

# Message Center Tool Requirements and Design

(May 2, 2006)





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# Functional Requirements & Specifications (September 8, 2005)

#### **Foreword**

This document describes the functional requirements and specifications for a new communication tool called "Message Forums" (MF). The tool is designed to meet the needs of both teaching/learning activities and collaborative work (e.g., committees, research projects, etc.). It is designed to integrate closely with Sakai services (roles, groups) and other tools (Resources, Gradebook, etc.).

While the terms "instructor" and "student" are used in this document, the MF tool must ensure that its use for a genomics research project or tenure review committee seem as fitting as its use for a course.

#### **Three Distinct Message Forums Areas:**

Each area in Message Forums serves a distinct communication purpose.

#### Private Messages (can be deactivated per site)

Private Messages are a special case of Message Forums and for the use of private communication between individuals and groups.

#### • Discussion Forums

Discussion forums within a Sakai site serve multiple purposes. Asynchronous discussion provides an opportunity for students/participants to engage with course material and with each other, extending learning beyond the classroom. For some courses, asynchronous online discussion replaces classroom discussion. For many courses, the purpose of the forum is to increase students' sense of ownership of a course and their sense of community. As a result, in many courses, students will quite appropriately express convergent and divergent ideas and the forum need not force users into either convergence or divergence. Discussion forums often provide a place for discussion of ideas/topics/issues where first exposure is not given in class as well as a place to continue discussions begun in class.

Discussion forums may serve as collaborative space for students in a course or members of a project site to interact with one another as well as with specific pieces of work. The MF tool supports creating an unlimited number of discussion forums for a course or worksite.

Ideally, discussion forums should also be flexible enough to serve other needs as identified by faculty/course maintainers and project site owners.

#### • Open Forum (Can be deactivated per site)

The open forum is a site "water cooler" where discussion can freely happen on any variety of topics created by the site participants. By default all users can create topics and messages and replies. Settings can be customized by site owner. In effect, the Open Forum is a special case of a discussion forum with pre-defined settings and a persistent location at the bottom of the list.

#### Display

#### Site Home Page

- Iframe on site home page indicates:
  - o number of unread private messages
  - o number of unread messages in discussion forums
  - number of unread messages in the open forum (if activated)

#### Front Page

- Shows number of unread messages and grand total of messages for each topic
- Sequence
  - Private Messages always first; Open Forum always last; Discussion Forums in the middle
  - New discussion forums listed in chronological order by default
  - New topics listed in chronological order by default under each forum
  - Sequence of Discussion Forums can be specified (by permitted users)
- Each forum and topic displayed by title, short description (if created) and link to richtext description (if created)
- Link to Stats page for permitted roles; stats include number of authored, read and unread messages per user.

#### Viewing Topic Messages for a Forum

- Unread messages in bold
- Viewed postings permanently marked as read; read and unread tracked for each user and remembered between sessions
- Clearly marked threads through indenting in Threaded view
- View By Outline shows threaded view not through indenting but with 1.1.1. outline marking; useful for discussions with multiple threaded levels.
- In Threaded view can expand/collapse individual threads or expand/collapse all
- In unthreaded view, list messages chronologically by default
- Show Subject
- Show Author (name of individual) of message
- Show Date/time of message
- Show Label
- In unthreaded view, can sort on Subject, Author, Date, Label by clicking on column heading
- Can check individual messages or check all messages for viewing in print friendly view or marking as unread
- In unthreaded view, can choose to view only unread messages
- Can navigate to Previous/Next Topic
- Can navigate to Previous/Next Message
- Can Search within forums
- Can Advance search within forums by time range, author, label, subject, body

- Print Friendly view reflects threading in Threaded view, ordered sequence in unthreaded views
- View by Label list messages group by label item; sections can be expanded/collapsed
- Optional view can include message preview pane and/or forum/topic list set by individual under Display Options
- Click on author of message calls up author's profile.
- The forums and topics and related structural items should be exportable to another course or site.

#### **Compose Message**

- Rich text editing
- Smart and plain text
- WYSIWYG editing
- HTML editing
- Add attachments
- Ability for faculty/course maintainer to adjust allowable attachment size
- Add attachments, including video and audio, as attachment link to Resources, file on computer, web link
- Set Label
  - o Labels defined by site owner.
  - Message Author selects label from list.
  - o Label can be set as a required field

#### Reply Message

- Rich text editing
- By default, original message is not included in the reply
  - A "quote" option is available which will paste original message into the rich text editor with quoted text lines marked with >
  - Add attachment
  - Set Label
  - Subject line can be edited

#### Settings

#### Default settings inheritance

- Current global default settings are inherited by forums as they are created.
- Current forum settings are inherited by topics as they are created.

#### Forum/Topic Basic Settings

- Title
- Short Description
- Rich-Text Description
- Lock (read only) Y/N
- Attachment

#### Availability

 Option to require students to submit their post to a Topic before they have the permission to read the responses of others

- Set time/date when it becomes visible
- Set time/date when messages can be posted
- Set time/date when it becomes read only
- Set time/date when it becomes hidden.

#### Access

- Set which individual and/or groups can contribute (and, of course see)
- Set other individual or groups which can have read-only access

#### Moderator

- Option to hide messages until "approved" by a moderator
- Rejected messages not shown to participants
- Option to send email notification to author once message is approved/rejected
- Option to reject with comment which would be sent to author

#### Control Permissions (set for each course role and project role)

- Create new forum Default set to No for students
- Create new topic Default set to No for students
- Create new response

   Default set to Yes for students
- Create new response to response– Default set to Yes for students
- Move messages/thread to different topics within forum
- Change settings
- Organize
- Grade message (Note: not available with Private Messaging; use Assignments Tool)
- Can pre-select gradebook and gradebook column; otherwise choice must be made for each message.

#### Message Permissions

- Create new message Default set to Yes for students
- Read messages
   — Default set to Yes for students
- Edit any message Default set to No for students
- Edit own message Default set to No for students
- Delete any message/thread Default set to No for students
- Delete own message Default set to No for students
- Read drafts (by others) Default set to No for students
- Mark all as read Default set to Yes for students

#### Labels

- Site owner definable labels which are selectable by message author in discussion forums
- Selecting a label can be set as a required field for all messages within the topic.

Labels can be used for such things as roles (Example: I create a topic on the "Economics of Open Source." There are three roles, and students can/must select which role they are taking when responding: "OS Zealot" "OS Distracter" and "Bystander. The label list should always have the "n/a" or none option. Should support up to 10 labels (arbitrary number). (Example Two: I create labels of "Provocateur" and "Critic" and make assignments.) (Example Three: labels related to argument structure: Argument, Evidence, etc.)

#### **Special Features/Considerations for Private Messaging**

- Instructor/Site owner can Activate/Deactivate Inactivity Notification
- Display list of individuals, multiple individuals, named groups, instructors, etc. (by name, e.g. rita fox, john gray, all instructors, all students, red group, etc.)
- Send PM to:

Individual

Select multiple individuals

And/or Select named group(s)

- Reply to PM w/reply or reply all
- Forward private message
- Pre-defined groups include: All Instructors; Entire Class
- Daily Notification of new messages (set by each user in their profile)
- Threading

To take advantage of threading in private messages, private messages are of type Received, Sent, or Deleted. These types are displayed in the same fashion as topics in discussion forums and are always the first three listed. Each user can create additional topics in which to move and store messages for themselves (unlike in discussion forums where everyone sees a message in the same topic).

- Can choose to send as a private message (default) or to recipients' internet address (Reply To of that message is sender's internet address).
- Individual can set to Auto Forward a copy of received private messages to one's own internet address (Reply To is user's own internet address not original sender's.)
   A key result is that once a private message leaves Sakai it can not come back unless by copy/paste, etc. In other words, one cannot send an email message to the private message area in the Message Forums tool.

#### Advanced traits not currently in design (post-December release):

- Notification options which include once a day and as updated
- My workspace indicates location of unread messages across sites
- Mark one or more messages as unread
- Setting to disable editing of posting by students by date/time
- Ability to search/advance search across all/selected forums, not just within forum

#### **Features for Later Consideration**

- Any user should have the option to mark a particular posting (e.g., topic, response, etc.) to "Notify me of Response(s)".
- Setting to place Subject line top or bottom of new message
- Ability for faculty/course maintainers to organize forums into folders

#### Features delegated to Tests & Surveys Tool

- Polling (SAMigo, i.e. Tests & Surveys)
- Ability for immediate results
- Ability to postpone results

#### Features dependent on WYSIWYG editor

Spell Checker



# 1 – Homepage

↑ MESSAGE FORUMS

#### Private Message Area

Compose Private Message

**Organize** 

New Folder

Settings

**Statistics** 

Private Messages

The Private Message Area is not activated for this site. To activate the Private Message Area for this site, click Settings from the Private Message Area bar.

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New Forum

**Organize** 

**Statistics New Topic**  **Template Settings** Forum Settings

Case Studies

This forum is used to discuss assigned case studies. You should follow the case study preparation instructions before posting.

<u>Dubai Port Authority Case</u> (7 messages – 1 unread)

**Topic Settings** 

What scope and partners do you recommend for the proposed system? Provide one sentence of support for your position.

Read Full Description

KPMG: One Giant Brain Case (3 messages - 1 unread)

**Topic Settings** 

Assess the technical choices rode by KPMG following the choice not to fund the Shadow Partner project. Do you believe they

made wise or risky decisions? Why?

Attachment(s): MPMG.doc (112 kb)

Maxfli Case (2 message – 0 unread)

**Topic Settings** 

What lessons, if any, should the Company learn from the Maxfli experience regarding future development?

New Technologies

**New Topic** 

Forum Settings

This forum contains topics for discussing emerging technologies and their use.

WiMax...Hype and Reality (1 message - 0 unread)

**Topic Settings** 

Much is written regarding the technical capabilities and transformative possibilities of WiMax. Read Full Description

<u>Technology News</u> (3 messages – 0 unread)

**Topic Settings** 

Post any observations re new technologies and your view of their relevance.

**Team Forums** 

**New Topic** 

Forum Settings

Teams use this forum area to post interim Project work and questions.

Team Alpha (2 messages – 0 unread) Members: Adams, Sanchez, Wong, Yu; Topic is Open Source Applications **Topic Settings** 

Team Bravo (0 messages - 0 unread)

Members: Martz, L. Smith, Tobin, C. Wilson, Xu; Topic is Development Offshoring

**Topic Settings** 

Team Charlie (0 messages - 0 unread)

**Topic Settings** 

Members: Cook, R. Smith, Soni, J. Wilson

# Open Forum

<u>Organize</u>

**Statistics Settings** 

Open Forum Topics

**New Topic** 

Personal Experiences with Mobile Devices (1 message - 0 unread)

Homework Q&A Help from Class (3 messages – 0 unread)

**Topic Settings** 

**Topic Settings** 

#### Requirements:

#### **Message Forum Areas**

- By default, all three Message Forum areas (Private Message Area, Discussion Forums, and Open Forum) are expanded
- Areas will always appear in the following order:
  - \*Private Message Area
  - \*Discussion Forums
  - \*Open Forum
- By default, Private Message Folders, Forums and Topics are sorted by date in descending order (newest first), unless user has overridden this sequencing for the Private Message Area or Discussion Forums via Organize (HP-7 and HP-8)
- Total number of messages and unread messages per folder/topic are shown directly after folder/topic title

#### **Private Message Area**

- Default Folders in Private Messages are: Received, Sent, Deleted, Drafts
- Clicking the Private Messages link will take the user to the Private Messages Detail View (HP-5 or HP-6)
- Clicking Organize on the Private Message Area bar will take the user to the Organize Private Message Area screen (HP-8)
- Clicking Statistics in the Private Messages Area bar will open the Statistics screen (ST-1)
- Clicking Settings in the Private Messages Area will open the Private Message Settings (PMSettings-1)
- Clicking Compose Private Message will open the Compose Private Message screen (PM-3)
- Clicking the New Folder link on the Private Message Area bar will take the user to the Create Folder screen (PMSetting-3)
- All personally created folders will display as subfolders to the Personal Folders folder
- By default, Personal Folders is collapsed
- Clicking Personal Folders will expand/collapse any subfolders
- Clicking any folder in the Private Message Area (such as Received, Sent, Deleted, Drafts) will take the user to the All Messages View (PM-1)

#### **Discussion Forums**

- There are no default forums or topics in Discussion Forums
- Clicking New Forum on the Discussion Forums bar will take the user to the Discussion Forum Settings screen (DFS -1)
- Clicking Organize on the Discussion Forums bar will take the user to the Organize Forums and Topics screen (HP-7)
- Clicking Statistics in the Discussion Forums bar will open the Statistics screen (ST-1)
- Clicking Template Settings on the Discussion Forums bar will take the user to the Default Settings Template screen (DST-1)
- Clicking any Forum (e.g., Case Studies) will take the user to the Forum Detail View (HP-3 or HP-4)
- Clicking New Topic on the Discussion Forums bar will take the user to the Create Topic screen (TS-2)
- Clicking Forum Settings on the Discussion Forums bar will take the user to Discussion Forum Settings screen (DFS -1)
- Clicking any Topic (e.g., Dubai Port Authority Case) will take the user to the All Messages View screen (DF-1)

# HP-1.2: Homepage (Instructor View (cont.))

# Requirements:

#### **Discussion Forums (cont.)**

- Clicking Topic Settings for an existing topic will take the user to Topic Settings (TS-1)
- Any forum/topic description shown relates to the short description added by the user in the Forum/Topic Settings screens (DFS-2 or TS-2).
- Read Full Description relates to the full description added by the user in the Forum/Topic Settings screens (DFS-2 or TS-2)
- Clicking Read Full Description will display the full description as shown in the Show Full Description screen (HP-9)
- Selecting the KPMG.doc attachment link will open the attachment in Word

#### Open Forum

- Clicking Organize on the Open Forum bar will take the user to the Organize Forums and Topics screen (HP-7)
- Clicking Statistics on the Open Forum bar will open the Statistics screen (ST-1)
- Clicking Settings on the Open Forum bar will take the user to the Open Forum Settings screen (OFS-1)
- Clicking Open Forum Topics will take the user to the Forum Detail View (HP-3 or HP-4)
- Clicking New Topic on the Open Forum Topics bar will take the user to the Open Forum Topic Settings screen (OFT-1).
- Clicking any Topic will take the user to the All Messages View screen (DF-1)

# HP-2: Homepage (Student View)

↑ MESSAGE FORUMS		?
▼ Private Message Area		<u>Organize</u>
Private Messages Compose Pr	rivate Message	New Folder
Received (12 messages – 3 unread)		
Sent (22 messages)		
Deleted (0 messages – 0 unread)		
Drafts (0 messages)		
Personal Folders		
DPA Case (3 messages – 0 unread)		Folder Settings
Team Alpha Correspondence (7 messages – 2 unread)		Folder Settings
▼ Discussion Forums		
<u>Case Studies</u>		
This forum is used to discuss assigned case studies. You should follow the case study preparation instructions before posting	<b>J</b> .	
<u>Dubai Port Authority Case</u> (7 messages – 3 unread)		
What scope and partners do you recommend for the proposed system? Provide one sentence of support for your position Read Full Description	1.	
KPMG: One Giant Brain Case (3 messages – 0 unread)		
Assess the technical choices rode by KPMG following the choice not to fund the Shadow Partner project. Do you believe made wise or risky decisions? Why?	they	
Attachment(s): KPMG.doc (112 kb)		
Maxfli Case (2 message – 2 unread)		
What lessons, if any, should the Company learn from the Maxfli experience regarding future development?		
New Technologies		
This forum contains topics for discussing emerging technologies and their use.		
WiMaxHype and Reality (1 message – 0 unread)  Much is written regarding the technical capabilities and transformative possibilities of WiMax. Read Full Description		
Technology News (3 messages – 0 unread)		
Post any observations re new technologies and your view of their relevance.		
<u>Team Forums</u>		
Teams use this forum area to post interim Project work and questions.		
<u>Team Alpha</u> (2 messages – 0 unread) Members: Adams, Sanchez, Wong, Yu; Topic is Open Source Applications		
▼ Open Forum		
Open Forum Topics		New Topic
Personal Experiences with Mobile Devices (1 message – 1 unread)		
Homework Q&A Help from Class (3 messages – 0 unread)		

# Requirements:

#### **Message Forum Areas**

- By default, all three Message Forum areas (Private Message Area, Discussion Forums, and Open Forum) are expanded
- Areas will always appear in the following order:
  - \*Private Message Area
  - \*Discussion Forums
  - \*Open Forum
- By default, Private Message Folders, Forums and Topics are sorted by date in descending order (newest first), unless user has overridden this sequencing for the Private Message Area via Organize (HP-8)
- Total number of messages and unread messages per folder/topic are shown directly after folder/topic title

#### **Private Message Area**

- Default Folders in Private Messages are: Received, Sent, Deleted, Drafts
- Clicking the Private Messages link will take the user to the Private Messages Detail View (HP-6)
- Clicking Organize on the Private Message Area bar will take the user to the Organize Private Message Area screen (HP-8)
- Clicking Compose Private Message will open the Compose Private Message screen (PM-3)
- Clicking the New Folder link on the Private Message Area bar will take the user to the Create Folder screen (PMSetting-3)
- All personally created folders will display as subfolders to the Personal Folders folder
- By default, Personal Folders is collapsed
- Clicking Personal Folders will expand/collapse any subfolders
- Clicking any folder in the Private Message Area (such as Received, Sent, Deleted, Drafts) will take the user to the All Messages View (PM-1)

#### **Discussion Forums**

- There are no default forums or topics in Discussion Forums
- Clicking any Forum will take the user to the Forum Detail View (HP-4)
- Clicking any Topic (e.g., Dubai Port Authority Case) will take the user to the All Messages View screen (DF-1)
- Any forum/topic description shown relates to the short description added by the user in the Forum/Topic Settings screens (DFS-2 or TS-2).
- Read Full Description relates to the full description added by the user in the Forum/Topic Settings screens (DFS-2 or TS-2)
- Clicking Read Full Description will display the full description as shown in the Show Full Description screen (HP-9)
- Selecting the KPMG.doc attachment link will open the attachment in Word

# HP-2.2: Homepage (Student View (cont.))

# Requirements:

### **Open Forum**

- Clicking Open Forum Topics will take the user to the Forum Detail View (HP-3 or HP-4)
- Clicking New Topic on the Open Forum Topics bar will take the user to the Open Forum Topic Settings screen (OFT-1).
- Clicking any Topic will take the user to the All Messages View screen (DF-1)

#### HP-3: Forum Detail View

↑ MESSAGE FORUMS		?
Message Forums / Case Studies	New Topic	Forum Settings
This forum is used to discuss assigned case studies. You should follow the case study preparation instructions before posting	g.	
<u>Dubai Port Authority Case</u> (7 messages – 1 unread) What scope and partners do you recommend for the proposed system? Provide one sentence of support for your position Read Full Description	n.	Topic Settings
KPMG: One Giant Brain Case (3 messages – 1 unread)  Assess the technical choices rode by KPMG following the choice not to fund the Shadow Partner project. Do you believe made wise or risky decisions? Why?  Attachment(s): KPMG.doc (112 kb)	they	Topic Settings
Maxfli Case (2 message – 0 unread) What lessons, if any, should the Company learn from the Maxfli experience regarding future development?		Topic Settings

- This is an isolated view of a Forum and its Topics
- All settings are the same for an instructor/administrator as shown in HP-1
- Clicking the 'Message Forums' breadcrumb will return the user to the Homepage (HP-1)
- Clicking New Topic on the Discussion Forum Topics bar will take the user to the Create Topic screen (TS-2)
- Clicking Forum Settings will take the user to the Discussion Forum Settings screen (DFS -1)
- Selecting the KPMG.doc link will open the attachment in Word
- Read Full Description relates to the full description added by the user in the Forum/Topic Settings screens (DFS-2 or TS-2)
- Clicking Read Full Description will display the full description as shown in the Show Full Description screen (HP-9)
- Selecting any Topic (e.g., Dubai Port Authority Case) will take the user to the All Messages View (DF-1)
- Clicking Topic Settings for an existing Topic will take the user to the Topic Settings screen (TS-1)

### HP-4: Forum Detail View (Student View)

#### **↑ MESSAGE FORUMS**

Message Forums / Case Studies

This forum is used to discuss assigned case studies. You should follow the case study preparation instructions before posting.

<u>Dubai Port Authority Case</u> (7 messages – 1 unread)

What scope and partners do you recommend for the proposed system? Provide one sentence of support for your position. Read Full Description

KPMG: One Giant Brain Case (3 messages - 1 unread)

Assess the technical choices rode by KPMG following the choice not to fund the Shadow Partner project. Do you believe they made wise or risky decisions? Why?

Attachment(s): MEMG.doc (112 kb)

Maxfli Case (2 message – 0 unread)

What lessons, if any, should the Company learn from the Maxfli experience regarding future development?

