use this directory to view, upload, and download files intended to be shared with all course participants. Participants can create subdirectories as necessary to further organize files. Only the person who creates a subdirectory in this directory or uploads a file can determine access permissions for other course participants. In addition, this is the only person (along with the instructor or administrator) who can delete the subdirectory or file.
- **Group Workspace**—Use this directory to share files with other members of your group. Members can create subdirectories as necessary to further organize files. Only the person who creates a subdirectory in this directory or uploads a file can determine access permissions for other group members. In addition, this is the only person who can delete the subdirectory or file.

This section includes the following subsections:

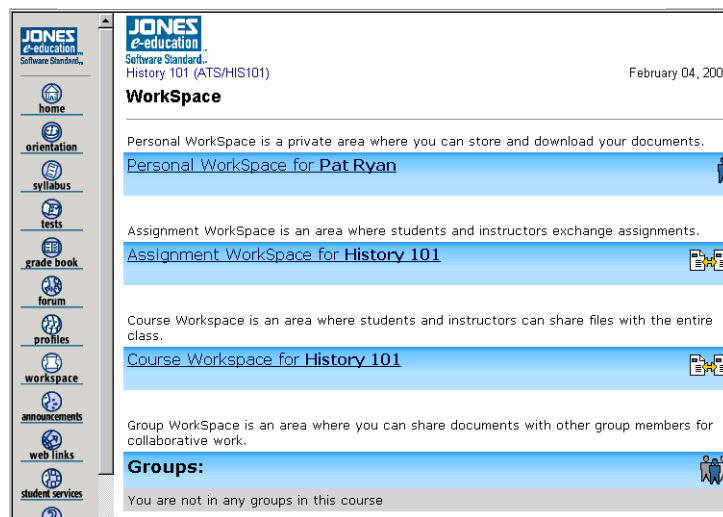
- ["Creating Workspace subdirectories" on page 9](#)
- ["Modifying Workspace subdirectories" on page 10](#)
- ["Deleting Workspace subdirectories" on page 12](#)
- ["Uploading files into Workspace directories and subdirectories" on page 13](#)

- “Downloading files from Workspace directories and subdirectories” on page 15
- “Working with Workspace subdirectories and files” on page 16

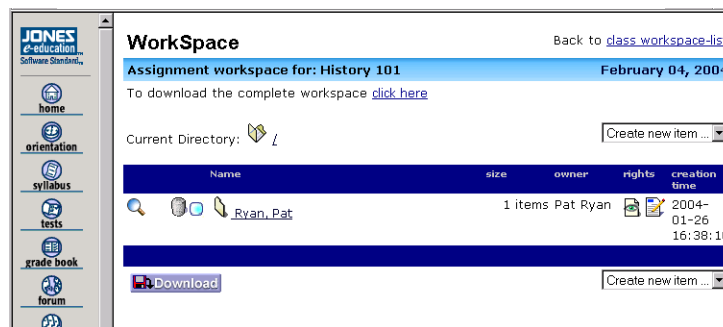
## Creating Workspace subdirectories

To Create a new subdirectory in a Workspace directory, follow these steps:

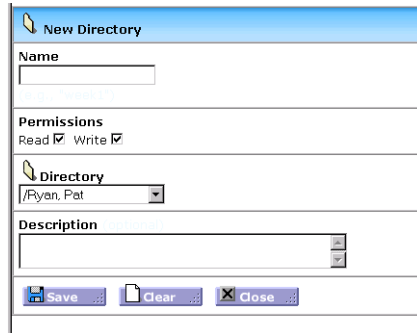
- 1 After logging into your course, click the Workspace link in the Course Navigation bar.  
The Workspace page is displayed.
- 2 Click the Workspace area directory for which you want to create a new subdirectory.



The Workspace area page is displayed (in the following example, the Assignment Workspace page is shown).



- 3 Click the Create New Item drop-down list and click Directory.  
The New Directory window is displayed.