#### Requirements:

- This is an isolated view of a Forum and its Topics
- All settings are the same for a student/user as shown in HP-2
- Clicking the 'Message Forums' breadcrumb will return the user to the Homepage (HP-1)
- Selecting the KPMG.doc link will open the attachment in Word
- Read Full Description relates to the full description added by the user in the Forum/Topic Settings screens (DFS-2 or TS-2)
- Clicking Read Full Description will display the full description as shown in the Show Full Description screen (HP-9)
- Clicking any Topic (e.g., Dubai Port Authority Case) will take the user to the All Messages View (DF-1)

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### HP-5: Private Messages Detail View

↑ MESSAGE FORUMS		?
Message Forums / Private Messages	Compose Private Message	New Folder
Received (6 messages – 1 unread)		
Sent (12 messages)		
Deleted (0 messages – 0 unread)		
Drafts (1 message)		
Personal Folders		
DPA Case (1 message – 0 unread)		Folder Settings
Team Correspondence (3 messages – 0 unread)		Folder Settings

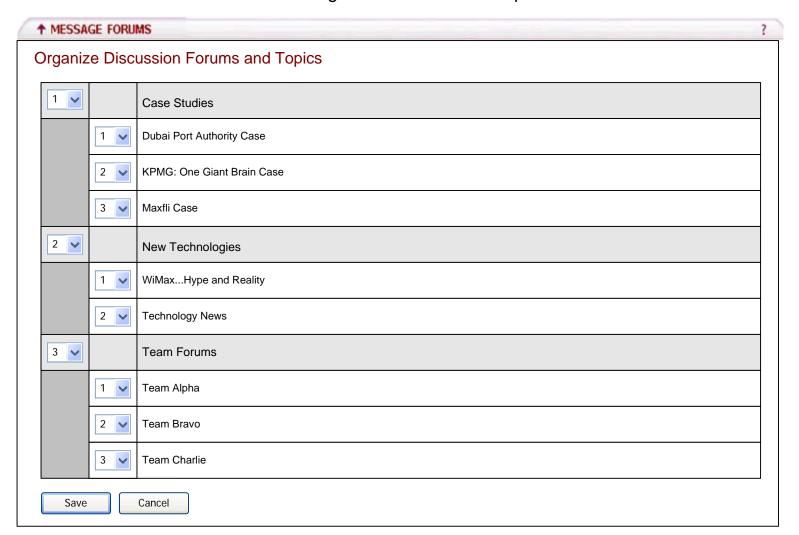
- This is an isolated view of the Private Message Area
- All settings are the same for an instructor/administrator as shown in HP-1
- Clicking the 'Message Forums' breadcrumb will return the user to the Homepage (HP-1)
- Clicking New Folder on the Private Message Area bar will take the user to the Create Folder screen (PMSettings-3)
- All personally created folders will display as subfolders to the Personal Folders folder
- By default, Personal Folders is collapsed
- Clicking Personal Folders will expand/collapse any subfolders
- Clicking Compose Private Message will open the Compose Private Message screen (PM-3)
- Default Folders in the Private Message Area are: Received, Sent, Deleted and Drafts
- Clicking any Folder (such as Received, Sent, Deleted or Drafts) will take the user to the All Messages View (PM-1)
- Total number of messages and unread messages are shown directly after the Folder Title
- Folder Settings for an existing topic will take the user to the Private Message Settings screen (PMSettings-1)

### HP-6: Private Messages Detail View (Student View)

↑ MESSAGE FORUMS		?
Message Forums / Private Messages	Compose Private Message	New Folder
Received (12 messages – 3 unread)		
Sent (22 messages)		
Deleted (0 messages – 0 unread)		
Drafts (0 messages)		
Personal Folders		
DPA Case (3 messages – 0 unread)		Folder Settings
Team Alpha Correspondence (7 messages – 2 unread)		Folder Settings

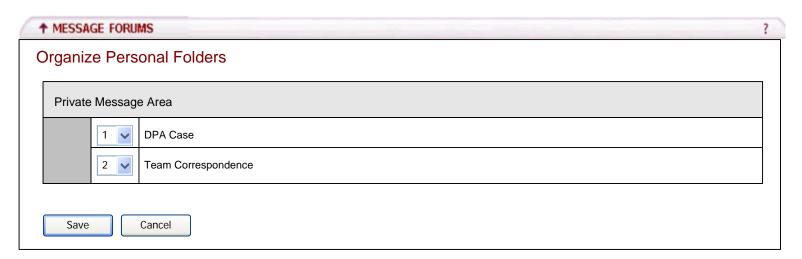
- This is an isolated view of the Private Message Area
- All settings are the same for a student/user as shown in HP-2
- Clicking the 'Message Forums' breadcrumb will return the user to the Homepage (HP-2)
- Clicking New Folder on the Private Message Area bar will take the user to the Create Folder screen (PMSettings-3)
- All personally created folders will display as subfolders to the Personal Folders folder
- By default, Personal Folders is collapsed
- Clicking Personal Folders will expand/collapse any subfolders
- Clicking Compose Private Message will open the Compose Private Message screen (PM-3)
- Default Folders in the Private Message Area are: Received, Sent, Deleted and Drafts
- Clicking any Folder (such as Received, Sent, Deleted or Drafts) will take the user to the All Messages View (PM-1)
- Total number of messages and unread messages are shown directly after the Folder Title
- Folder Settings for an existing topic will take the user to the Private Message Settings screen (PMSettings-1)

### HP-7: Organize Forums and Topics



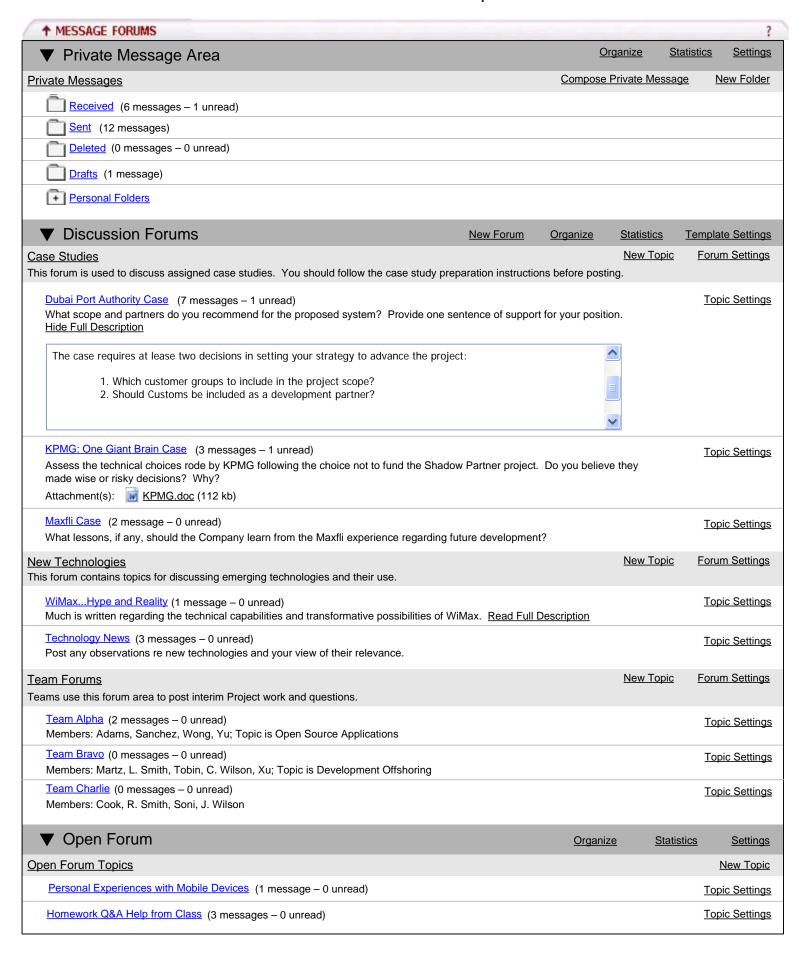
- By default, Forums and Topics will be sorted by date added, in descending order (newest first)
- If a change is made to the sort order of a particular Forum or Topic via the dropdown menu, affected Forums or Topics will renumber themselves automatically (client-side)
  - \*For the Case Studies forum, if Topic number 3 is changed to number 1, then Topic 1 becomes 2 and 2 becomes 3 (dynamically)
- Clicking the 'Save' button saves the changes server-side and returns the user to the Homepage (HP-1 for an administrative user or HP-2 for a user)
- Any changes are discarded if the user clicks the Cancel button and the user is returned to the Homepage (HP-1 for an administrative user or HP-2 for a user)

# HP-8: Organize Private Message Area Personal Folders



- Default Private Message Folders (Received, Sent, Deleted and Drafts) can not be reordered
- By default, Private Message Folders display in descending order by date (newest first)
- If a change is made to the sort order of a particular Folder via the dropdown menu, affected Folders will renumber themselves automatically (client-side)
  - \*If Folder number 2 is changed to number 1, then Folder 1 becomes 2 (dynamically)
- Clicking the 'Save' button saves the changes server-side and returns the user to the Homepage (HP-1 for an administrative user or HP-2 for a normal user)
- Any changes are discarded if the user clicks the Cancel button and the user is returned to the Homepage (HP-1 for an administrative user or HP-2 for a normal user)

### HP-9: Read Full Description



# HP-9.1: Show Full Description (cont.)

- Clicking 'Show Full Description' displays a scrollable text area box that displays any predefined text submitted by the creator of the Topic/Forum (DFS-2, TS-2, OFT-2)
- Upon displaying the text area box, the 'Read Full Description' link changes to 'Hide Full Description'
- Clicking 'Hide Full Description' will hide the text area box as shown in the Homepage screens (HP-1 or HP-2)

# HP-10: View of Draft Forum/Topic

↑ MESSAGE FORUMS					?
▼ Private Message Area		<u>Or</u>	ganize <u>S</u>	tatistics	<u>Settings</u>
Private Messages		Compose	Private Messa	<u>ge</u>	New Folder
Received (6 messages – 1 unread)					
Sent (12 messages)					
Deleted (0 messages – 0 unread)					
Drafts (1 message)					
Personal Folders					
DPA Case (1 message – 0 unread)				Fol	der Settings
Team Correspondence (3 messages – 0 unread)				Fol	der Settings
▼ Discussion Forums	New Forum	<u>Organize</u>	<u>Statistics</u>	<u>Templ</u>	ate Settings
DRAFT Case Studies			New Topic	For	um Settings
This forum is used to discuss assigned case studies. You should follow the case studies.	dy preparation instruction	ns before posti	ng.		
DRAFT <u>Dubai Port Authority Case</u> (7 messages – 1 unread) What scope and partners do you recommend for the proposed system? Read Full Description	Provide one sentence of	of support for yo	our position.	<u>To</u>	ppic Settings
DRAFT KPMG: One Giant Brain Case (3 messages – 1 unread)  Assess the technical choices rode by KPMG following the choice not to f made wise or risky decisions? Why?  Attachment(s): KPMG.doc (112 kb)	und the Shadow Partne	r project. Do y	ou believe the		ppic Settings
DRAFT Maxfli Case (2 message – 0 unread)  What lessons, if any, should the Company learn from the Maxfli experient	nce regarding future dev	elopment?		<u>Tc</u>	pic Settings
New Technologies This forum contains topics for discussing emerging technologies and their use.			New Topic	<u>For</u>	um Settings
WiMaxHype and Reality (1 message – 0 unread)  Much is written regarding the technical capabilities and transformative possibilities	s of WiMax. Read Full [	<u>Description</u>		<u>Tc</u>	ppic Settings
<u>Technology News</u> (3 messages – 0 unread) Post any observations re new technologies and your view of their relevance.				<u>Tc</u>	ppic Settings
Team Forums Teams use this forum area to post interim Project work and questions.			New Topic	<u>For</u>	um Settings
<u>Team Alpha</u> (2 messages – 0 unread) Members: Adams, Sanchez, Wong, Yu; Topic is Open Source Applications				<u>To</u>	ppic Settings
<u>Team Bravo</u> (0 messages – 0 unread) Members: Martz, L. Smith, Tobin, C. Wilson, Xu; Topic is Development Offshoring	9			To	opic Settings
<u>Team Charlie</u> (0 messages – 0 unread) Members: Cook, R. Smith, Soni, J. Wilson				<u>To</u>	ppic Settings
▼ Open Forum		<u>Organiz</u>	e <u>Stati</u>	stics	<u>Settings</u>
Open Forum Topics					New Topic
Personal Experiences with Mobile Devices (1 message – 0 unread)				<u>Tc</u>	pic Settings
Homework Q&A Help from Class (3 messages – 0 unread)				<u>Tc</u>	pic Settings

# HP-10.1: View of Draft Forum/Topic (cont.)

- If a user creates a Forum/Topic and saves it as a 'draft', the Forum/Topic will appear on the Homepage with the word, DRAFT capitalized and in red letters
- Any Topics associated with a draft Forum will also be considered drafts
- Forums and Topics saved as drafts will not be viewable by anyone other than the originator

# HP-11: Unavailable/Locked Forum or Topic

↑ MESSAGE FORUMS					?
▼ Private Message Area		<u>0</u>	rganize	Statistic	s Settings
Private Messages		Compose	Private M	lessage	New Folder
Received (6 messages – 1 unread)					
Sent (12 messages)					
Deleted (0 messages – 0 unread)					
Drafts (1 message)					
Personal Folders					
DPA Case (1 message – 0 unread)				<u>F</u> (	older Settings
Team Correspondence (3 messages – 0 unread)				<u>F</u>	older Settings
▼ Discussion Forums	New Forum	<u>Organize</u>	Statisti	cs Tem	plate Settings
Case Studies			New T	opic Fo	orum Settings
This forum is used to discuss assigned case studies. You should follow the case study	preparation instructio	ns before post	ing.		
Dubai Port Authority Case (7 messages – 1 unread) What scope and partners do you recommend for the proposed system? Provide Read Full Description	e one sentence of sup	pport for your p	osition.	=	Γορίc Settings
KPMG: One Giant Brain Case (3 messages – 1 unread)				-	Γορίς Settings
Assess the technical choices rode by KPMG following the choice not to fund the Shamade wise or risky decisions? Why?	adow Partner project.	Do you believ	e they		
Attachment(s):					
Maxfli Case (2 message – 0 unread)				-	Γορίς Settings
What lessons, if any, should the Company learn from the Maxfli experience regarding	ng future developmen	t?			
New Technologies This forum contains topics for discussing emerging technologies and their use.			New T	opic Fo	orum Settings
				-	Fonia Cattinga
WiMaxHype and Reality Topic opens 9/26/05  Much is written regarding the technical capabilities and transformative possibilities of	of WiMax. Read Full I	Description		-	Fopic Settings
Technology News Topic opens 10/24/05 Post any observations re new technologies and your view of their relevance.				-	Γορίς Settings
Team Forums Teams use this forum area to post interim Project work and questions.			New T	opic Fo	orum Settings
Team Alpha (2 messages – 0 unread) Members: Adams, Sanchez, Wong, Yu; Topic is Open Source Applications				:	Topic Settings
<u>Team Bravo</u> (0 messages – 0 unread) Members: Martz, L. Smith, Tobin, C. Wilson, Xu; Topic is Development Offshoring				-	Topic Settings
<u>Team Charlie</u> (0 messages – 0 unread) Members: Cook, R. Smith, Soni, J. Wilson				:	Topic Settings
▼ Open Forum		<u>Organiz</u>	<u>ze</u>	Statistics	<u>Settings</u>
Open Forum Topics					New Topic
Personal Experiences with Mobile Devices (1 message – 0 unread)				-	Γορίς Settings
, -					

# HP-11: Unavailable/Locked Forum or Topic (cont.)

- If a user creates a Forum or Topic that is locked, a lock icon will appear to the left of the locked Forum/ Topic. The user will be able to access the Forum/Topic postings, but will not have the ability to post to the Topic.
- If a user creates a Forum or Topic that will not be available until a later date, the Forum or Topic will appear on the Homepage, but will be grayed out and a comment will be added stating the availability date
- The instructor/administrator will continue to have access to any attachments and/or full descriptions that have been created

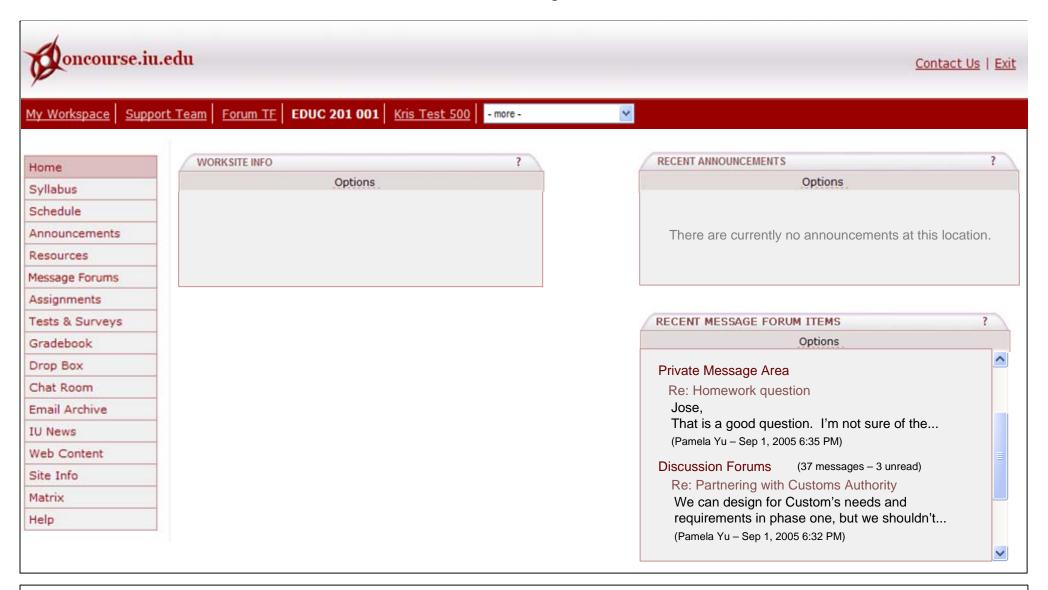
# HP-12: Unavailable/Locked Forum or Topic (Student View)

↑ MESSAGE FORUMS	?
▼ Private Message Area	<u>Organize</u>
<u>Private Messages</u> <u>Compose Private Message</u>	New Folder
Received (12 messages – 3 unread)	
Sent (22 messages)	
Deleted (0 messages – 0 unread)	
Drafts (0 messages)	
Personal Folders	
DPA Case (3 messages – 0 unread)	Folder Settings
Team Alpha Correspondence (7 messages – 2 unread)	Folder Settings
▼ Discussion Forums	
Case Studies	
This forum is used to discuss assigned case studies. You should follow the case study preparation instructions before posting.	
<u>Dubai Port Authority Case</u> (7 messages – 1 unread) What scope and partners do you recommend for the proposed system? Provide one sentence of support for your position. <u>Read Full Description</u>	
KPMG: One Giant Brain Case (3 messages – 0 unread)  Assess the technical choices rode by KPMG following the choice not to fund the Shadow Partner project. Do you believe they made wise or risky decisions? Why?  Attachment(s): KPMG.doc (112 kb)	
Maxfli Case (2 message – 2 unread) What lessons, if any, should the Company learn from the Maxfli experience regarding future development?	
New Technologies This forum contains topics for discussing emerging technologies and their use.	
WiMaxHype and Reality Topic opens 9/26/05  Much is written regarding the technical capabilities and transformative possibilities of WiMax. Read Full Description	
Technology News Topic opens 10/24/05 Post any observations re new technologies and your view of their relevance.	
<u>Team Forums</u> Teams use this forum area to post interim Project work and questions.	
<u>Team Alpha</u> (2 messages – 0 unread) Members: Adams, Sanchez, Wong, Yu; Topic is Open Source Applications	
▼ Open Forum	
Open Forum Topics	New Topic
Personal Experiences with Mobile Devices (1 message – 1 unread)	
Homework Q&A Help from Class (3 messages – 0 unread)	

# HP-12.1: Unavailable/Locked Forum or Topic (Student View (cont.))

- If a user creates a Forum or Topic that is locked, a lock icon will appear to the left of the locked Forum/ Topic. The user will be able to access the Forum/Topic postings, but will not have the ability to post to the Topic.
- If a user creates a Forum or Topic that will not be available until a later date, the Forum or Topic will appear on the Homepage, but will be grayed out and a comment will be added stating the availability date
- The student/user will not have access to any attachments and/or full descriptions that have been created (Items will not be displayed)

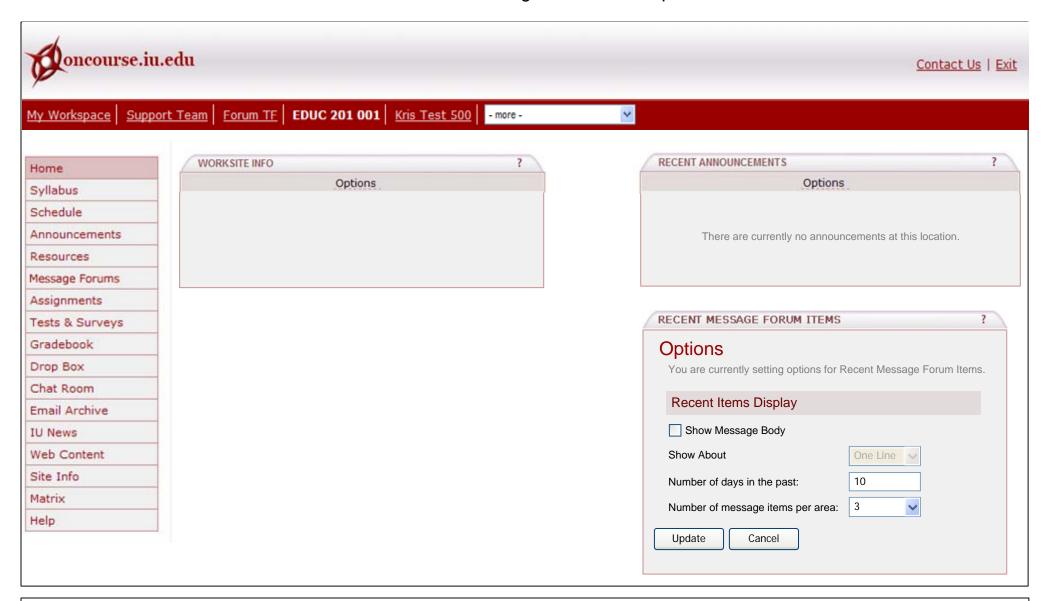
HP-13: Recent Message Forum Items



### Requirements:

- Recent Message Forum Items will display on the Site's Home tool according to the Options set by the user (HP-14)

HP-14: Recent Message Forum Item Options



- Selecting 'Show Message Body' would display the message body for each item displayed
- Options for 'Show About' are 'One Line' and 'Two Lines'

# HP-14.1: Message Forum Item Options (cont.)

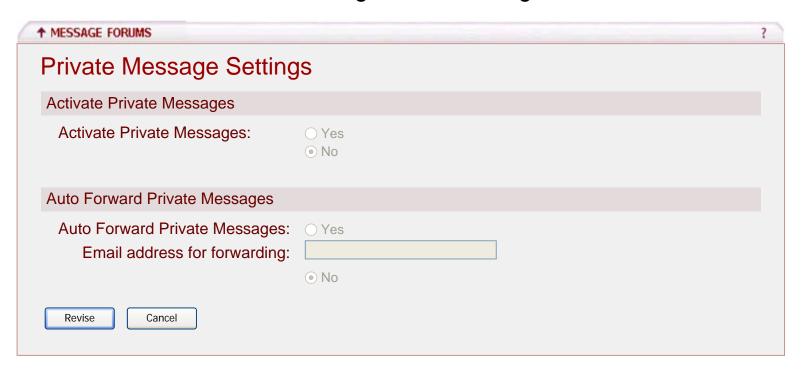
# Requirements (cont.):

- 'Show About' applies to the message body only, so it will not be enabled until the user checks 'Show Message Body'
- 'Number of days in the past' accepts only numeric values and allows the user to enter any numeric value he/she chooses
- 'Number of message items per area' allows the user to select any number from 0 to 25
- Clicking Update will save any changes the user made and return the user to the Home Tool view (HP-13)
- Clicking Cancel will reset any changes the user made and return the user to the Home Tool view (HP-13)



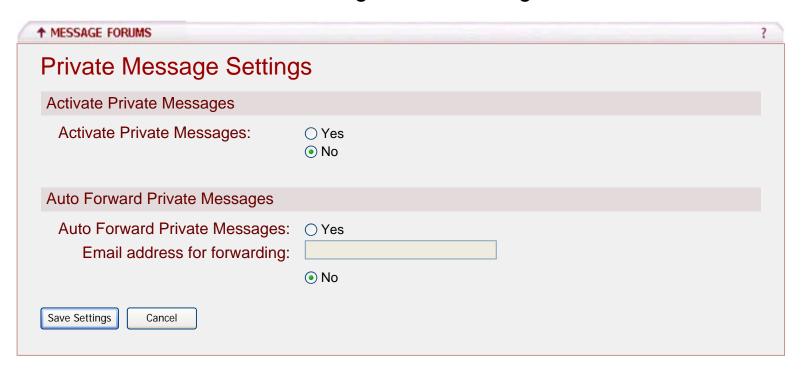
# 2 – Private Message Settings

# PMSettings-1: PM Settings



- Only an administrator will have the option to Activate/Deactivate the Private Messages area
- Revise should change the form from read-only to edit mode
- Cancel should reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

# PMSettings-2: PM Settings



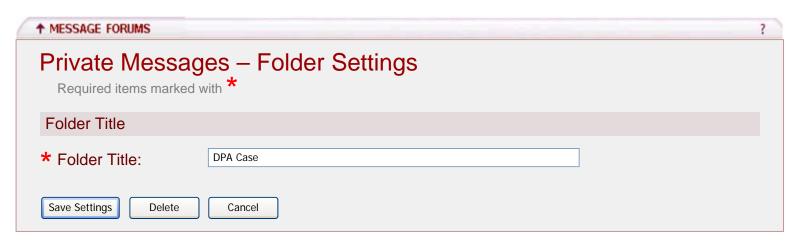
- Only an administrator will have the option to Activate/Deactivate the Private Messages area
- By default, Activate Private Messages is set to No
- By default, Auto Forward Private Messages is set to No
- If a user enables Auto Forward Private Messages, then the text box to enter an Email Address for Forwarding becomes enabled and only accepts valid email addresses.
- Save Settings should save any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- Cancel should reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

# PMSettings-3: Create Folder



- Folder Title is required
- Folder Title character limit is 75, no limitation on character types
- Add Folder should save any changes, add the folder to the Private Messages area and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- Cancel should reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

# PMSettings-4: Folder Settings



- Folder Title is required
- Folder Title character limit is 75, no limitation on character types
- Save Settings should save any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- Delete should send the user to the Delete Confirmation screen (PMSettings-5)
- Cancel should reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

# PMSettings-5: Delete Confirmation

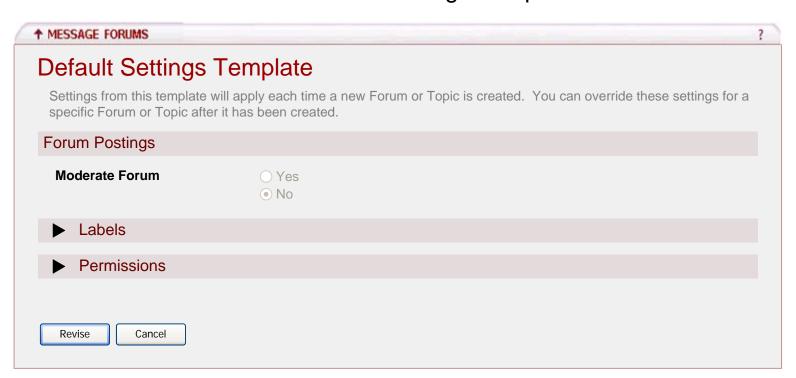


- Delete should delete the folder and any messages contained within the folder and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- Cancel should cancel the delete command and return the user to the folder settings screen (PMSettings-3)



# 3 – Default Settings Template

# **DST-1: Default Settings Template**



- The user entered this screen by clicking Template Settings from the Home Page (HP-1 for an administrator or HP-2 for a normal user)
- Only an administrator will have the option to edit the Default Settings Template
- Clicking Revise will change the form from read-only to edit mode
- Clicking Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

# DST-2: Default Settings Template 2

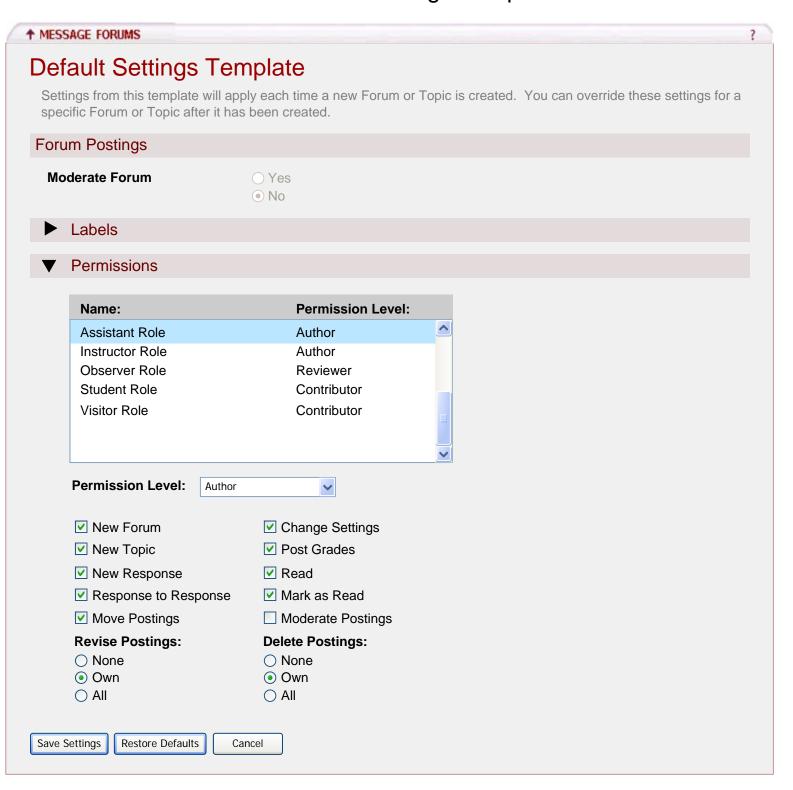
↑ MESSAGE FORUMS		?
Default Settings Ten	nplate	
Settings from this template will app specific Forum or Topic after it has	ply each time a new Forum or Topic is created. You can override these settings for a s been created.	
Forum Postings		
Moderate Forum	○ Yes No	
▼ Labels		
	f ways to tag forum postings. Enter up to 10 labels that you want to appear by s. You can add additional labels for specific forums or topics when creating a new	
Ex: Affirm, Dissent, Individual, So	ociety, Argument, Evidence	
Number of Labels to Create	10 🗸	
Label 1	Label 6	
Label 2	Label 7	
Label 3	Label 8	
Label 4	Label 9	
Label 5	Label 10	
▶ Permissions		
Save Settings Restore Defaults C	Cancel	

- The user entered this page by clicking Revise from the Default Settings Template screen (DST-1)
- By default, Forums are Moderated is set to no
- By default, the Number of Labels to Create is set to zero
- New Label character limit is set to 25, no limitation on character types
- A user can create 1 10 labels, 10 is the max
- These labels will appear by default in the Forum and Topic settings screens
- If users apply a label to a message and the administrator later changes the labels or adds additional labels, the message's label would remain, but the user would now have the option to choose one of the new labels. Any deleted labels would no longer appear in the list of labels to select, however, as stated previously, the message's label would remain even if it had been deleted.
- Save Settings should save any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

# DST-2: Default Settings Template 2 (Cont.)

- Restore Defaults saves any changes and displays a warning message asking the user if he/she is sure he/she wants to restore the default settings (DST-4)
- Cancel should reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

# **DST-3: Default Settings Template 3**



# DST-3: Default Settings Template 3 (Cont.)

#### Requirements:

- The following table provides an explanation of each permission:

Permission	Definition
New Forum	This enables a user to create a new forum
New Topic	This enables a user to create a new topic
New Response	This enables a user to send a response to a Topic
Response to Response	This enables a user to send a response to a Topic response
Move Postings	This enables a user to move forum postings among Topics/Forums
Change Settings	This enables a user to change Template, Forum and Topic settings
Post to Gradebook	This enables a user to grade a posting and post the grade to the Gradebook
Read	This enables a user to read postings
Revise All	This enables a user to revise anyone's posting
Revise Own	This enables a user to revise only his/her own posting
Delete All	This enables a user to delete anyone's posting
Delete Own	This enables a user to delete only his/her own posting
Mark as Read	This enables a user to mark postings as read in bulk

- Role and permission level associations are provided by the sakai.properties file
- The following table provides the default role and permission level associations:

<sup>\*</sup> These associations can be changed in the sakai.properties file

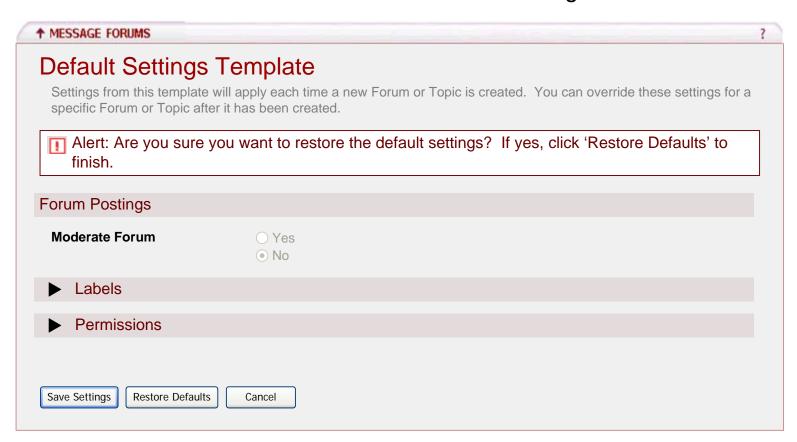
Role	Permission Level
Instructor, Project Owner, Maintain	Owner
Assistant	Author
Candidate, Member	Nonediting Author
Access, Student, Visitor	Contributor
Observer	Reviewer
	None

- The following table provides the default permissions associated with a level:
  - \* Auto DDL will create these by default
  - \* These permission and level associations can be changed by editing the DDL

Permission	Owner	Author	Nonediting Author	Contributor	Reviewer	None
ChangeSettings	Yes	Yes	Yes			
DeleteAny	Yes					
DeleteOwn		Yes				
MarkAsRead	Yes	Yes	Yes	Yes	Yes	
MovePostings	Yes	Yes				
NewForum	Yes	Yes	Yes			
NewResponse	Yes	Yes	Yes	Yes		
NewResponseToResponse	Yes	Yes	Yes	Yes		
NewTopic	Yes	Yes	Yes			
PostToGradebook	Yes	Yes	Yes			
Read	Yes	Yes	Yes	Yes	Yes	
ReviseAny	Yes					
ReviseOwn		Yes	Yes			
ModeratePostings	Yes					

- If a user changes the permission level or set of permissions (Custom) for a role, the changes will be saved for that session
  - \* If the user clicks Save Settings & Add Topic, the changes made during the session will be committed to the database
  - \* If the user clicks Cancel, the changes made during the session will not be committed to the database
- If a user selects a set of permissions for a role that are not associated with a permission level, the permission level will change to Custom
- Selecting a role from the list box will dynamically change the permission level displayed in the drop-down box and the permissions associated with the level
  - \* For example, if the user selects the Observer Role from the list box, the drop-down box will change to Reviewer and the Read and Mark as Read permissions only will be selected
- Save Settings should save any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- Restore Defaults will save any changes and display a warning asking the user if he/she is sure he/she wants to restore the default settings (DST-4)
- Cancel should reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

### **DST-4**: Restore Defaults Warning

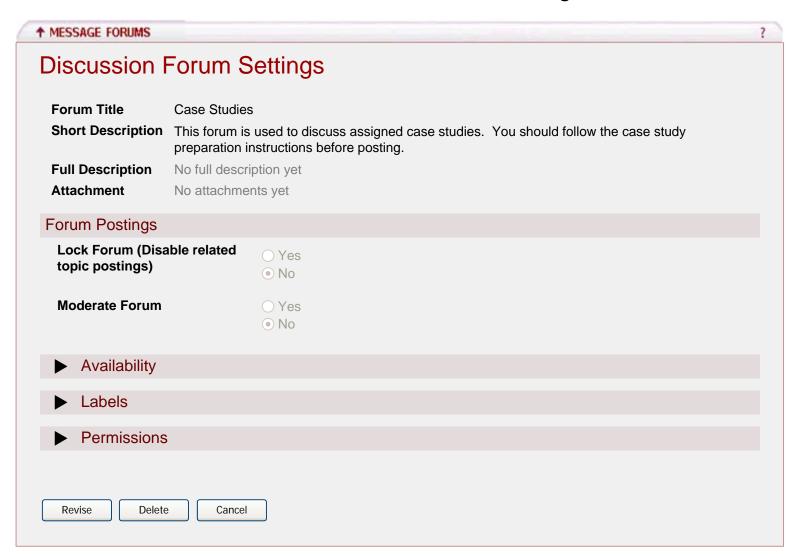


- The user will receive this screen after clicking 'Restore Defaults' from the Default Settings Template screen (DST-3). The screen has redrawn and the settings have been collapsed to display the error to the user.
- Save Settings should save any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- Restore Defaults will erase any changes, restore the default settings and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- Cancel should reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)



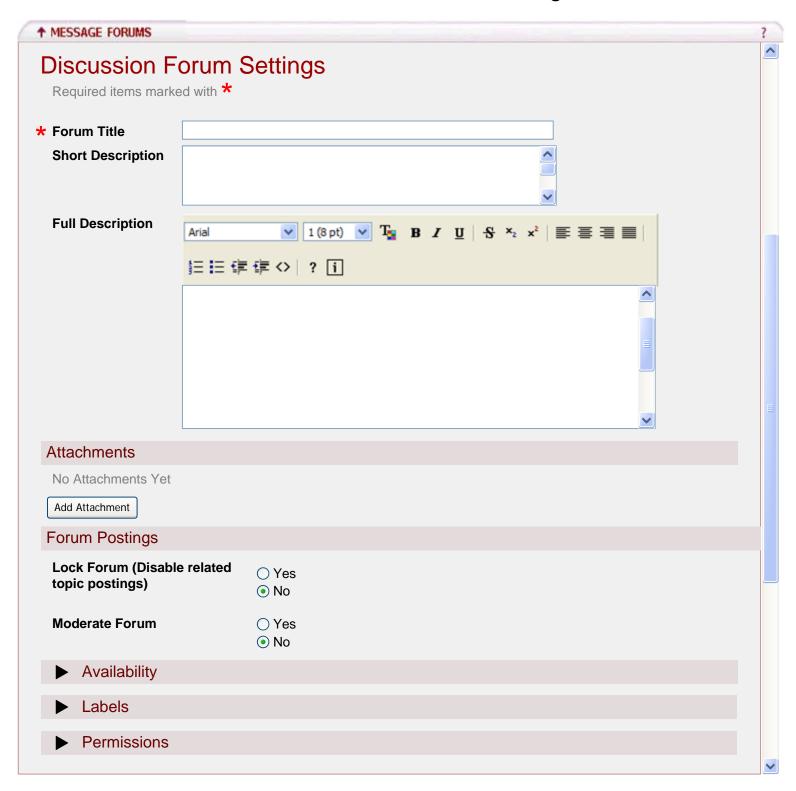
# 4 – Discussion Forum Settings

# **DFS-1: Discussion Forum Settings**



- The user entered this screen by selecting 'Forum Settings' for an existing forum from the Home Page (HP-1 for an administrator or HP-2 for a normal user)
- Clicking Revise will change the form from read-only to edit mode
- Clicking Delete will display a warning message asking the user if he/she really wants to delete the forum and all associated topics and messages
- Clicking Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

# DFS-2: Discussion Forum Settings 2

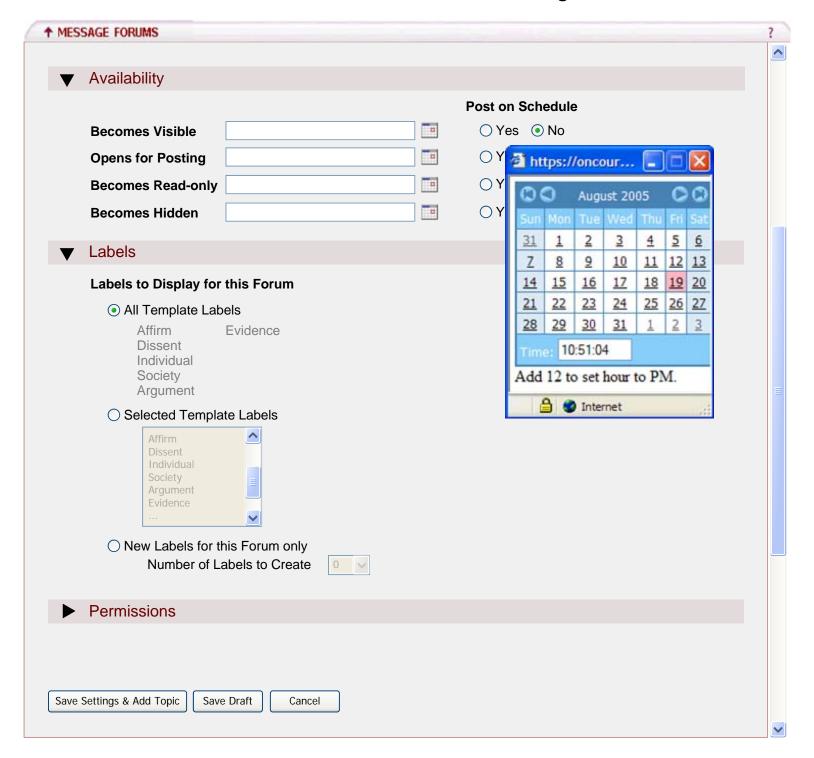


- The user entered this screen by selecting 'New Forum' from the Home Page (HP-1 for an administrator or HP-2 for a normal user)
- Settings for this Forum are inherited from the Template settings
- Forum Title character limit of 75, no limitation on character types
- Forum Title is required
- Short Description character limit of 100, no limitation on character types

# DFS-2: Discussion Forum Settings 2 (Cont.)

- Full Description no character limit, no limitation on character types
- Add Attachment will take the user to the file picker.
- Locking the forum is set to No by default
- Locking the forum will disable all users abilities to post to the forum
- By default, Forums are Moderated is set to no
- This screen is continued on DFS-3

DFS-3: Discussion Forum Settings 3

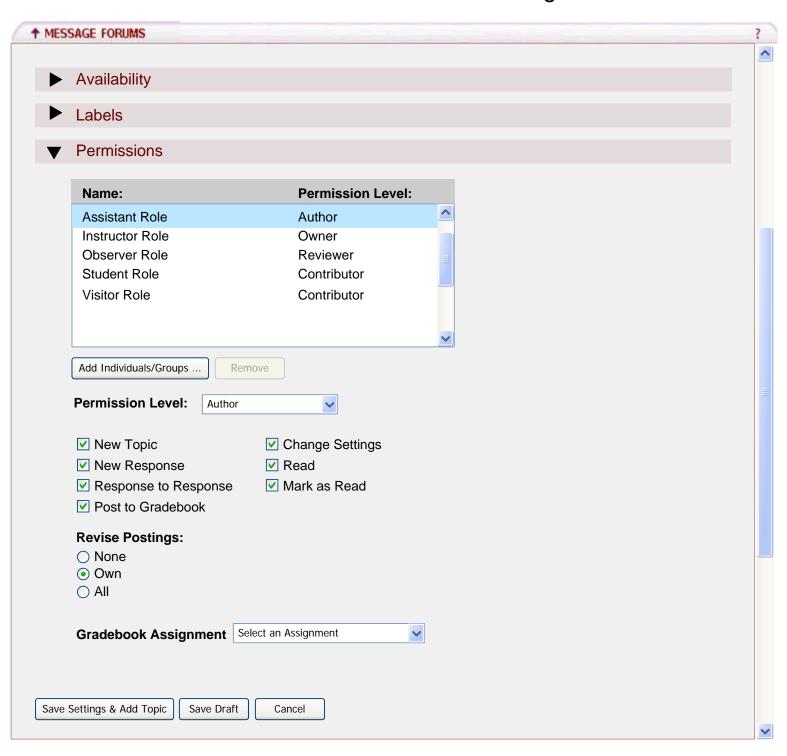


- The user entered this screen by selecting 'New Forum' from the Home Page (HP-1 for an administrator or HP-2 for a normal user)
- Selecting the calendar icon to the right of any of the Availability text boxes will cause the above calendar to pop-up (This is the same calendar used in Samigo)
- Availability dates must have the following format: mm/dd/yyyy hh:mm:ss am/pm (should this info be displayed on this page?)
- Becomes Visible is the date/time that the discussion forum is viewable by the users from the home page

# DFS-3: Discussion Forum Settings 3 (Cont.)

- Opens for Posting is the date/time that the discussion forum is available for posting
- Becomes Read-only is the date/time that the discussion forum is available to users in read-only mode
- Becomes Hidden is the date/time that the discussion forum is no longer viewable to the users, but is still available to the administrators of the site
- Post on Schedule is a future feature on the wish list. This option allows the user to post the Availability dates to the Sakai Schedule tool (Screens?)
- Labels to Display for this Forum will provide the user with a list of labels to select from when creating a new message or replying to an existing message or topic
- All Labels will include a list of the labels defined in the Default Settings Template (DST-2)
- Selected Template Labels is a multi-select list box, which will include a list of the labels defined in the Default Settings Template (DST-2)
- The Selected Template Labels list box will be enabled once the user selects the radio button to the left of this option
- New labels for this Forum only will include only the labels created for this forum
- Number of Labels to Create dropdown will be enabled once the user selects the radio button to the left of this option
- By default, Number of Labels to Create is set to zero
- New Label character limit is set to 25, no limitation on character types
- If users apply a label to a message and the administrator later changes the labels or adds additional labels, the message's label would remain, but the user would now have the option to choose one of the new labels. Any deleted labels would no longer appear in the list of labels to select, however, as stated previously, the message's label would remain even if it had been deleted.
- Clicking Save Settings & Add Topic will save any changes to the settings and take the user to the Add Topic screen (TS-2)
- Clicking Save Draft will save any changes to the settings in draft mode and return the user to the home page (HP-10)
- Clicking Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

# DFS-4: Discussion Forum Settings 4



# DFS-4: Discussion Forum Settings 4 (Cont.)

#### Requirements:

- The following table provides an explanation of each permission:

Permission	Definition
New Topic	This enables a user to create a new topic
New Response	This enables a user to send a response to a Topic
Response to Response	This enables a user to send a response to a Topic response
Change Settings	This enables a user to change Template, Forum and Topic settings
Post to Gradebook	This enables a user to grade a posting and post the grade to the Gradebook
Read	This enables a user to read postings
Revise All	This enables a user to revise anyone's posting
Revise Own	This enables a user to revise only his/her own posting
Mark as Read	This enables a user to mark postings as read in bulk

- Role and permission level associations are provided by the sakai.properties file
- The following table provides the default role and permission level associations:
  - \* These associations can be changed in the sakai.properties file