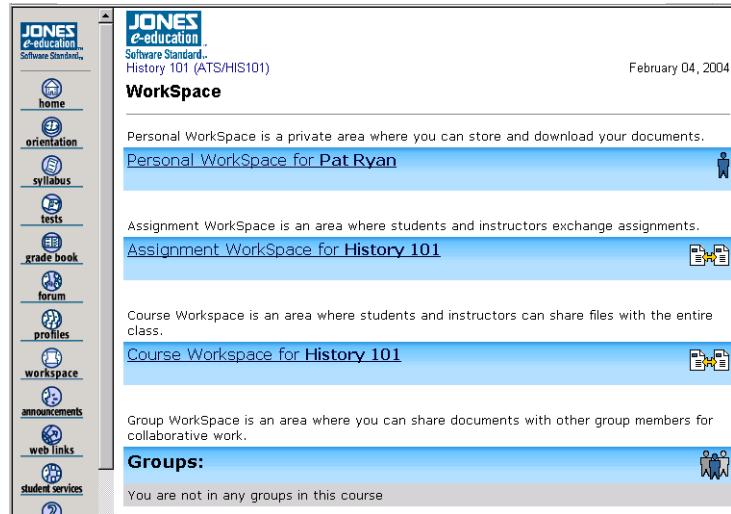


- 4 In the Name field, type a name for the new subdirectory.
- 5 Click the appropriate permissions for others accessing your new subdirectory.  
For more information on permissions, see [“Working with Workspace subdirectories and files”](#) on page 16.
- 6 In the Directory drop-down list, click the default Workspace directory (“/”) or the subdirectory in which you want to located your new subdirectory.  
The default Workspace directory (“/”) is not available if you selected the Assignment Workspace. The highest level of directory you can access in the Assignment Workspace is your own subdirectory (identified by your name).
- 7 If you want, enter a description in the Description field.
- 8 When you are done, click the Save button.  
If the new subdirectory is in the default “/” directory (that is, it is one level under the “/” directory), it is displayed in the list. If it is a subdirectory in another subdirectory, you must click the “parent” subdirectory to see it.

## Modifying Workspace subdirectories

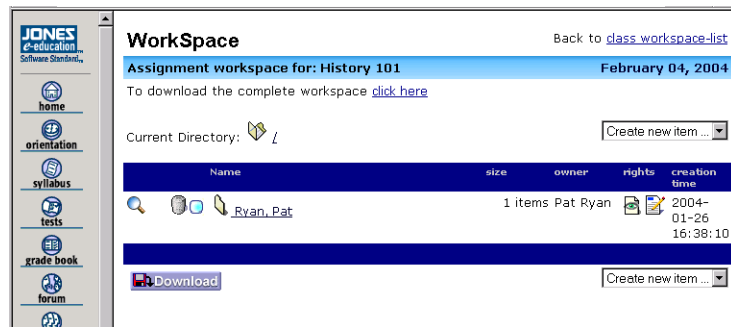
To modify an existing Workspace subdirectory (you cannot modify the default “/” directory), follow these steps:

- 1 After logging into your course, click the Workspace link in the Course Navigation bar.  
The Workspace page is displayed.



- 2 Click the Workspace area for which you want to modify a subdirectory.

The Workspace area page is displayed (in the following example, the Assignment Workspace page is shown).



- 3 Navigate to the subdirectory you want to modify.
- 4 Click the Info icon preceding the subdirectory you want to modify.

The Edit Directory window is displayed.

A screenshot of a web form for configuring a workspace. The form is titled 'Ryan, Pat' and has several sections: 'Name' with a text input field containing 'Ryan, Pat'; 'Permissions' with checkboxes for 'Read' and 'Write', both of which are checked; 'Directory' with a dropdown menu; and 'Description' with a text area containing 'Folder where students can submit assignments'. At the bottom of the form are three buttons: 'Save', 'Clear', and 'Close'.

- 5 Make changes to the subdirectory as necessary.

For additional instructions, see “[Creating Workspace subdirectories](#)” on page 9.

- 6 When you are done, click the Save button.

The changed subdirectory is displayed on the Workspace area page.

## Deleting Workspace subdirectories

To delete an existing Workspace subdirectory (you cannot delete the default “/” directory), follow these steps:

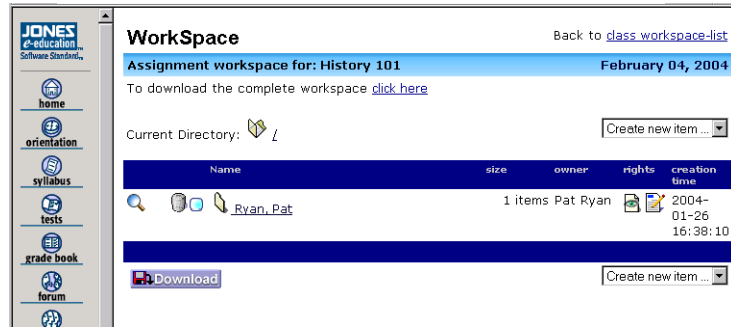
- 1 After logging into your course, click the Workspace link in the Course Navigation bar.


The Workspace page is displayed.