Role	Permission Level
Instructor, Project Owner, Maintain	Owner
Assistant	Author
Candidate, Member	Nonediting Author
Access, Student, Visitor	Contributor
Observer	Reviewer
	None

# DFS-4: Discussion Forum Settings 4 (Cont.)

- The following table provides the default permissions associated with a level:
  - \* Auto DDL will create these by default
  - \* These permission and level associations can be changed by editing the DDL

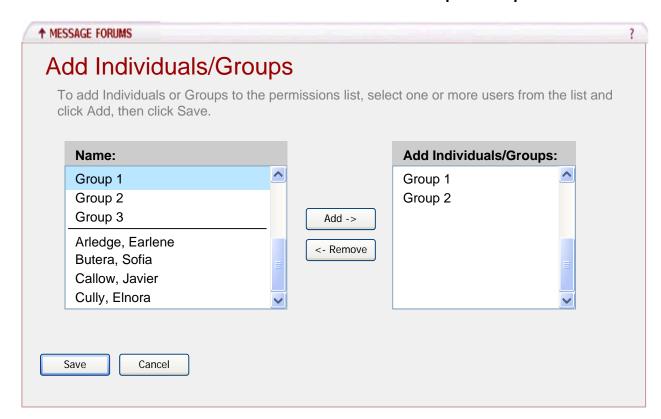
Permission	Owner	Author	Nonediting Author	Contributor	Reviewer	None
ChangeSettings	Yes	Yes	Yes			
MarkAsRead	Yes	Yes	Yes	Yes	Yes	
NewResponse	Yes	Yes	Yes	Yes		
NewResponseToResponse	Yes	Yes	Yes	Yes		
NewTopic	Yes	Yes	Yes			
PostToGradebook	Yes	Yes	Yes			
Read	Yes	Yes	Yes	Yes	Yes	
ReviseAny	Yes					
ReviseOwn		Yes	Yes			

- If a user changes the permission level or set of permissions (Custom) for a role, individual or group, the changes will be saved for that session
  - \* If the user clicks Save Settings & Add Topic, the changes made during the session will be committed to the database
  - \* If the user clicks Cancel, the changes made during the session will not be committed to the database
- If a user selects a set of permissions for a role, individual or group that are not associated with a permission level, the permission level will change to Custom
- Selecting a role from the list box will dynamically change the permission level displayed in the drop-down box and the permissions associated with the level
- \* For example, if the user selects the Observer Role from the list box, the drop-down box will change to Reviewer and the Read and Mark as Read permissions only will be selected
- Clicking Add Individuals/Groups... will take the user to the Add Individuals/Groups Helper (DFS-4.1)
- Roles may not be removed, the Remove button will be disabled when a user selects a Role from the list box
- To remove an Individual or Group once added, the user will select the Individual or Group and click Remove
  - \* The user will not receive a warning message when removing an Individual or Group

# DFS-4: Discussion Forum Settings 4 (Cont.)

- It is not possible to override an individual's permissions by assigning a lower permission level to the individual, a role or a group; the user may only add to the permissions that have been granted. Let's take a look at a couple of examples:
  - \* In the EDUC 201 001 site, the Student Role is associated with the Contributor level and Group 1 is associated with the Author level. John Doe, who is a student and a member of Group 1, will be assigned the permissions associated with the Author Level.
  - \* In the HIST 201 001 site, the Visitor Role is associated with the Contributor level, Group A is associated with the Reviewer level and Suzy Doe is associated with the None level. Suzy Doe, who is a visitor and a member of Group A, will be assigned the permissions associated with the Contributor level.
- The Gradebook Assignment drop-down box will be populated with assignments that were created with the Sakai gradebook. No Samigo or Assignments tool assignments will display in this drop-down.
- Clicking Save Settings & Add Topic will save any changes to the settings and take the user to the Add Topic screen (TS-2)
- Clicking Save Draft will save any changes to the settings in draft mode and return the user to the home page (HP-10)
- Clicking Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

### DFS-4.1: Add Individuals/Groups Helper



- The user entered this screen by selecting Add Individuals/Groups ... from DFS-4
- The 'Name:' list box on the left will include Groups and Users by default
  - \* Groups will display first and will be sorted in alphanumeric order
  - \* Users will display below the groups, separated by a horizontal line
  - \* Users will be sorted in alphanumeric order
- To move a Group or Individual from the 'Name:' list box to the 'Add Individuals/Groups:' list box, the user will select a Group or an Individual and click Add
  - \* The user may use the ctrl key to select multiple Groups or Individuals to move
  - \* A Group or Individual that has been moved to the 'Add Individuals/Groups:' list box will remain in the 'Name:' list box
  - \* A Group or Individual will appear only once in the 'Add Individuals/Groups:' list box
- To move a Group or Individual from the 'Add Individuals/Groups:' list box to the 'Name:' list box, the user will select a Group or an Individual and click Remove
- Clicking Save will add the selected Groups/Individuals to the Permissions list box (DFS-4) with the permission level of None
- Clicking Cancel will reset any changes and return the user to the Permissions screen (DFS-4)



# 5 – Topic Settings

# TS-1: Topic Settings

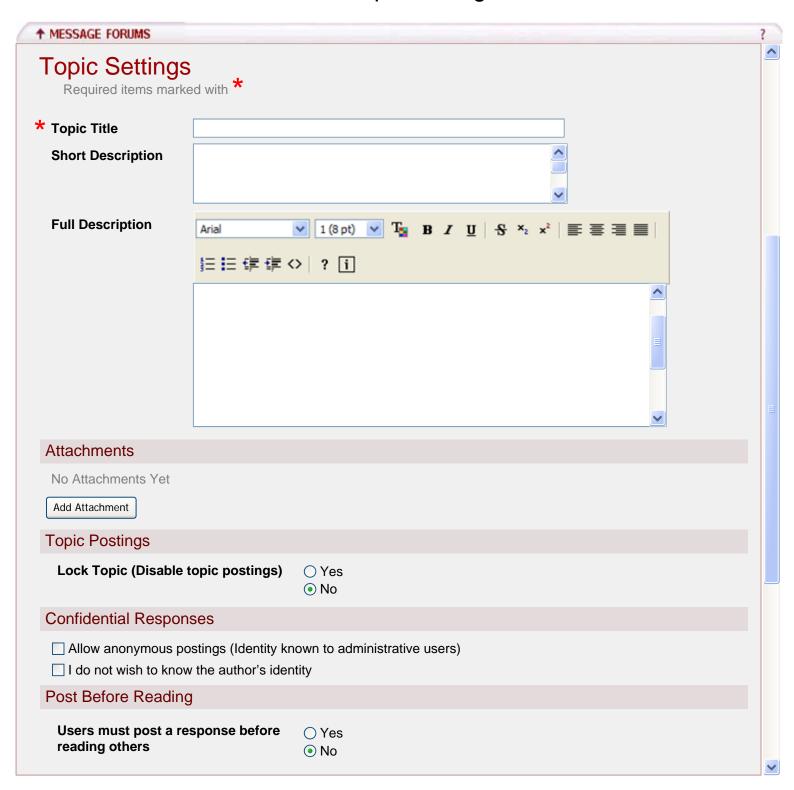
↑ MESSAGE FORUMS				
Topic Setting	gs			
Topic Title Short Description	Dubai Port Authority What scope and par of support for your p	tners do	you recommend for the p	proposed system? Provide one sentence
1. Which custor		in setting in the pro		e the project:
Attachment	No attachments yet			
Topic Postings				
Lock Topic (Disab	ole topic postings)	<ul><li>Yes</li><li>No</li></ul>		
Moderate Forum		<ul><li>Yes</li><li>No</li></ul>		
Anonymous Resp	oonses			
•	s postings (Identity kn		dministrative users)	
Post Before Read	ling			
Users must post a reading others	a response before	<ul><li>Yes</li><li>No</li></ul>		
Response Visibilit	ty			
Responses are vis	sible to others	0	hours after posting.	(0 = immediately visible to others)
Availability				
► Labels				
Permissions				
Revise Delete	Cancel			

- The user entered this screen by selecting 'Topic Settings' for an existing topic from the Home Page (HP-1 for an administrator or HP-2 for a normal user)
- Settings for this Topic are inherited from the Forum settings
- Clicking Revise will change the form from read-only to edit mode

# TS-1: Topic Settings (Cont.)

- Clicking Delete will display a warning message asking the user if he/she really wants to delete the topic and all associated messages. Clicking Delete again will delete the topic and associated messages.
- Clicking Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

TS-2: Topic Settings 2

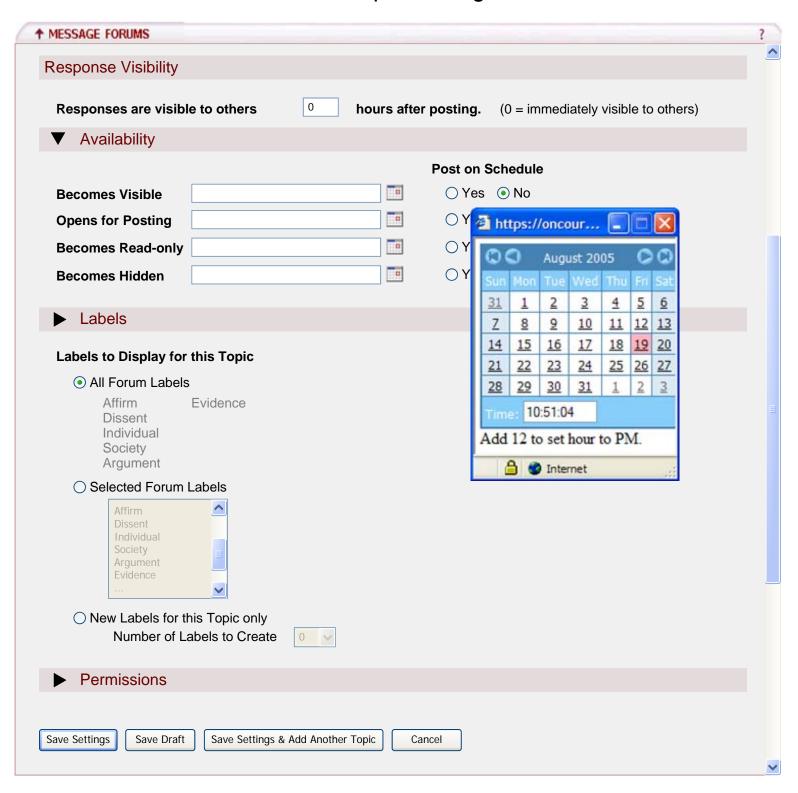


- Settings for this Topic are inherited from the Forum settings
- Topic Title character limit of 75, no limitation on character types
- Short Description character limit of 100, no limitation on character types
- Full Description no limit, no limitation on character types

### TS-2: Topic Settings 2 (Cont.)

- Add Attachment will take the user to the File Picker
- Locking the topic is set to No by default
- Locking the topic will disable all users abilities to post to the topic
- Allow anonymous responses is not checked by default
- If the user selects 'Allow anonymous responses', participants will have the choice of responding anonymously to a Topic or reply. The identity will not be anonymous for administrative users.
- I do not wish to know the author's identity is not checked by default
- If the user selects 'I do not wish to know the author's identity', then the author's identity will not be revealed to administrative users. However, this is a toggle, so if an administrative user decides that he/she wants to know the author's identity at any time, he/she can change this setting.
- Responses Appear as Confidential will keep the user's identity confidential when posting messages to a topic for everyone but the administrator(s)
- By clicking on the Confidential link, a new window will open and the user will be taken to a Knowledge Base document explaining the meaning of the word Confidential in the Message Forums tool
- Post Before Reading is set to No by default
- Post Before Reading requires a user to post a message to a topic before given the ability to see other users postings.
- This screen is continued on TS-3

TS-3: Topic Settings 3

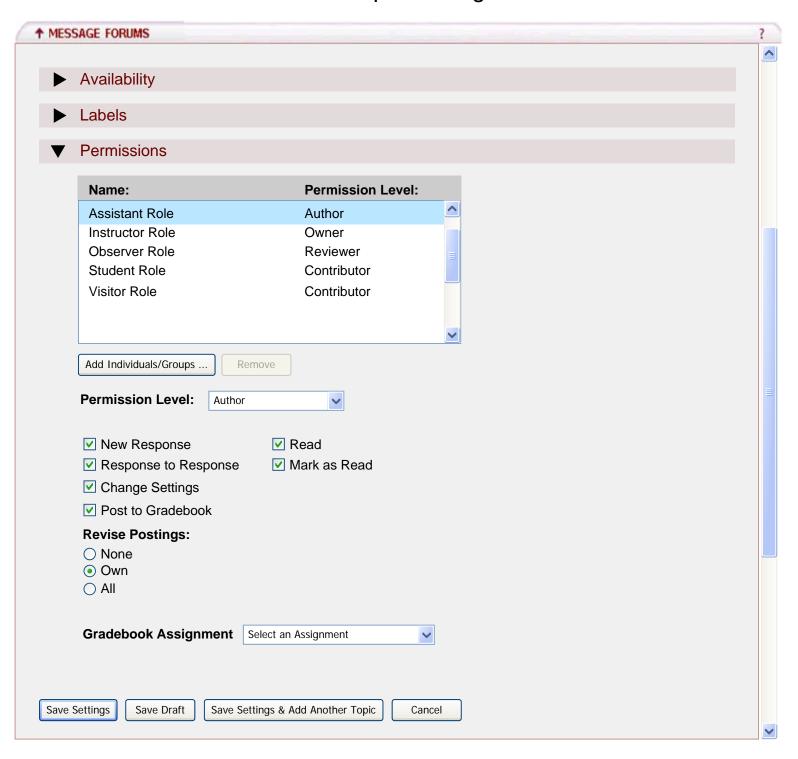


- Response Visibility determines how much time must pass from the time a user posts a response to the time the response is visible to the rest of the users. This text box should only accept complete hours, not half or quarters.
- Selecting the calendar icon to the right of any of the Availability text boxes will cause the above calendar to pop-up (This is the same calendar used in Samigo)

# TS-3: Topic Settings 3 (Cont.)

- Availability dates must have the following format: mm/dd/yyyy hh:mm:ss am/pm (should this info be displayed on this page?)
- Becomes Visible is the date/time that the topic is viewable by the users from the home page
- Opens for Posting is the date/time that the topic is available for posting
- Becomes Read-only is the date/time that the topic is available to users in read-only mode
- Becomes Hidden is the date/time that the topic is no longer viewable to the users, but is still available to the administrators of the site
- Post on Schedule is a future feature on the wish list. This option allows the user to post the Availability dates to the Sakai Schedule tool (Screens?)
- Labels to Display for this Topic will provide the user with a list of labels to select from when creating a new message or replying to an existing message or topic
- All Labels will include a list of the labels defined in the related Discussion Forum (DFS-4)
- Selected Forum Labels is a multi-select list box, which will include a list of the labels defined in the related Discussion Forum (DFS-4)
- The Selected Template Labels list box will be enabled once the user selects the radio button to the left of this option
- New labels for this Topic only will include only the labels created for this topic
- Number of Labels to Create dropdown will be enabled once the user selects the radio button to the left of this option
- By default, Number of Labels to Create is set to zero
- New Label character limit is set to 25, no limitation on character types
- If users apply a label to a message and the administrator later changes the labels or adds additional labels, the message's label would remain, but the user would now have the option to choose one of the new labels. Any deleted labels would no longer appear in the list of labels to select, however, as stated previously, the message's label would remain even if it had been deleted.
- Clicking Save Settings will save any changes to the settings and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- Clicking Save Draft will save any changes to the settings in draft mode and return the user to the home page (HP-10)
- Clicking Save Settings & Add Another Topic will save any changes to the settings and take the user to the Add Topic screen (TS-2)
- Clicking Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

TS-4: Topic Settings 4



# TS-4: Topic Settings 4 (Cont.)

#### Requirements:

- The following table provides an explanation of each permission:

Permission	Definition
New Response	This enables a user to send a response to a Topic
Response to Response	This enables a user to send a response to a Topic response
Change Settings	This enables a user to change Template, Forum and Topic settings
Post to Gradebook	This enables a user to grade a posting and post the grade to the Gradebook
Read	This enables a user to read postings
Revise All	This enables a user to revise anyone's posting
Revise Own	This enables a user to revise only his/her own posting
Mark as Read	This enables a user to mark postings as read in bulk

- Role and permission level associations are provided by the sakai.properties file
- The following table provides the default role and permission level associations:

<sup>\*</sup> These associations can be changed in the sakai.properties file

Role	Permission Level
Instructor, Project Owner, Maintain	Owner
Assistant	Author
Candidate, Member	Nonediting Author
Access, Student, Visitor	Contributor
Observer	Reviewer
	None

### TS-4: Topic Settings 4 (Cont.)

- The following table provides the default permissions associated with a level:
  - \* Auto DDL will create these by default
  - \* These permission and level associations can be changed by editing the DDL

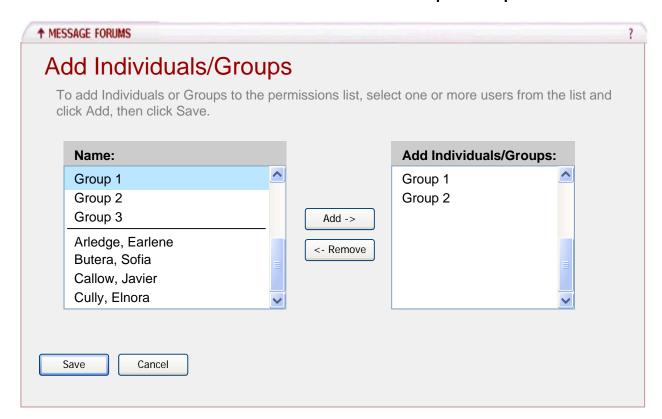
Permission	Owner	Author	Nonediting Author	Contributor	Reviewer	None
ChangeSettings	Yes	Yes	Yes			
MarkAsRead	Yes	Yes	Yes	Yes	Yes	
NewResponse	Yes	Yes	Yes	Yes		
NewResponseToResponse	Yes	Yes	Yes	Yes		
PostToGradebook	Yes	Yes	Yes			
Read	Yes	Yes	Yes	Yes	Yes	
ReviseAny	Yes					
ReviseOwn		Yes	Yes			

- If a user changes the permission level or set of permissions (Custom) for a role, individual or group, the changes will be saved for that session
  - \* If the user clicks Save Settings & Add Topic, the changes made during the session will be committed to the database
  - \* If the user clicks Cancel, the changes made during the session will not be committed to the database
- If a user selects a set of permissions for a role, individual or group that are not associated with a permission level, the permission level will change to Custom
- Selecting a role from the list box will dynamically change the permission level displayed in the drop-down box and the permissions associated with the level
  - \* For example, if the user selects the Observer Role from the list box, the drop-down box will change to Reviewer and the Read and Mark as Read permissions only will be selected
- Clicking Add Individuals/Groups... will take the user to the Add Individuals/Groups Helper (TS-4.1)
- Roles may not be removed, the Remove button will be disabled when a user selects a Role from the list box
- To remove an Individual or Group once added, the user will select the Individual or Group and click Remove
  - \* The user will not receive a warning message when removing an Individual or Group

### TS-4: Topic Settings 4 (Cont.)

- It is not possible to override an individual's permissions by assigning a lower permission level to the individual, a role or a group; the user may only add to the permissions that have been granted. Let's take a look at a couple of examples:
  - \* In the EDUC 201 001 site, the Student Role is associated with the Contributor level and Group 1 is associated with the Author level. John Doe, who is a student and a member of Group 1, will be assigned the permissions associated with the Author Level.
  - \* In the HIST 201 001 site, the Visitor Role is associated with the Contributor level, Group A is associated with the Reviewer level and Suzy Doe is associated with the None level. Suzy Doe, who is a visitor and a member of Group A, will be assigned the permissions associated with the Contributor level.
- The Gradebook Assignment drop-down box will be populated with assignments that were created with the Sakai gradebook. No Samigo or Assignments tool assignments will display in this drop-down.
- Clicking Save Settings will save any changes to the settings and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- Clicking Save Settings & Add Topic will save any changes to the settings and take the user to the Add Topic screen (TS-2)
- Clicking Save Draft will save any changes to the settings in draft mode and return the user to the home page (HP-10)
- Clicking Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

### TS-4.1: Add Individuals/Groups Helper

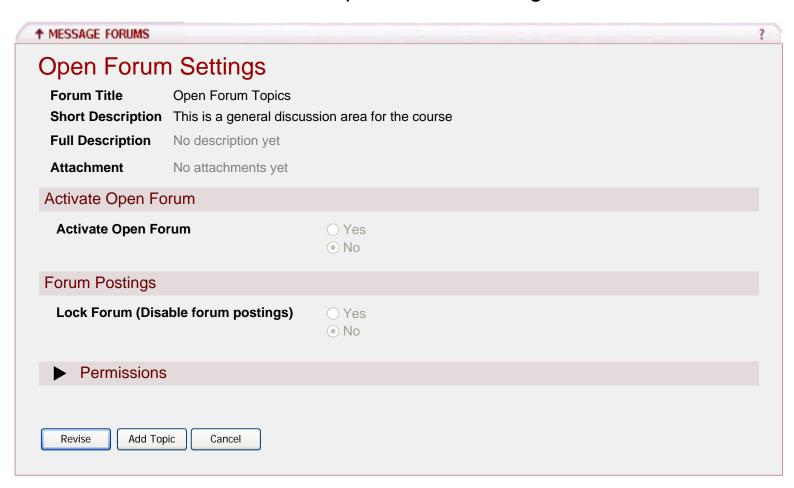


- The user entered this screen by selecting Add Individuals/Groups ... from TS-4
- The 'Name:' list box on the left will include Groups and Users by default
  - \* Groups will display first and will be sorted in alphanumeric order
  - \* Users will display below the groups, separated by a horizontal line
  - \* Users will be sorted in alphanumeric order
- To move a Group or Individual from the 'Name:' list box to the 'Add Individuals/Groups:' list box, the user will select a Group or an Individual and click Add
  - \* The user may use the ctrl key to select multiple Groups or Individuals to move
  - \* A Group or Individual that has been moved to the 'Add Individuals/Groups:' list box will remain in the 'Name:' list box
  - \* A Group or Individual will appear only once in the 'Add Individuals/Groups:' list box
- To move a Group or Individual from the 'Add Individuals/Groups:' list box to the 'Name:' list box, the user will select a Group or an Individual and click Remove
- Clicking Save will add the selected Groups/Individuals to the Permissions list box (TS-4) with the permission level of None
- Clicking Cancel will reset any changes and return the user to the Permissions screen (TS-4)



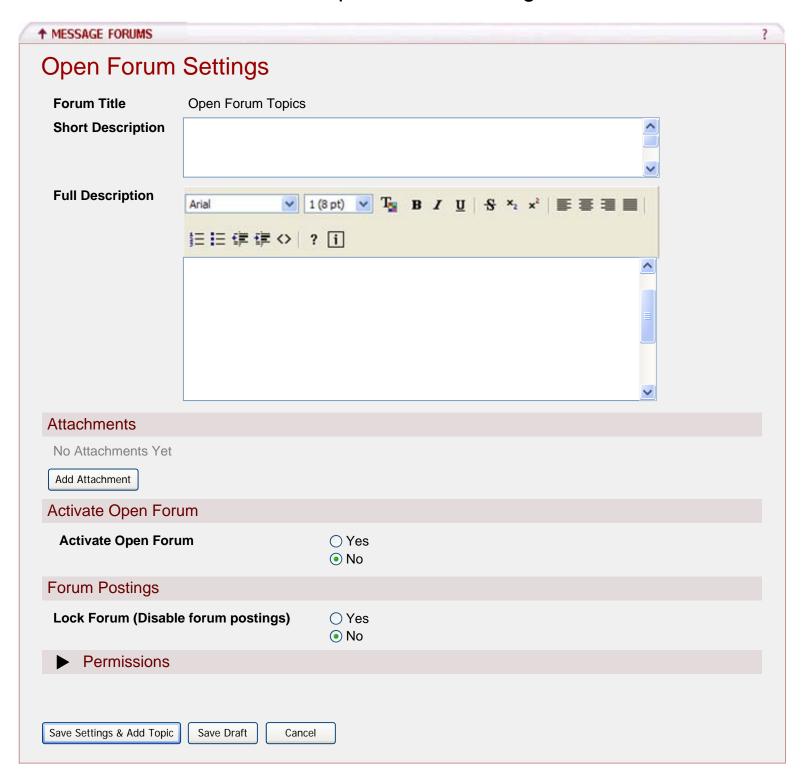
# 6 – Open Forum Settings

# **OFS-1: Open Forum Settings**



- Only an administrator will have the option to edit the Open Forum settings
- Revise will change the form from read-only to edit mode
- Add Topic will take the user to the Create Open Forum Topic screen (OFT-2)
- Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

# OFS-2: Open Forum Settings 2

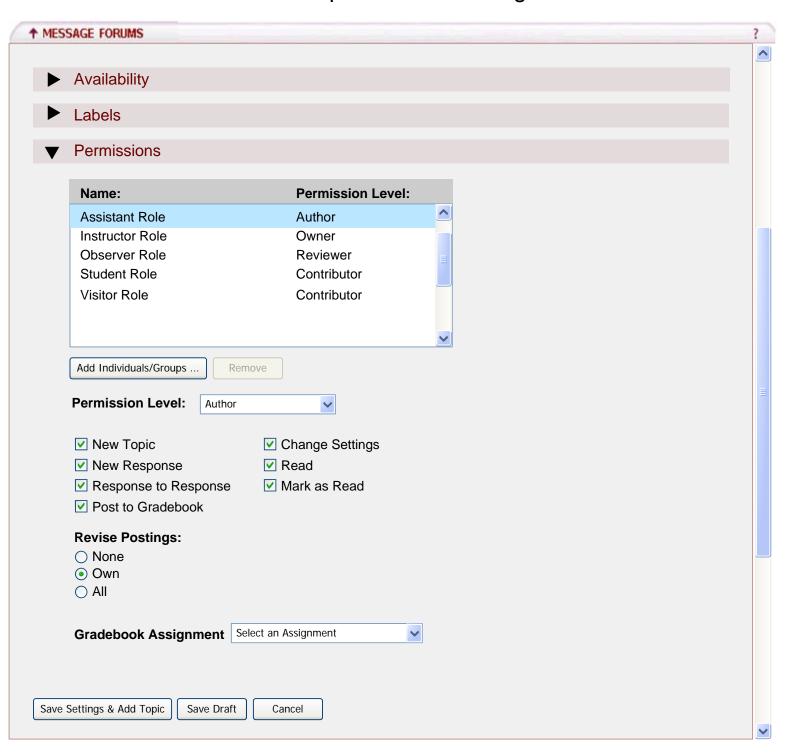


- Forum Title is not editable
- Short Description character limit of 100, no limitation on character types
- Full Description no character limit, no limitation on character types
- Add Attachment will take the user to the file picker.

# OFS-2: Open Forum Settings 2 (Cont.)

- By default, Activate Open Forum is set to No
- Lock Forum is set to No by default
- Locking the forum will disable all users abilities to post to the forum
- Clicking Save Settings & Add Topic will save any changes to the settings and take the user to the Add Topic screen (TS-2)
- Clicking Save Draft will save any changes to the settings in draft mode and return the user to the home page (HP-10)
- Clicking Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- This screen is continued on OFS-3

## OFS-3: Open Forum Settings 3



## OFS-3: Open Forum Settings 3 (Cont.)

#### Requirements:

- The following table provides an explanation of each permission:

Permission	Definition
New Topic	This enables a user to create a new topic
New Response	This enables a user to send a response to a Topic
Response to Response	This enables a user to send a response to a Topic response
Change Settings	This enables a user to change Template, Forum and Topic settings
Post to Gradebook	This enables a user to grade a posting and post the grade to the Gradebook
Read	This enables a user to read postings
Revise All	This enables a user to revise anyone's posting
Revise Own	This enables a user to revise only his/her own posting
Mark as Read	This enables a user to mark postings as read in bulk

- Role and permission level associations are provided by the sakai.properties file
- The following table provides the default role and permission level associations:
  - \* These associations can be changed in the sakai.properties file

Role	Permission Level
Instructor, Project Owner, Maintain	Owner
Assistant	Author
Candidate, Member	Nonediting Author
Access, Student, Visitor	Contributor
Observer	Reviewer
	None

## OFS-4: Open Forum Settings 3 (Cont.)

- The following table provides the default permissions associated with a level:
  - \* Auto DDL will create these by default
  - \* These permission and level associations can be changed by editing the DDL

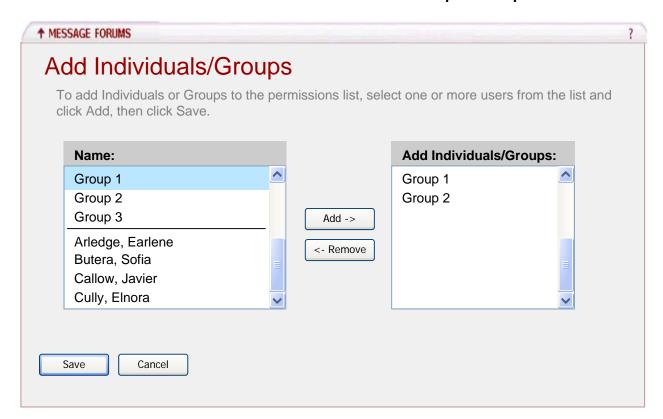
Permission	Owner	Author	Nonediting Author	Contributor	Reviewer	None
ChangeSettings	Yes	Yes	Yes			
MarkAsRead	Yes	Yes	Yes	Yes	Yes	
NewResponse	Yes	Yes	Yes	Yes		
NewResponseToResponse	Yes	Yes	Yes	Yes		
NewTopic	Yes	Yes	Yes			
PostToGradebook	Yes	Yes	Yes			
Read	Yes	Yes	Yes	Yes	Yes	
ReviseAny	Yes					
ReviseOwn		Yes	Yes			

- If a user changes the permission level or set of permissions (Custom) for a role, individual or group, the changes will be saved for that session
  - \* If the user clicks Save Settings & Add Topic, the changes made during the session will be committed to the database
  - \* If the user clicks Cancel, the changes made during the session will not be committed to the database
- If a user selects a set of permissions for a role, individual or group that are not associated with a permission level, the permission level will change to Custom
- Selecting a role from the list box will dynamically change the permission level displayed in the drop-down box and the permissions associated with the level
  - \* For example, if the user selects the Observer Role from the list box, the drop-down box will change to Reviewer and the Read and Mark as Read permissions only will be selected
- Clicking Add Individuals/Groups... will take the user to the Add Individuals/Groups Helper (OFS-3.1)
- Roles may not be removed, the Remove button will be disabled when a user selects a Role from the list box
- To remove an Individual or Group once added, the user will select the Individual or Group and click Remove
  - \* The user will not receive a warning message when removing an Individual or Group

## OFS-4: Open Forum Settings 3 (Cont.)

- It is not possible to override an individual's permissions by assigning a lower permission level to the individual, a role or a group; the user may only add to the permissions that have been granted. Let's take a look at a couple of examples:
  - \* In the EDUC 201 001 site, the Student Role is associated with the Contributor level and Group 1 is associated with the Author level. John Doe, who is a student and a member of Group 1, will be assigned the permissions associated with the Author Level.
  - \* In the HIST 201 001 site, the Visitor Role is associated with the Contributor level, Group A is associated with the Reviewer level and Suzy Doe is associated with the None level. Suzy Doe, who is a visitor and a member of Group A, will be assigned the permissions associated with the Contributor level.
- The Gradebook Assignment drop-down box will be populated with assignments that were created with the Sakai gradebook. No Samigo or Assignments tool assignments will display in this drop-down.
- Clicking Save Settings & Add Topic will save any changes to the settings and take the user to the Add Topic screen (TS-2)
- Clicking Save Draft will save any changes to the settings in draft mode and return the user to the home page (HP-10)
- Clicking Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

#### OFS-3.1: Add Individuals/Groups Helper

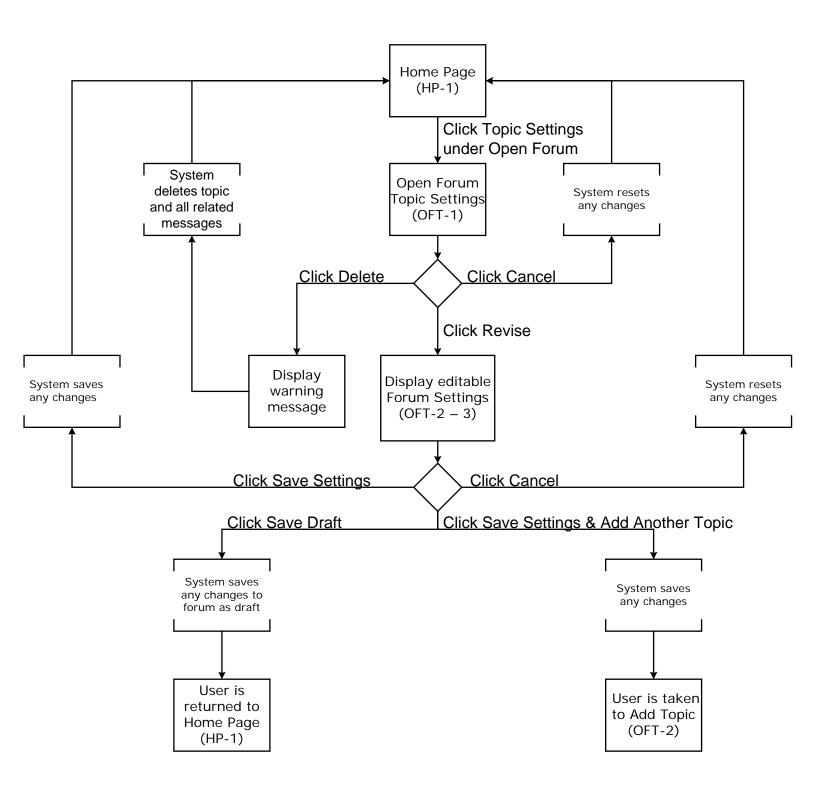


- The user entered this screen by selecting Add Individuals/Groups ... from OFS-3
- The 'Name:' list box on the left will include Groups and Users by default
  - \* Groups will display first and will be sorted in alphanumeric order
  - \* Users will display below the groups, separated by a horizontal line
  - \* Users will be sorted in alphanumeric order
- To move a Group or Individual from the 'Name:' list box to the 'Add Individuals/Groups:' list box, the user will select a Group or an Individual and click Add
  - \* The user may use the ctrl key to select multiple Groups or Individuals to move
  - \* A Group or Individual that has been moved to the 'Add Individuals/Groups:' list box will remain in the 'Name:' list box
  - \* A Group or Individual will appear only once in the 'Add Individuals/Groups:' list box
- To move a Group or Individual from the 'Add Individuals/Groups:' list box to the 'Name:' list box, the user will select a Group or an Individual and click Remove
- Clicking Save will add the selected Groups/Individuals to the Permissions list box (OFS-3) with the permission level of None
- Clicking Cancel will reset any changes and return the user to the Permissions screen (OFS-3)

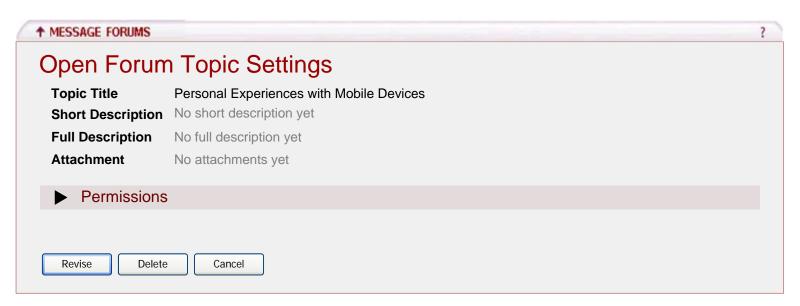


# 7 – Open Forum Topic Settings

## Open Forum Topic Settings Flow Diagram

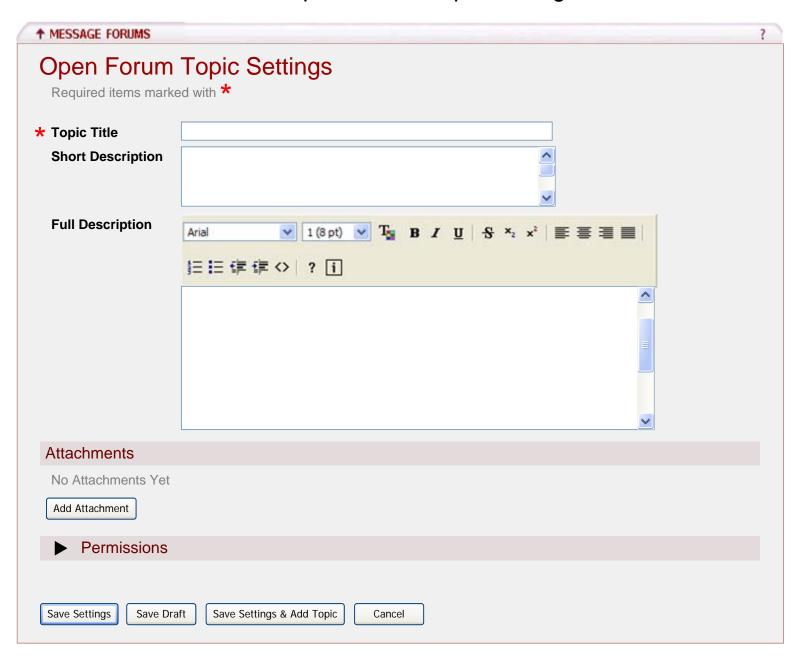


## **OFT-1: Open Forum Topic Settings**



- Only an administrator will have the option to edit the Topic settings
- Settings for this Topic are inherited from the Forum settings
- Revise will change the form from read-only to edit mode
- Clicking Delete will display a warning message asking the user if he/she really wants to delete the topic and all associated messages, like the delete confirmation in PMSettings-5. Clicking Delete again will delete the topic and associated messages and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

## OFT-2: Open Forum Topic Settings 2

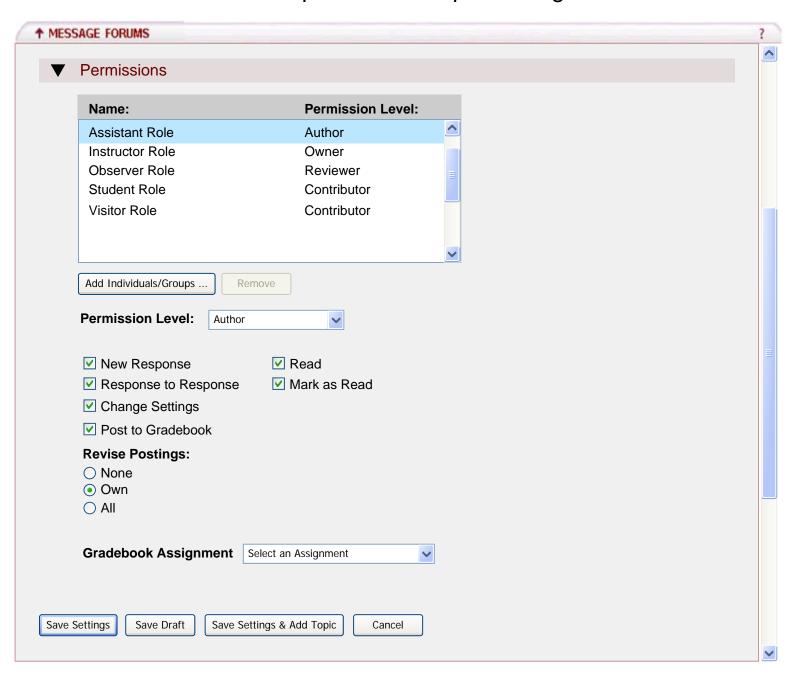


- Settings for this Topic are inherited from the Forum settings
- Topic Title character limit of 75, no limitation on character types
- Topic Title is required
- Short Description character limit of 100, no limitation on character types
- Full Description no character limit, no limitation on character types
- Add Attachment will take the user to the file picker.
- Clicking Save Settings will save any changes to the settings and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- Clicking Save Settings & Add Topic will save any changes to the settings and take the user to the Add Topic screen (TS-2)
- Clicking Save Draft will save any changes to the settings in draft mode and return the user to the home page (HP-10)

## OFT-2: Open Forum Topic Settings 2 (Cont.)

- Clicking Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- This screen is continued on OFT-3

## OFT-3: Open Forum Topic Settings 3



## OFT-3: Open Forum Topic Settings 3 (Cont.)

#### Requirements:

- The following table provides an explanation of each permission:

Permission	Definition
New Response	This enables a user to send a response to a Topic
Response to Response	This enables a user to send a response to a Topic response
Change Settings	This enables a user to change Template, Forum and Topic settings
Post to Gradebook	This enables a user to grade a posting and post the grade to the Gradebook
Read	This enables a user to read postings
Revise All	This enables a user to revise anyone's posting
Revise Own	This enables a user to revise only his/her own posting
Mark as Read	This enables a user to mark postings as read in bulk

- Role and permission level associations are provided by the sakai.properties file
- The following table provides the default role and permission level associations:

<sup>\*</sup> These associations can be changed in the sakai.properties file

Role	Permission Level		
Instructor, Project Owner, Maintain	Owner		
Assistant	Author		
Candidate, Member	Nonediting Author		
Access, Student, Visitor	Contributor		
Observer	Reviewer		
	None		

## OFT-3: Open Forum Topic Settings 3 (Cont.)

- The following table provides the default permissions associated with a level:
  - \* Auto DDL will create these by default
  - \* These permission and level associations can be changed by editing the DDL

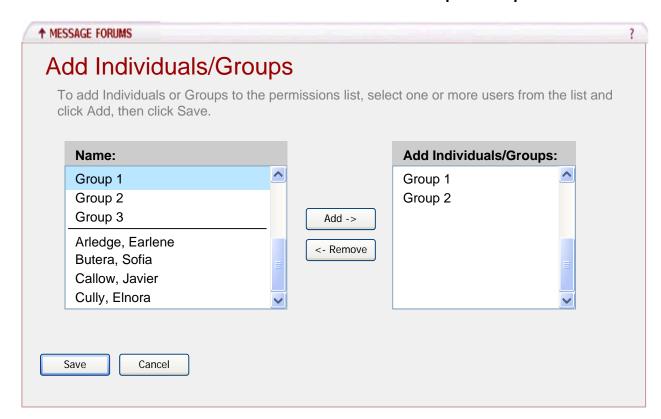
Permission	Owner	Author	Nonediting Author	Contributor	Reviewer	None
ChangeSettings	Yes	Yes	Yes			
MarkAsRead	Yes	Yes	Yes	Yes	Yes	
NewResponse	Yes	Yes	Yes	Yes		
NewResponseToResponse	Yes	Yes	Yes	Yes		
PostToGradebook	Yes	Yes	Yes			
Read	Yes	Yes	Yes	Yes	Yes	
ReviseAny	Yes					
ReviseOwn		Yes	Yes			

- If a user changes the permission level or set of permissions (Custom) for a role, individual or group, the changes will be saved for that session
  - \* If the user clicks Save Settings & Add Topic, the changes made during the session will be committed to the database
  - \* If the user clicks Cancel, the changes made during the session will not be committed to the database
- If a user selects a set of permissions for a role, individual or group that are not associated with a permission level, the permission level will change to Custom
- Selecting a role from the list box will dynamically change the permission level displayed in the drop-down box and the permissions associated with the level
  - \* For example, if the user selects the Observer Role from the list box, the drop-down box will change to Reviewer and the Read and Mark as Read permissions only will be selected
- Clicking Add Individuals/Groups... will take the user to the Add Individuals/Groups Helper (OFT-3.1)
- Roles may not be removed, the Remove button will be disabled when a user selects a Role from the list box
- To remove an Individual or Group once added, the user will select the Individual or Group and click Remove
  - \* The user will not receive a warning message when removing an Individual or Group

## OFT-3: Open Forum Topic Settings 3 (Cont.)

- It is not possible to override an individual's permissions by assigning a lower permission level to the individual, a role or a group; the user may only add to the permissions that have been granted. Let's take a look at a couple of examples:
  - \* In the EDUC 201 001 site, the Student Role is associated with the Contributor level and Group 1 is associated with the Author level. John Doe, who is a student and a member of Group 1, will be assigned the permissions associated with the Author Level.
  - \* In the HIST 201 001 site, the Visitor Role is associated with the Contributor level, Group A is associated with the Reviewer level and Suzy Doe is associated with the None level. Suzy Doe, who is a visitor and a member of Group A, will be assigned the permissions associated with the Contributor level.
- The Gradebook Assignment drop-down box will be populated with assignments that were created with the Sakai gradebook. No Samigo or Assignments tool assignments will display in this drop-down.
- Clicking Save Settings will save any changes to the settings and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)
- Clicking Save Settings & Add Topic will save any changes to the settings and take the user to the Add Topic screen (TS-2)
- Clicking Save Draft will save any changes to the settings in draft mode and return the user to the home page (HP-10)
- Clicking Cancel will reset any changes and return the user to the home page (HP-1 for an administrator or HP-2 for a normal user)