A screenshot of the 'Workspace' page in a course. The page has a navigation bar on the left with icons for home, orientation, syllabus, tests, grade book, forum, profiles, workspace, announcements, web links, and student services. The main content area is titled 'Workspace' and includes a description: 'Personal WorkSpace is a private area where you can store and download your documents.' Below this are three subdirectories listed in blue boxes: 'Personal WorkSpace for Pat Ryan', 'Assignment WorkSpace for History 101', and 'Course WorkSpace for History 101'. At the bottom, there is a 'Groups' section with the text 'You are not in any groups in this course'.

- 2 Click the Workspace area in which you want to delete a subdirectory.

The Workspace area page is displayed (in the following example, the Assignment Workspace page is shown).

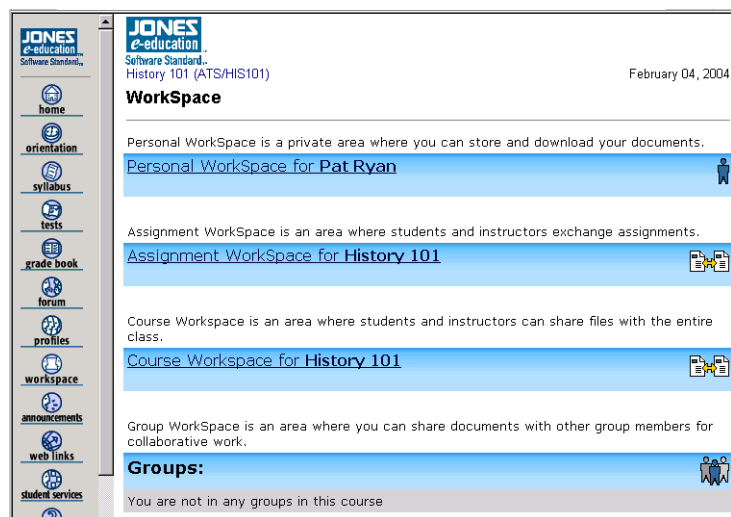


- 3 Navigate to the subdirectory you want to delete.
- 4 Click the Delete icon  preceding the subdirectory you want to delete.  
A message is displayed asking you to confirm the deletion.
- 5 Click Yes.  
The deleted subdirectory is no longer displayed on the Workspace area page.

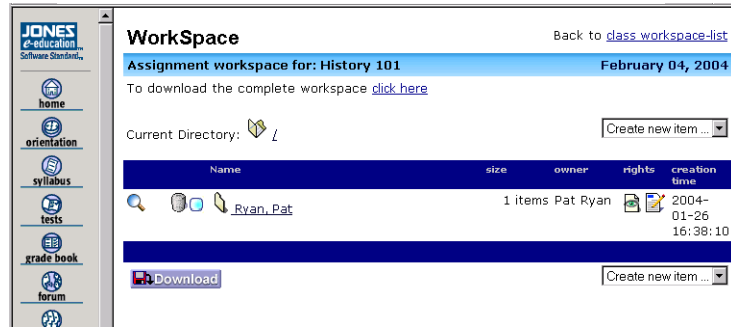
## Uploading files into Workspace directories and subdirectories

To upload a file into a Workspace default directory (“/”) or subdirectory, follow these steps:

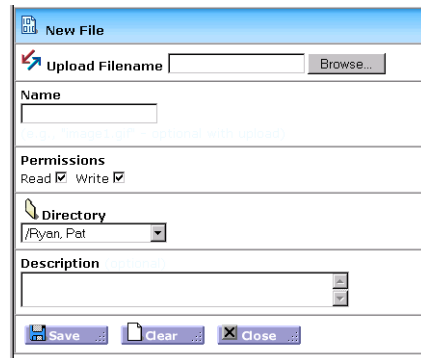
- 1 After logging into your course, click the Workspace link in the Course Navigation bar.  
The Workspace page is displayed.



- 2 Click the Workspace area directory into which you want to upload files.  
The Workspace area page is displayed (in the following example, the Assignment Workspace page is shown).



- 3 In the Create New Item drop-down list, click File.  
The New File window is displayed.



- 4 To select the file you want to upload, do the following:
  - a Click the Browse button.  
The Choose File dialog box is displayed.
  - b Select the file you want to upload.
  - c Click OK.  
The Choose File dialog box closes and the file is displayed in the field next to the Browse button.
- 5 If you want, rename the file name to be displayed in the Workspace by entering a new name in the Name field.  
If no name is specified, the original file name is used.
- 6 Click the appropriate permissions for others accessing your new file.  
For more information on permissions, see “Working with Workspace subdirectories and files” on page 16.
- 7 In the Directory drop-down list, click the default directory “/” or subdirectory into which you want to upload your file.