#### OFT-3.1: Add Individuals/Groups Helper

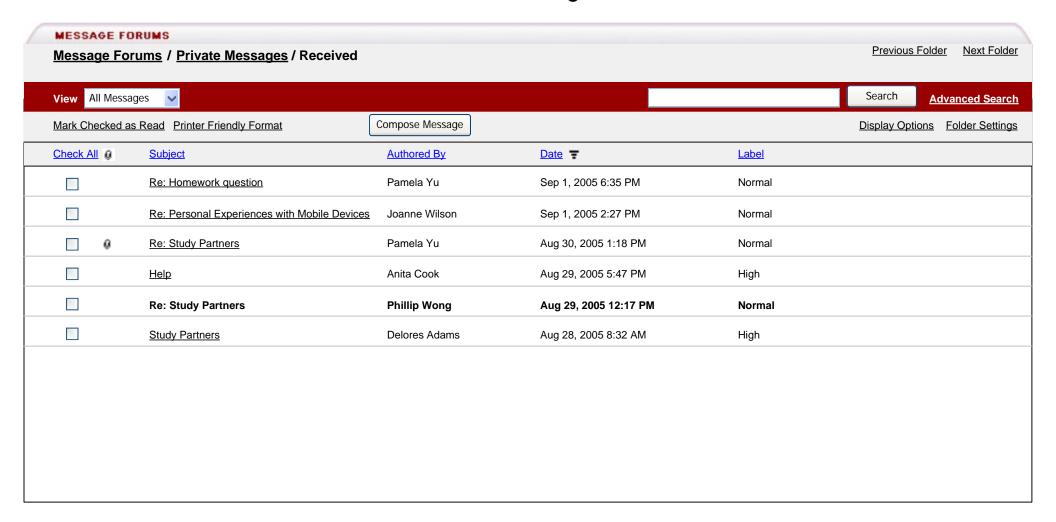


- The user entered this screen by selecting Add Individuals/Groups ... from OFT-3
- The 'Name:' list box on the left will include Groups and Users by default
  - \* Groups will display first and will be sorted in alphanumeric order
  - \* Users will display below the groups, separated by a horizontal line
  - \* Users will be sorted in alphanumeric order
- To move a Group or Individual from the 'Name:' list box to the 'Add Individuals/Groups:' list box, the user will select a Group or an Individual and click Add
  - \* The user may use the ctrl key to select multiple Groups or Individuals to move
  - \* A Group or Individual that has been moved to the 'Add Individuals/Groups:' list box will remain in the 'Name:' list box
  - \* A Group or Individual will appear only once in the 'Add Individuals/Groups:' list box
- To move a Group or Individual from the 'Add Individuals/Groups:' list box to the 'Name:' list box, the user will select a Group or an Individual and click Remove
- Clicking Save will add the selected Groups/Individuals to the Permissions list box (OFT-3) with the permission level of None
- Clicking Cancel will reset any changes and return the user to the Permissions screen (OFT-3)



## 8 – Private Message Area

### PM-1: All Messages View

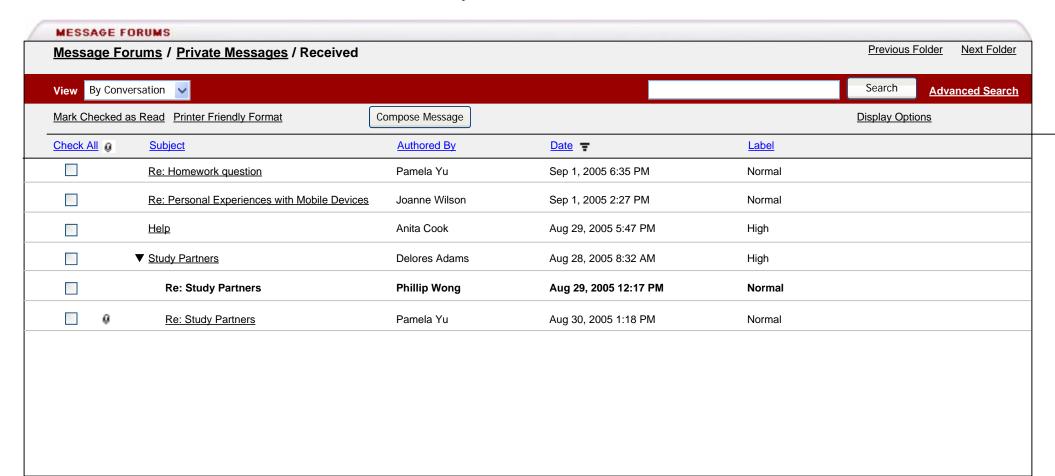


- The All Messages View is the default view for the user when selecting a topic from the Home Page (HP-1 for an administrator or HP-2 for a user)
- Selecting Message Forums will take the user to the Home Page (HP-1 for an administrator or HP-2 for a user)
- Selecting Private Messages will take the user to Private Messages Detail View (HP-5 for an administrator or HP-6 for a user)
- Selecting Previous/Next Folder will take the user to the All Messages View for the Previous/Next Folder

#### PM-1.1: All Messages View (cont.)

- Other views available from the View dropdown are By Conversation (PM-2), Unread Only View (MV-2) and By Label (MV-3)
- Search will search the Subject, Authored By, Date, Label, and Message fields
- Entering search terms and selecting Search will display the matched messages in the Message pane
- Selecting Advanced Search will expand the toolbar and display the Advanced Search options (MV-1)
- Selecting Mark Checked as Read or Printer Friendly Format without selecting any messages will have no effect
- Selecting a message or messages and then selecting Mark Checked as Read will change the new messages in bold to normal, underlined messages
- Selecting a message or messages and then selecting Printer Friendly Format will display the selected messages in a Printer Friendly View (MV-3)
- Selecting Compose Message will take the user to the Compose Message screen (DF-3)
- Selecting Display Options will take the user to the Display Options screen (MV-4)
- Selecting Folder Settings will take the user to the Folder Settings screen for this Folder (PMSettings-3)
- Selecting the Check All link will check all checkboxes in the Check All column for all messages shown in this view; this is not persistent across views
- Selecting the following link(s) will sort the column in ascending, then descending order
  - \*Attachment Icon
  - \*Subject
  - \*Authored By
  - \*Date
  - \*Label
- The attachment icon (paperclip) is not clickable, it is informational only; to access the attachment, users must view the message
- The Subject, Authored By, Date and Label fields will not wrap. However, if the text is longer than 25 characters, an ellipse (...) will be added to indicate that the text has been cut off.
- Subject is limited to 25 characters
- Authored By is limited to 25 characters
- Date is limited to 25 characters
- Label is limited to 25 characters
- The Date will reflect the date/time the message was sent
- Selecting the Subject of a message will take the user to the Individual Message View (PM-3 for an administrator or PM-5 for a user)

### PM-2: By Conversation View

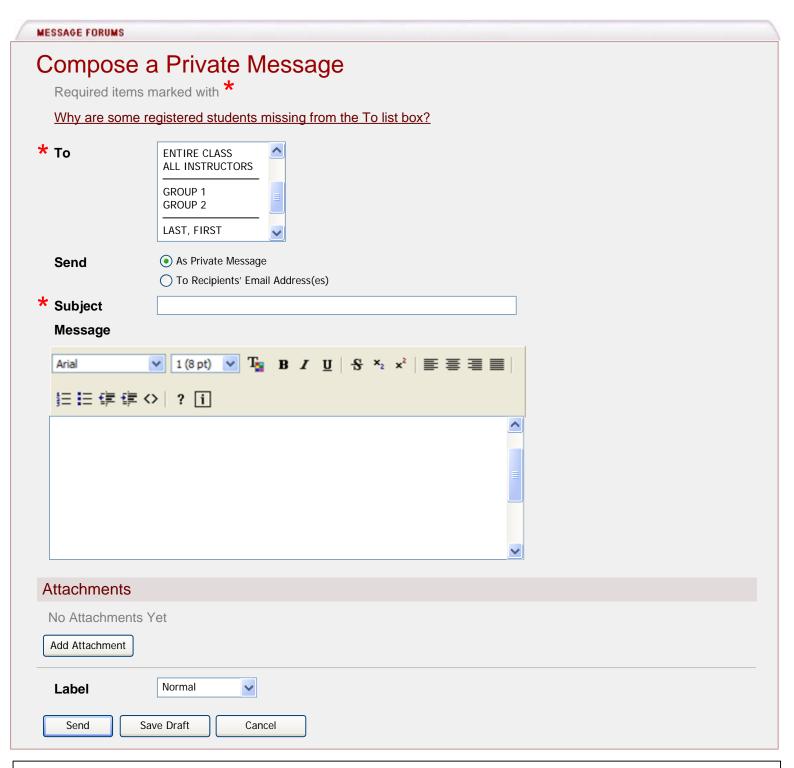


- By Conversation view will display messages related to the parent/child indented by 5 characters
- The Subject field will be limited to 25 characters and will not wrap. However, if the Subject is longer than 25 characters, an ellipse (...) will be added to indicate that the Subject has been cut off. Once the indented conversation exceeds the character limit for the Subject field, it will no longer display. The user will need to use the Previous and Next Message links within the message to navigate to conversations that are not displayed.
- Any message that is a reply to the parent or children is considered part of the conversation, even if the Reply title (Subject) is edited by the user and no longer reflects the original message's subject

## PM-2.1: By Conversation View (cont.)

- Any conversation with more than one message is collapsible, as shown in this screen; the triangle icon serves as a toggle
- By default, all conversations are expanded
- Selecting a message or messages and then selecting Printer Friendly Format will display the selected messages in a Printer Friendly View that maintains the parent/child relationships by indenting (MV-3.1)
- If a user searches for a message or messages, the view will return to All Messages View (PM-1)
- If a user selects a column to sort, the view will return to All Messages View (PM-1)
- All additional requirements are the same as the requirements given for the All Messages View (PM-1)

## PM-3: Compose Message

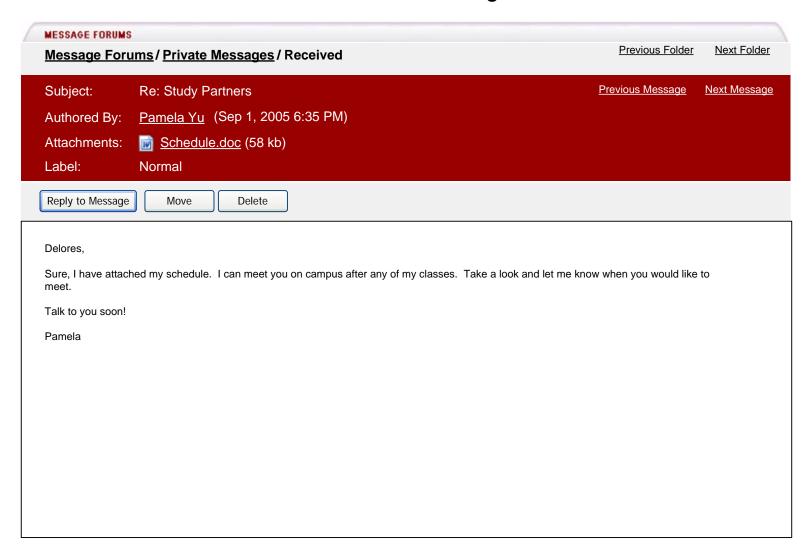


- The user must choose one or more of the following recipients:
  - \* The entire class (all site participants, regardless of role)
  - \* All instructors (all site participants with the role of Instructor)
  - \* By group
  - \* Individual participants (listed in alphabetical order)
- A message sent as a Private Message will remain in the system and will display in the user's Private Message Received folder

#### PM-3.1: Compose Message (cont.)

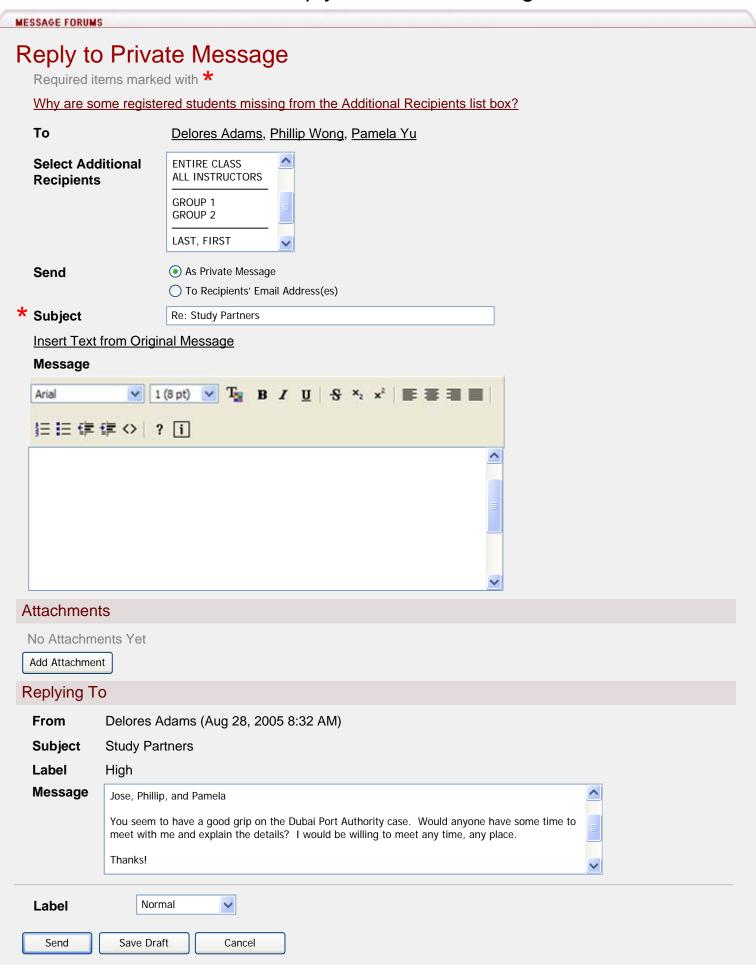
- A message sent to the recipients' Email Address(es) will be sent to the email address listed for the user in Site Info.
  - \* The message will appear to have been sent from the Sender's email address listed for the user in Site Info
  - \* If the recipient replies to the message, the reply will be sent to the Sender's email address and not to the Private Messages area
- Subject is required; if a user attempts to post the message or save it as a draft without including a subject, he/she will receive an error requiring the user to enter a Title
- Message field is optional; if a user attempts to post a message without entering message text, he/she will receive a warning indicating that the Message field is blank and asking the user to click Post Message again if he/she wishes to send the message without entering message text
- Add Attachment will take the user to the file picker
- Labels are standard for Private Messages
  - \* Normal (Default)
  - \* Low Priority
  - \* High Priority
- Send will send the message to the intended recipients and post the message to the Sent folder as long as the above requirements are met and will then return the user to the All Messages View (PM-1)
- Save Draft will save a draft of the message in the Topic as long as the above requirements are met and return the user to the All Messages View (PM-1)
- Cancel will cancel any changes and return the user to the All Messages View (PM-1)

#### PM-4: Individual Message View



- Selecting Message Forums will take the user to the Home Page (HP-1 for an administrator or HP-2 for a user)
- Selecting Private Messages will take the user to Private Messages Detail View (HP-5 for an administrator or HP-6 for a user)
- Selecting Previous/Next Folder will take the user to the All Messages View for the Previous/Next Folder
- Selecting Previous/Next Message will take the user to the previous/next message depending on the view selected prior to viewing the message (For example, if the user selects By Label view, then the Previous/Next Message links will take the user to the previous/next message in the thread)
- Selecting the author's name, which in this case is Pamela Yu, will take the user to the user's Profile
- Selecting the <u>Schedule.doc</u> attachment link will open the attachment in Word for the user
- Selecting Reply to Message will take the user to the Reply to Private Message screen (PM-6)
- Selecting Move will take the user to the Move Private Messages screen (MM-2)
- Selecting Delete will take the user to the Delete Confirmation screen (PM-8)

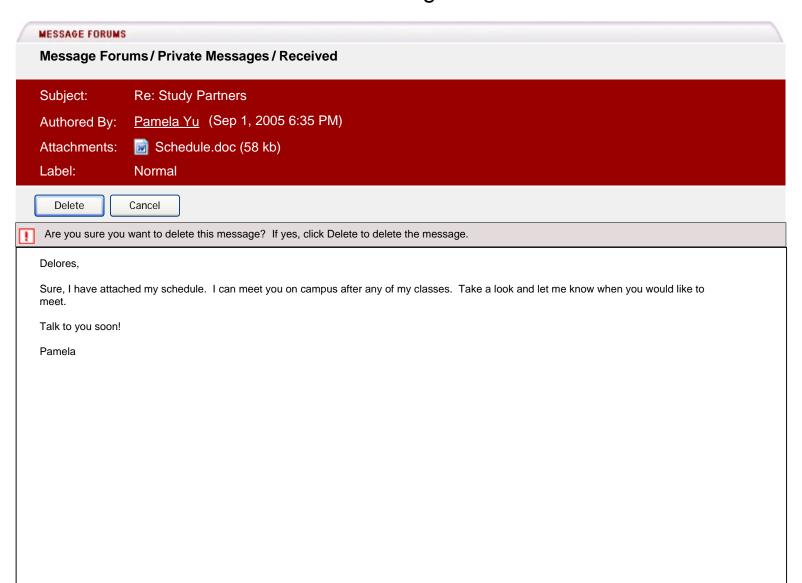
## PM-5: Reply to Private Message



## PM-5.1: Replying to Private Message (cont.)

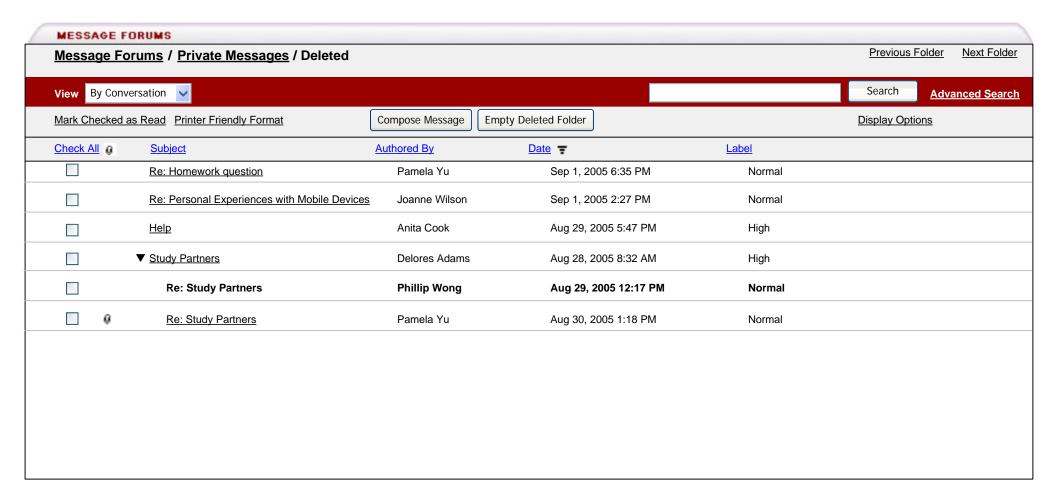
- The 'To' field will include all of the users to which the message was originally sent
- The user can choose one or more of the following recipients:
  - \* The entire class (all site participants, regardless of role)
  - \* All instructors (all site participants with the role of Instructor)
  - \* By group
  - \* Individual participants (listed in alphabetical order)
- A message sent as a Private Message will remain in the system and will display in the user's Private Message Received folder
- A message sent to the recipients' Email Address(es) will be sent to the email address listed for the user in Site Info.
  - \* The message will appear to have been sent from the Sender's email address listed for the user in Site Info
  - \* If the recipient replies to the message, the reply will be sent to the Sender's email address and not to the Private Messages area
- Subject is required; if a user attempts to send the message or save it as a draft, he/she will receive an error requiring the user to enter a Subject
- Selecting Insert Text from Original Message will insert the text in the Message field with the > character at the beginning of each line
- Message field is optional; if a user attempts to send a message without entering message text, he/she will receive a warning indicating that the Message field is blank and asking the user to click Send again if he/she wishes to send the message without entering message text
- Add Attachment will take the user to the file picker
- Replying To section will include the From, Subject, Label (if applicable) and Message fields as read-only fields
- Labels are standard for Private Messages
  - \* Normal (Default)
  - \* Low Priority
  - \* High Priority
- Send will send the message to the intended recipients and post the message to the Sent folder as long as the above requirements are met and will then return the user to the All Messages View (PM-1)
- Save Draft will save a draft of the message in the Topic as long as the above requirements are met and return the user to the All Messages View (PM-1)
- Cancel will cancel any changes and return the user to the All Messages View (PM-1)

## PM-6: Delete Message Confirmation



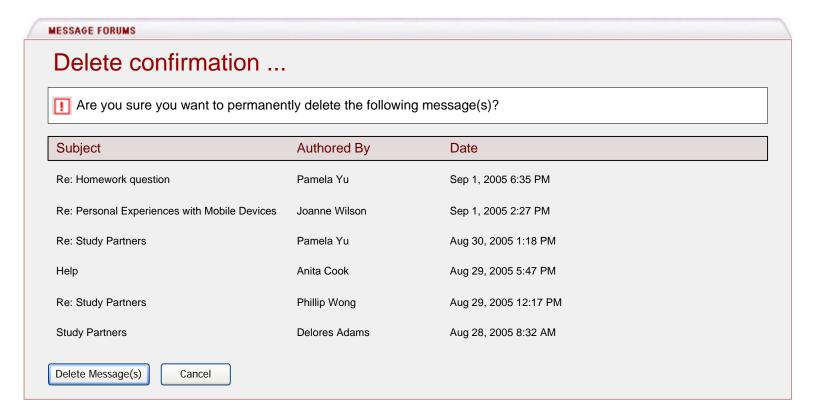
- Selecting Delete will delete the message and take the user to the All Messages View screen (PM-1)
- Selecting Cancel will return the user to the Individual Message View screen (PM-4)

#### PM-7: Deleted Folder



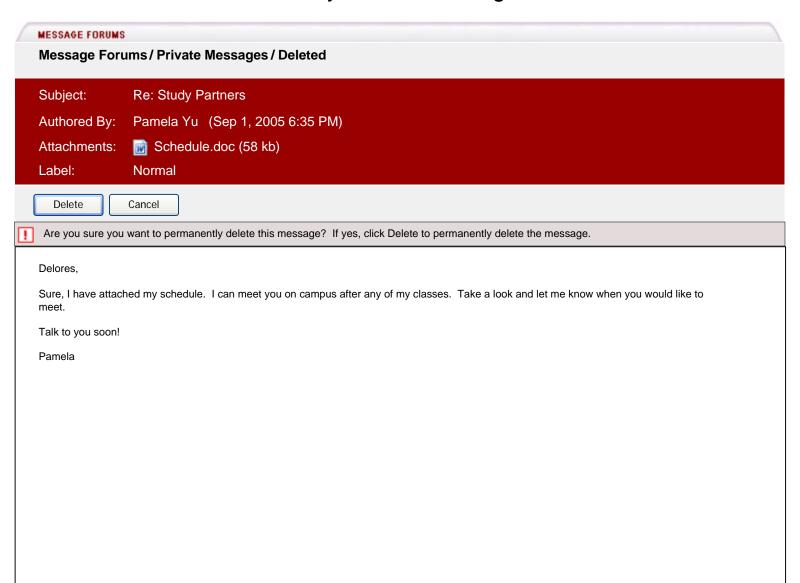
- Clicking 'Empty Deleted Folder' will take the user to the Delete Confirmation screen (PM-8)
- All additional requirements are the same as the requirements given for the All Messages View (PM-1)