The default Workspace directory (“/”) is not available if you selected the Assignment Workspace. The highest level of directory you can access in the Assignment Workspace is your own subdirectory (identified by your name).

- 8 If you want, enter a description in the Description field.
- 9 When you are done, click the Save button.

The newly uploaded file is displayed on the Workspace area page under the “/” directory or one of its subdirectory.

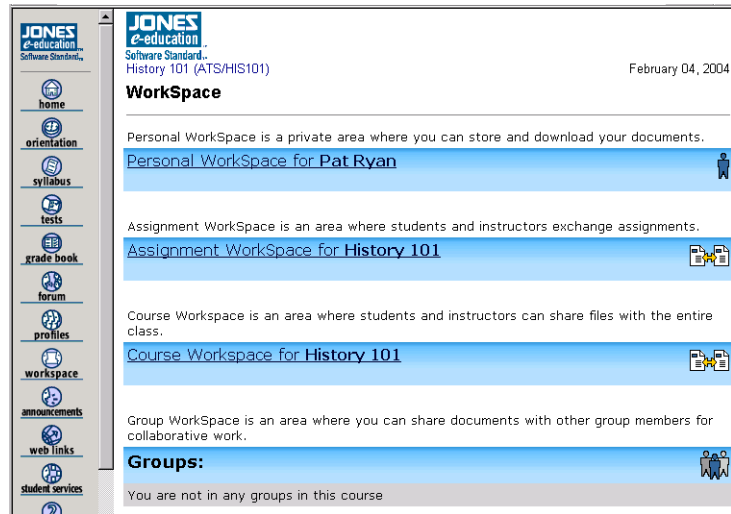
If necessary, click the appropriate subdirectory to see the file.

## Downloading files from Workspace directories and subdirectories

To download the entire Workspace (all directories, subdirectories, and files) or just one or more specific Workspace files, follow these steps:

- 1 After logging into your course, click the Workspace link in the Course Navigation bar.

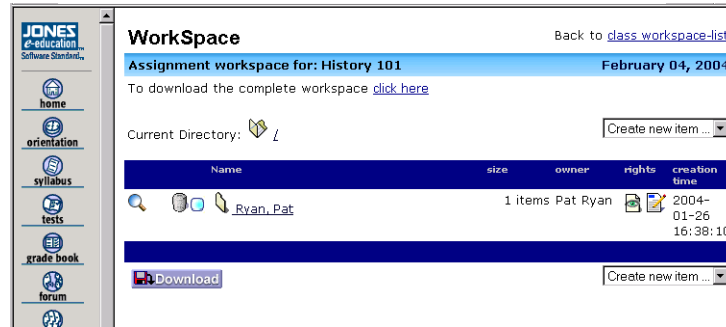
The Workspace page is displayed.




- 2 Do one of the following, depending on the type of download you want to perform:
  - To download the entire Workspace (all directories, subdirectories, and files), do the following:
    - a Click the “To download the complete workspace click here” option.  
The File Download box is displayed.
    - b Click the option to save the files.  
The Save As dialog box is displayed. The files can only be saved as a Zip file.
    - c Select a location to save the Zip file, rename the file if necessary, and click the Save button.



- To download one or more specific Workspace files, do the following:
  - a Click the Workspace area directory from which you want to download files.



The Workspace area page is displayed (in the following example, the Assignment Workspace page is shown).



- b Click the check box  preceding one or more subdirectories or files you want to download.
- c Click the Download button.  
The File Download box is displayed.
- d Click the option to save the file(s).  
The Save As dialog box is displayed. The file(s) can only be saved as a Zip file.
- e Select a location to save the Zip file, rename the file if necessary, and click the Save button.

## Working with Workspace subdirectories and files

The View icon  and Edit icon  displayed with a subdirectory or file on the Workspace area page correspond with the Read and Write permission options in the Create/Edit Directory window and New File window discussed earlier in this section. The following table describes these permissions.

Create/Edit Directory & New File windows permission	Workspace area page icon	Permission for subdirectory	Permission for file
Read	View 	<ul style="list-style-type: none"> <li>• Open files in the subdirectory.</li> </ul>	<ul style="list-style-type: none"> <li>• Open the file.</li> <li>• Save the file to a different location.</li> </ul>
Write	Edit 	<ul style="list-style-type: none"> <li>• Upload files into the subdirectory.</li> </ul>	<ul style="list-style-type: none"> <li>• Modify the file.</li> <li>• Delete the file.</li> </ul>