#### PM-8: Delete Confirmation



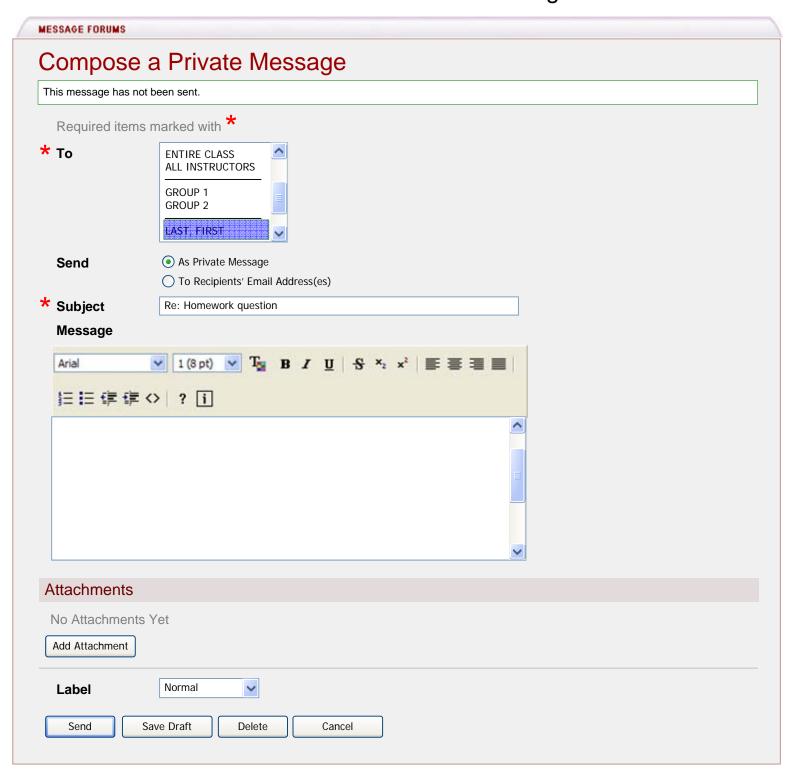
- Selecting Delete Message(s) will delete the message(s) and return the user to the All Messages View screen (PM-7)
- Selecting Cancel will return the user to the Deleted Folder screen (PM-7)

## PM-9: Permanently Delete Message Confirmation



- Selecting Delete will delete the message and take the user to the All Messages View screen (PM-1)
- Selecting Cancel will return the user to the Individual Message View screen (PM-4)

## PM-10: Draft of Private Message

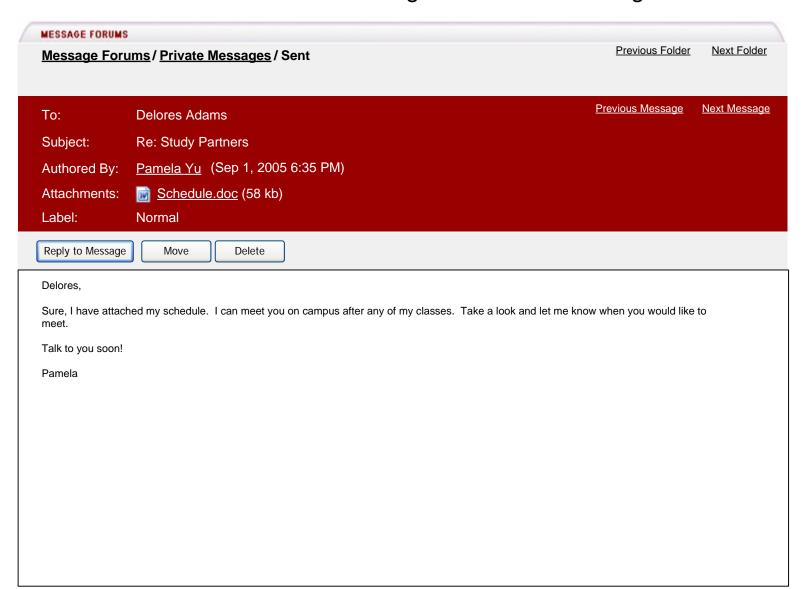


- A draft of a private message will be saved in the Drafts folder
- Upon clicking the Drafts folder and then clicking the subject of a message, the user will be presented with this screen
- A message will appear at the top of this page to let the user know that the message has not been sent.

## PM-10.1: Draft of Private Message (cont.)

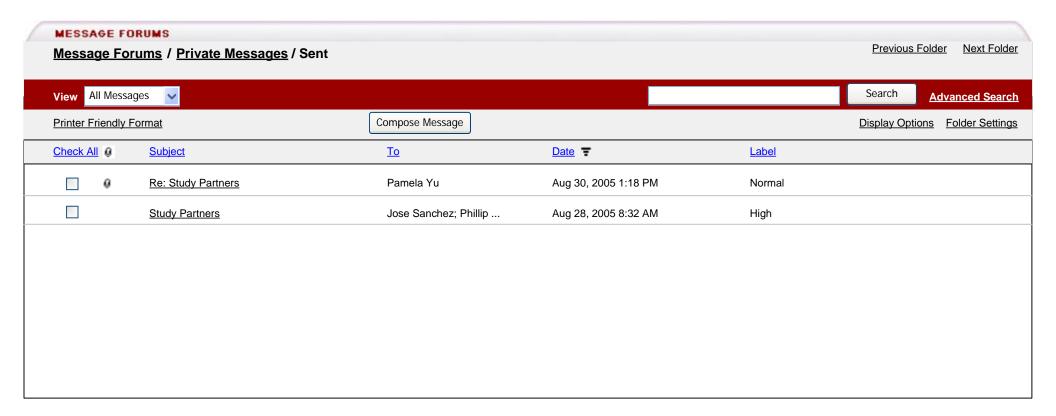
- Any settings that the user chose prior to saving a draft of the message are shown here, including the following: To, Send, Subject, Message, Attachments and Label. For example, if the user chose to send the message to an individual user, that user's name will still be selected when viewing the draft of the message.
- Although not shown here, if the user was replying to a message and clicked Save Draft, the replying to information would be shown here as well, just as PM-5 indicates.
- If a user clicks Send from this screen, the message will be sent to the indicated user(s) and will no longer appear in the Drafts folder.
- After clicking Send, the user will be returned to the All Message View of the Drafts folder.
- If a user clicks Save Draft, any changes to the message will be Saved and the message will remain in the Drafts folder.
- After clicking Save Draft, the user will be returned to the All Message View of the Drafts folder.
- If a user clicks Delete, the message will be moved to the Deleted folder.
- After clicking Delete, the user will be returned to the All Message View of the Drafts folder.
- If a user clicks Cancel, any changes made to the message will not be saved.
- After clicking Cancel, the user will be returned to the All Message View of the Drafts folder.
- All additional requirements are the same as those given in PM-3 and PM-5.

## PM-11: Individual Message View: Sent Message



- The individual message view of a Sent message will display who the message was sent To
- Recipients will be separated by a semicolon and a space
- All additional requirements are the same as those given for PM-4

## PM-12: All Messages View: Sent



- The All Messages View for the Sent folder will display who the message was sent To rather than who the message was Authored By
- The To field is limited to 25 characters, so if the text in this field exceeds 25 characters, an ellipse (...) will display indicating there is additional content
- Recipients will be separated by a semicolon and a space as shown above
- There will be no unread messages in the Sent folder, so this view will not include Mark Checked as Read
- All additional requirements are the same as those given for PM-1



## 9 – Discussion Forums

#### All Messages View Flow Diagram Home Page (HP-1) Click Discussion Forum Topic (Other Ideas?) All Messages View (DF-1) Select "Display Select "Threaded" from the Select the "Subject" of the Select "Message Select desired messages and Select "Previous/ Select "Search" Select "Community Options" click Printer Friendly View View dropdown menu Forums" Next Topic" message you wish to view Building Ideas" Individual Display Printer Display Home Page Previous/Next Threaded Matched Friendly View Options Message View (HP-1) Topic View (DF-2) (MV-5) (DF-5) Messages (MV-3) Forum Detail View (HP-3) Select "Label" from the View Select "Compose Select "Read Full Select "Advanced Select "Compose Message" dropdown menu Description" Search" Message" Show Full Advanced Compose Label View Topic Settings Description Search Message

(MV-1)

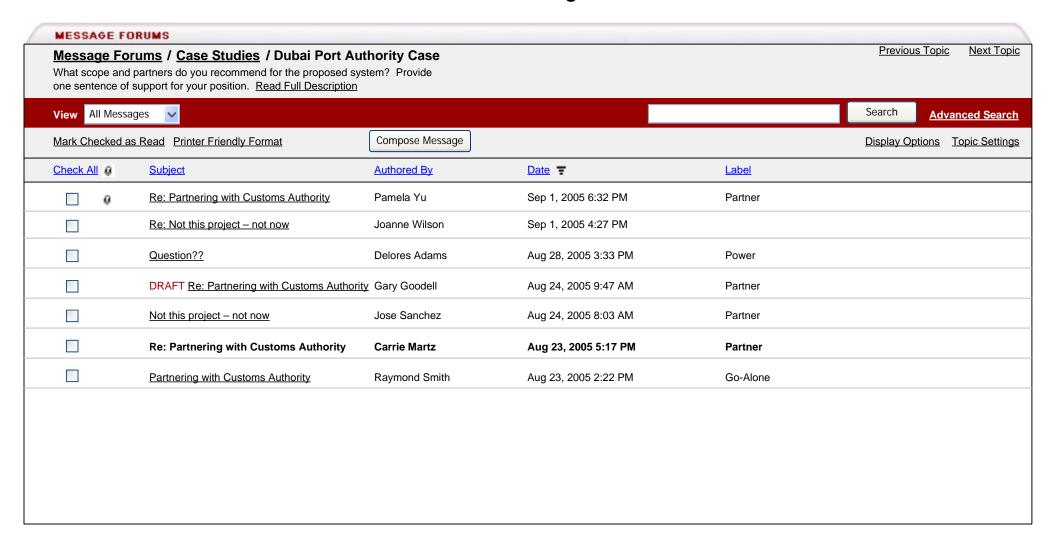
(TS-1)

(DF-3)

(MV-3)

(MV-7)

## **DF-1: All Messages View**

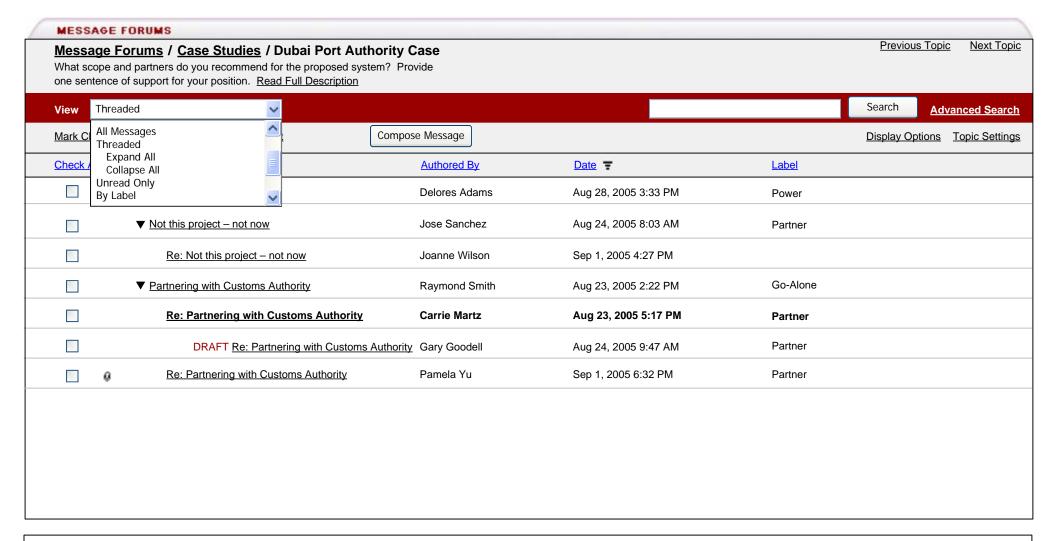


- The All Messages View is the default view for the user when selecting a topic from the Home Page (HP-1 for an administrator or HP-2 for a user)
- Selecting Message Forums will take the user to the Home Page (HP-1 for an administrator or HP-2 for a user)
- Selecting Community Building Ideas will take the user to Forum Detail View (HP-3 for an administrator or HP-4 for a user)

# DF-1.1: All Messages View (cont.)

- Selecting Previous/Next Topic will take the user to the All Messages View for the Previous/Next Topic
- Selecting Read Full Description will display the Full Description as shown in the Show Full Description screen (MV-7)
- Other views available from the View dropdown are Threaded (DF-2), Unread Only (MV-2) and Label (MV-3)
- Search will search the Subject, Authored By, Date, Label, and Message fields
- Entering search terms and selecting Search will display the matched messages in the Message pane
- Selecting Advanced Search will expand the toolbar and display the Advanced Search options (MV-1)
- Selecting Mark Checked as Read or Printer Friendly Format without selecting any messages will have no effect
- Selecting a message or messages and then selecting Mark Checked as Read will change the new messages in bold to normal, underlined messages
- Selecting a message or messages and then selecting Printer Friendly Format will display the selected messages in a Printer Friendly View (MV-3)
- Selecting Compose Message will take the user to the Compose Message screen (DF-3)
- Selecting Display Options will take the user to the Display Options screen (MV-4)
- Selecting Topic Settings will take the user to the Topic Settings screen for this Topic (TS-1)
- Selecting the Check All link will check all checkboxes in the Check All column for all messages shown in this view; this is not persistent across views
- Selecting the following link(s) will sort the column in ascending, then descending order
  - \*Subject
  - \*Authored By
  - \*Date
  - \*Label
- The attachment icon (paperclip) is not clickable, it is informational only; to access the attachment, users must view the message
- The Subject, Authored By, Date and Label fields will not wrap. However, if the text is longer than 25 characters, an ellipse (...) will be added to indicate that the text has been cut off.
- Subject is limited to 25 characters
- Authored By is limited to 25 characters
- Date is limited to 25 characters
- Label is limited to 25 characters
- The Date will reflect the date/time the message was sent
- Selecting the Subject of a message will take the user to the Individual Message View (DF-5 for an administrator or DF-6 for a user)
- Any drafts of messages will display to the user with the word DRAFT in red preceding the Subject of the message as shown in this screen

DF-2: Threaded View

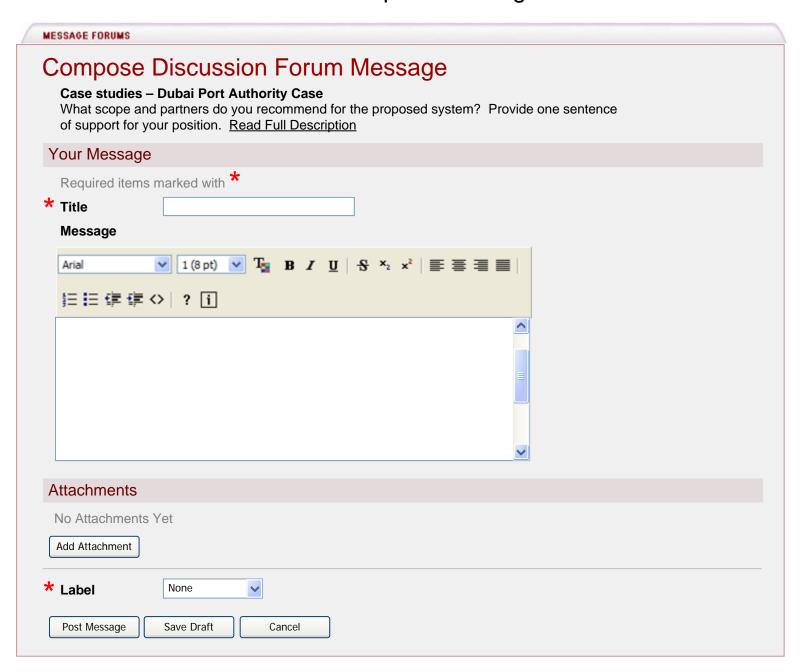


- Threaded view will display messages related to the parent/child indented by 5 characters
- The Subject field will be limited to 75 characters and will not wrap. However, if the Subject is longer than 25 characters, an ellipse (...) will be added to indicate that the Subject has been cut off. Once the indented thread exceeds the character limit for the Subject field, it will no longer display. The user will need to use the Previous and Next Message links within the message to navigate to threads that are not displayed.

# DF-2.1: Threaded View (cont.)

- Any message that is a reply to the parent or children is considered part of the thread, even if the Reply title (Subject) is edited by the user and no longer reflects the original message's title (Subject)
- Any thread with more than one message is collapsible, as shown in this screen; the triangle icon serves as a toggle
- By default, all threads are expanded
- To collapse all threads, the user will select Threaded > 'Collapse All' from the View dropdown menu
- To expand all threads, the user will select Threaded > 'Expand All' from the View dropdown menu
- Selecting a message or messages and then selecting Printer Friendly Format will display the selected messages in a Printer Friendly View that maintains the parent/child relationships by indenting (MV-3.1)
- If a user searches for a message or messages, the view will return to All Messages View (DF-1)
- If a user selects a column to sort, the view will return to All Messages View (DF-1)
- All additional requirements are the same as the requirements given for the All Messages View (DF-1 and DF-1.1)

# DF-3: Compose Message

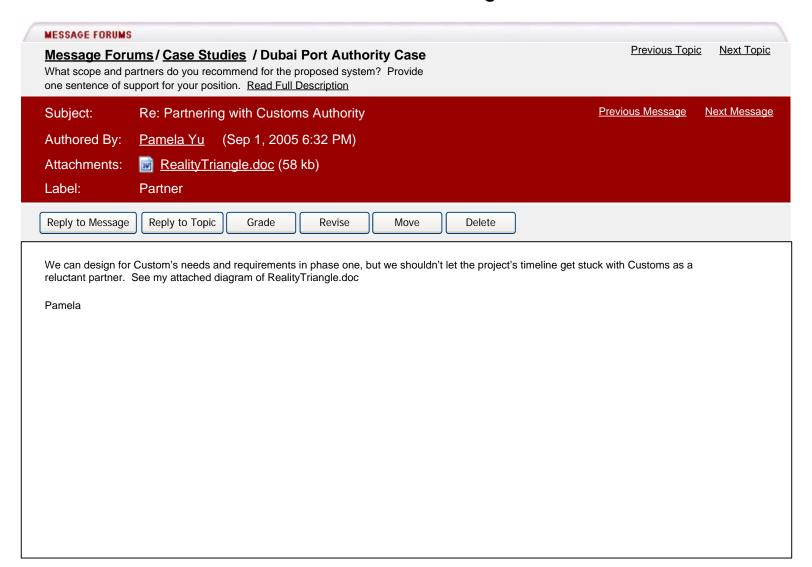


- The Forum and Topic, Topic Short Description, link to Full Description if available and any Attachment links will display at the top of the page
- Selecting Read Full Description will display the Full Description
- Subject is required; if a user attempts to post the message or save it as a draft without including a subject, he/she will receive an error requiring the user to enter a Title

# DF-3.1: Compose Message (cont.)

- Message field is optional; if a user attempts to post a message without entering message text, he/she will receive a warning indicating that the Message field is blank and asking the user to click Post Message again if he/she wishes to send the message without entering message text
- Add Attachment will take the user to the file picker
- Label(s) may or may not display depending on settings chosen for Topic (TS-1), Forum (DFS-1) or Template (DFT-1)
- Label(s) may or may not be required, depending on settings chosen for Topic (TS-1)
- Post Message will post the message to the Topic as long as the above requirements are met and return the user to the All Messages View (DF-1)
- Save Draft will save a draft of the message in the Topic as long as the above requirements are met and return the user to the All Messages View (DF-1)
- Cancel will cancel any changes and return the user to the All Messages View (DF-1)

# DF-4: Individual Message View



- Selecting Message Forums will take the user to the Home Page (HP-1 for an administrator or HP-2 for a user)
- Selecting Case Studies will take the user to Forum Detail View (HP-3 for an administrator or HP-4 for a user)
- Selecting Previous/Next Topic will take the user to the All Messages View for the previous/next topic
- Selecting Read Full Description will display the full description as shown in the Show Full Description screen (MV-7)
- Selecting Previous/Next Message will take the user to the previous/next message depending on the view selected prior to viewing the message (For example, if the user selects Threaded view, then the Previous/Next Message links will take the user to the previous/next message in the thread)
- Selecting the author's name, which in this case is Pamela Yu, will take the user to the user's Profile (MV-9)
- Selecting the RealityTriangle.doc attachment link will open the attachment in Word for the user
- Selecting Reply to Message or Reply to Topic will take the user to the Reply to Discussion Forum Message screen (DF-6); the only difference on that screen will be the Replying To message text

# DF-4.1: Individual Message View (cont.)

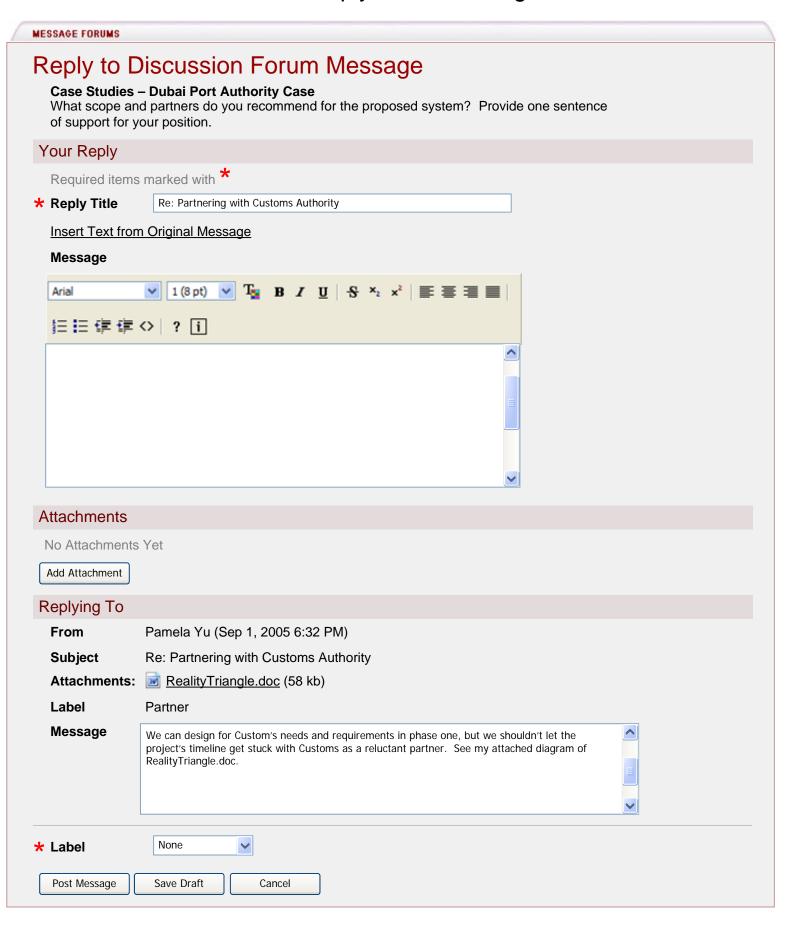
- Selecting Grade will expand the toolbar to show the grading options, as shown in the Grade Message screen (GM-1)
- Selecting Revise will change the message from read-only to edit mode as shown in the Edit Discussion Forum Message screen (DF-7)
- Selecting Move will take the user to the Move Discussion Forum Messages screen (MM-1)
- Selecting Delete will take the user to the Delete Confirmation screen (DF-8)

# DF-5: Individual Message (Student View)

**MESSAGE FORUMS** Previous Topic Next Topic Message Forums / Case Studies / Dubai Port Authority Case What scope and partners do you recommend for the proposed system? Provide one sentence of support for your position. Read Full Description Previous Message **Next Message** Subject: Re: Partnering with Customs Authority Authored By: Pamela Yu (Sep 1, 2005 6:32 PM) Attachments: RealityTriangle.doc (58 kb) Partner Label: Reply to Message Reply to Topic We can design for Custom's needs and requirements in phase one, but we shouldn't let the project's timeline get stuck with Customs as a reluctant partner. See my attached diagram of RealityTriangle.doc. Pamela

- Selecting Message Forums will take the user to the Home Page (HP-1 for an administrator or HP-2 for a user)
- Selecting Case Studies will take the user to Forum Detail View (HP-3 for an administrator or HP-4 for a user)
- Selecting Previous/Next Topic will take the user to the All Messages View for the previous/next topic
- Selecting Read Full Description will display the full description as shown in the Show Full Description screen (MV-7)
- Selecting Previous/Next Message will take the user to the previous/next message depending on the view selected prior to viewing the message (For example, if the user selects Threaded view, then the Previous/Next Message links will take the user to the previous/next message in the thread)
- Selecting the author's name, which in this case is Pamela Yu, will take the user to the user's Profile (MV-9)
- Selecting the RealityTriangle.doc attachment link will open the attachment in Word for the user
- Selecting Reply to Message or Reply to Topic will take the user to the Reply to Discussion Forum Message screen (DF-6); the only difference on that screen will be the Replying To message text

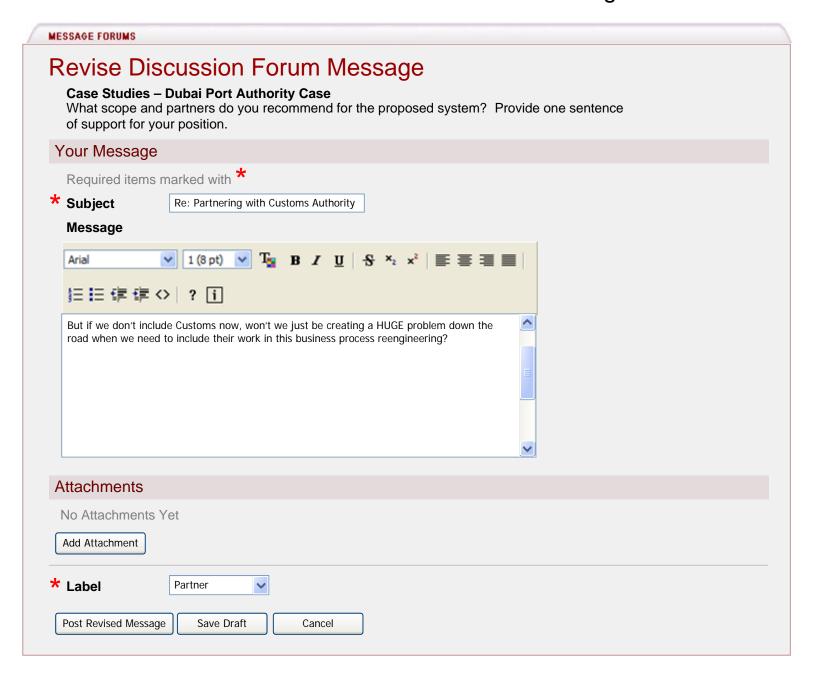
# DF-6: Reply to DF Message



# DF-6.1: Replying to Discussion Forum Message (cont.)

- The Forum and Topic, Topic Short Description, link to Full Description if available and any Attachment links will display at the top of the page
- Selecting Read Full Description will display the Full Description as shown in the Show Full Description screen (MV-7)
- Reply Title is required and pre-filled with 'Re: Original Title', but editable; if a user attempts to post the message or save it as a draft, he/she will receive an error requiring the user to enter a Title
- Selecting Insert Text from Original Message will insert the text in the Message field with the > character at the beginning of each line
- Message field is optional; if a user attempts to post a message without entering message text, he/she will receive a warning indicating that the Message field is blank and asking the user to click Post Message again if he/she wishes to send the message without entering message text
- Add Attachment will take the user to the file picker
- Replying To section will include the From, Subject, Attachment(s) (if applicable), Label (if applicable) and Message fields as read-only fields
- Selecting the RealityTriangle.doc attachment link will open the attachment in Word for the user
- Label(s) may or may not display depending on settings chosen for Topic (TS-1)
- Label(s) may or may not be required, depending on settings chosen for Topic (TS-1)
- Post Message will post the message to the Topic as long as the above requirements are met and return the user to the All Messages View (DF-1)
- Save Draft will save a draft of the message in the Topic as long as the above requirements are met and return the user to the All Messages View (DF-1)
- Cancel will cancel any changes and return the user to the all Messages View (DF-1)

# DF-7: Revise Discussion Forum Message



- The Forum and Topic, Topic Short Description, link to Full Description if available and any Attachment links will display at the top of the page
- Selecting Read Full Description will display the Full Description as shown in the Show Full Description screen (MV-7)
- Subject is required; if a user attempts to post the message or save it as a draft without including a Subject, he/she will receive an error requiring the user to enter a Title

# DF-7.1: Revise Discussion Forum Message (cont.)

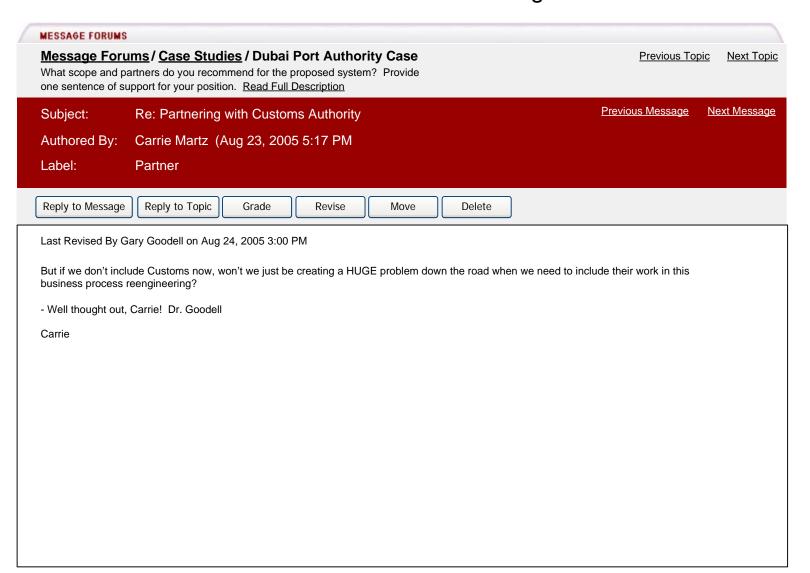
#### Requirements (cont.):

- Message field is optional; if a user attempts to post a message without entering message text, he/she will receive a warning indicating that the Message field is blank and asking the user to click Post Message again if he/she wishes to send the message without entering message text
- Add Attachment will take the user to the file picker
- Label(s) may or may not display depending on settings chosen for Topic (TS-1)
- Label(s) may or may not be required, depending on settings chosen for Topic (TS-1)
- Post Revised Message will post the message to the Topic as long as the above requirements are met, add 'Last revised by user's name on Date/Time' to the top of the Reply as shown in the View Revised Message screen (DF-8) and return the user to the All Messages View (DF-1)

Note: The Authored By field will not change for a revised message

- Save Draft will save a draft of the message in the Topic as long as the above requirements are met and return the user to the All Messages View (DF-1)
- Cancel will cancel any changes and return the user to the all Messages View (DF-1)

# DF-8: View Revised Message



### Requirements:

- A revised message will display 'Last Revised By user's name on Date/Time' at the top of the message-The Authored By field will not change for a revised message

# DF-9: Delete Message Confirmation

#### MESSAGE FORUMS

#### Message Forums / Case Studies / Dubai Port Authority Case

What scope and partners do you recommend for the proposed system? Provide one sentence of support for your position. Read Full Description

Subject: Re: Partnering with Customs Authority

Authored By: Carrie Martz Aug 23, 2005 5:17 PM

Label: Partner

Delete

Cancel

I Are you sure you want to permanently delete this message and any replies? If yes, click Delete to permanently delete this message and its' replies.

But if we don't include Customs now, won't we just be creating a HUGE problem down the road when we need to include their work in this business process reengineering?

- Well thought out, Carrie! Dr. Goodell

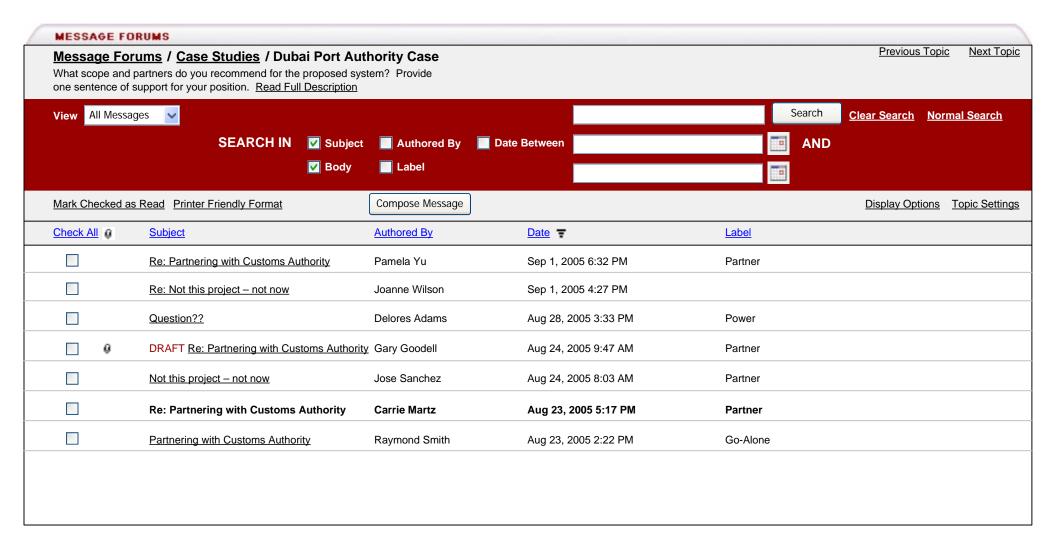
Carrie

- Selecting Delete will delete the message and its' replies and take the user to the All Messages View screen (DF-1)
- Selecting Cancel will return the user to the Individual Message View screen (DF-4)



# 10 – Message View

#### MV-1: Advanced Search



- In this screen, the user has selected the 'Advanced Search' link as shown in the All Messages View (PM-1 or DF-1)
- Clicking 'Advanced Search' will redraw the screen to display the advanced search options, change the Advanced Search link to Normal Search and will allow the user to elect to do a keyword search in the following fields:
  - \* Subject
  - \* Body

# MV-1.1: Advanced Search (cont.)

- \* Authored By
- \* Label
- \* Date range
- Subject and Body are the default fields that will be searched in Normal Search mode
- A search will only search the messages currently displayed depending on the selected View, it will not search all records unless that is the selected View
- Clicking 'Clear Search' will remove any text from the Search text box and redraw the frame to display all messages as specified by the selected View

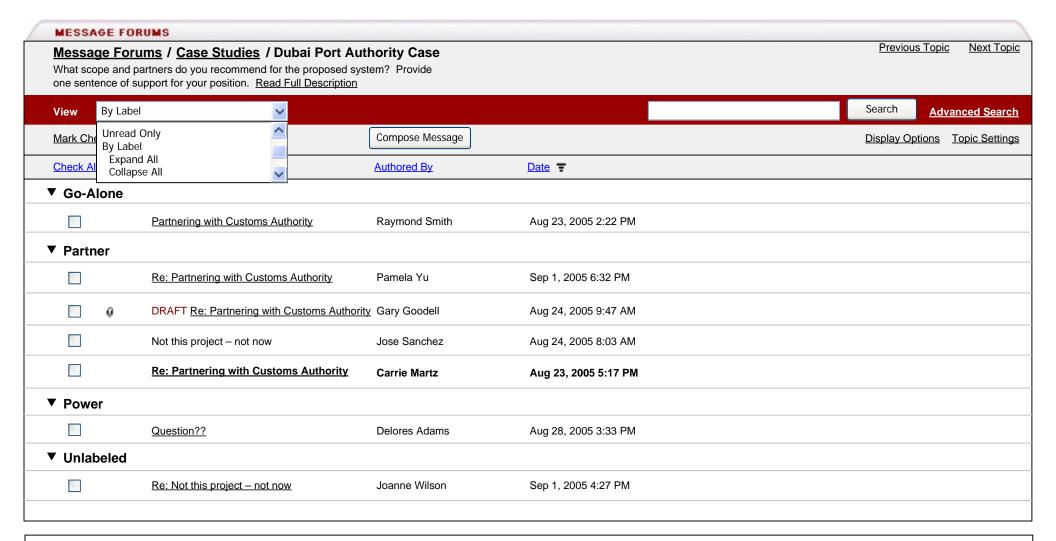
# MV-2: Unread Only View



#### Requirements:

- In this screen, the user has selected 'Unread Messages' from the View dropdown

#### MV-3: Label View



- Label view will display messages grouped by Label
- Labels are assigned to a message by a user when posting a reply to a Topic or message (DF-4, DF-7) or when sending a message (PM-3, PM-4)
- Any labels without assigned messages will not display
- Any messages without assigned labels will display last below the 'Unlabeled' Label

# MV-3.1: Label View (cont.)

- Labels are collapsible, but are expanded by default
- To collapse all labels, the user will select By Label > 'Collapse All' from the View dropdown menu
- To expand all labels, the user will select By Label > 'Expand All' from the View dropdown menu
- Selecting a message or messages and then selecting Printer Friendly Format will display the selected messages in a Printer Friendly View that maintains the grouping by Label (MV-4)
- If a user searches for a message, the result(s) will retain the label grouping
- All additional requirements are the same as the requirements given for the All Messages View (DF-1 and DF-1.1)

# MV-4: Printer Friendly Format – All Messages

#### Oncourse: Course Name: Message Forums: Printer Friendly View - Microsoft Internet Explorer

Edit View Favorites Tools

#### Course Name

#### Case Studies - Dubai Port Authority Case

What scope and partners do you recommend for the proposed system? Provide one sentence of support for your position. Read Full Description

Partnering with Customs Authority – Raymond Smith (Aug 23, 2005 2:22 PM)

DPA should keep Customs informed, but they should not allow the project scope to expand to include Customs in phase one. There are too many extra requirements from Customs to get a success, and they would make the politics much more difficult.

Re: Partnering with Customs Authority – Carrie Martz (Aug 23, 2005 5:17 PM)

But if we don't include Customs now, won't we just be creating a HUGE problem down the road when we need to include their work in this business process reengineering?

Not this project – not now – Jose Sanchez (Aug 24, 2005 8:03 AM)

I think that DPA is off on another IT misadventure in trying to impose IT on people and processes that do not wish it. The business case for this is dodgy at best. They would be wise to let some other port suffer through the assured horror of building this system and then license the system as a fast follower!!!

DRAFT Re: Partnering with Customs Authority - Gary Goodell (Aug 24, 2005 9:47 AM)

Agreed. We must include Customs now as the proposed efficiencies and savings are not possible unless Customs participates. Freezing them out or not including them will just make things worse over a year or two.

Question?? - Delores Adams (Aug 28, 2005 3:33 PM)

Agreed. We must include Customs now as the proposed efficiencies and savings are not possible unless Customs participates. Freezing them out or not including them will just make things worse over a year or two.

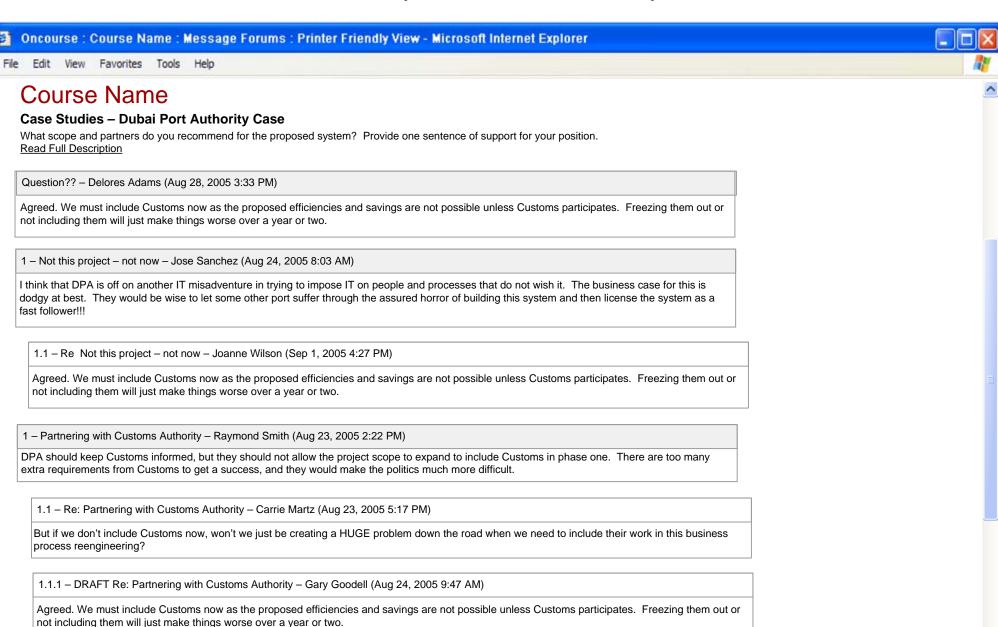
Re: Not this project - not now - Joanne Wilson (Sep 1, 2005 4:27 PM)

Agreed. We must include Customs now as the proposed efficiencies and savings are not possible unless Customs participates. Freezing them out or not including them will just make things worse over a year or two.

# MV-4.1: Printer Friendly Format – All Messages (cont.)

- In this screen, the user has selected the desired message(s) to print and then clicked 'Printer Friendly Format' from the action bar on the All Messages View screen (PM-1 or DF-1), which opened a new browser window
- If the user selects 'Printer Friendly Format' and no messages have been selected, then the user should receive a warning message indicating that he/she must select a message or messages prior to selecting 'Printer Friendly Format'.
- Messages displayed in Printer Friendly Format should be grouped as indicated by the selected View (i.e., Threaded, By Label)
- Printer Friendly Format for All Messages view will left align all responses.

# MV-5: Printer Friendly Format – Threaded/By Conversation



# MV-5.1: Printer Friendly Format – Threaded/By Conversation (cont.)

- In this screen, the user has selected the desired message(s) to print and then clicked 'Printer Friendly Format' from the action bar on the Threaded/By Conversation View screen (PM-2 or DF-2), which opened a new browser window
- If the user selects 'Printer Friendly Format' and no messages have been selected, then the user should receive a warning message indicating that he/she must select a message or messages prior to selecting 'Printer Friendly Format'.
- Messages displayed in Printer Friendly format format should be grouped as indicated by the selected View (i.e., Threaded, By Label)
- Printer Friendly format for Threaded/By Conversation view(s) will indent all responses to the original message 5 characters
- If a message is a response to a response, in printer friendly format, it will be considered a response to the original message to keep the view printer friendly
- The outline numbering to the left of the response title will indicate the original threading

# MV-4: Printer Friendly Format – By Label

# Oncourse: Course Name: Message Forums: Printer Friendly View - Microsoft Internet Explorer File Edit View Favorites Tools Help Course Name Case Studies - Dubai Port Authority Case What scope and partners do you recommend for the proposed system? Provide one sentence of support for your position. Read Full Description

#### Go-Alone

Partnering with Customs Authority - Raymond Smith (Aug 23, 2005 2:22 PM)

DPA should keep Customs informed, but they should not allow the project scope to expand to include Customs in phase one. There are too many extra requirements from Customs to get a success, and they would make the politics much more difficult.

#### **Partner**

Re: Partnering with Customs Authority - Carrie Martz (Aug 23, 2005 5:17 PM)

But if we don't include Customs now, won't we just be creating a HUGE problem down the road when we need to include their work in this business process reengineering?

Not this project – not now – Jose Sanchez (Aug 24, 2005 8:03 AM)

I think that DPA is off on another IT misadventure in trying to impose IT on people and processes that do not wish it. The business case for this is dodgy at best. They would be wise to let some other port suffer through the assured horror of building this system and then license the system as a fast follower!!!

DRAFT Re: Partnering with Customs Authority - Gary Goodell (Aug 24, 2005 9:47 AM)

Agreed. We must include Customs now as the proposed efficiencies and savings are not possible unless Customs participates. Freezing them out or not including them will just make things worse over a year or two.

Re: Partnering with Customs Authority - Pamela Yu (Sep 1, 2005 6:32 PM)

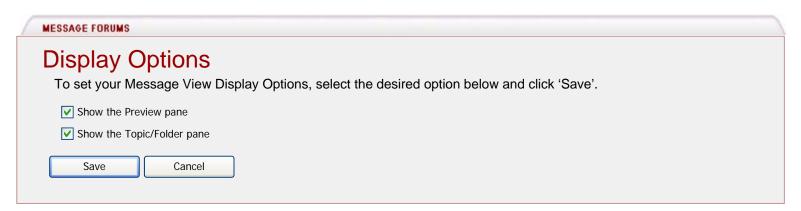
Agreed. We must include Customs now as the proposed efficiencies and savings are not possible unless Customs participates. Freezing them out or not including them will just make things worse over a year or two.

#### Power

# MV-6.1: Printer Friendly Format – By Label (cont.)

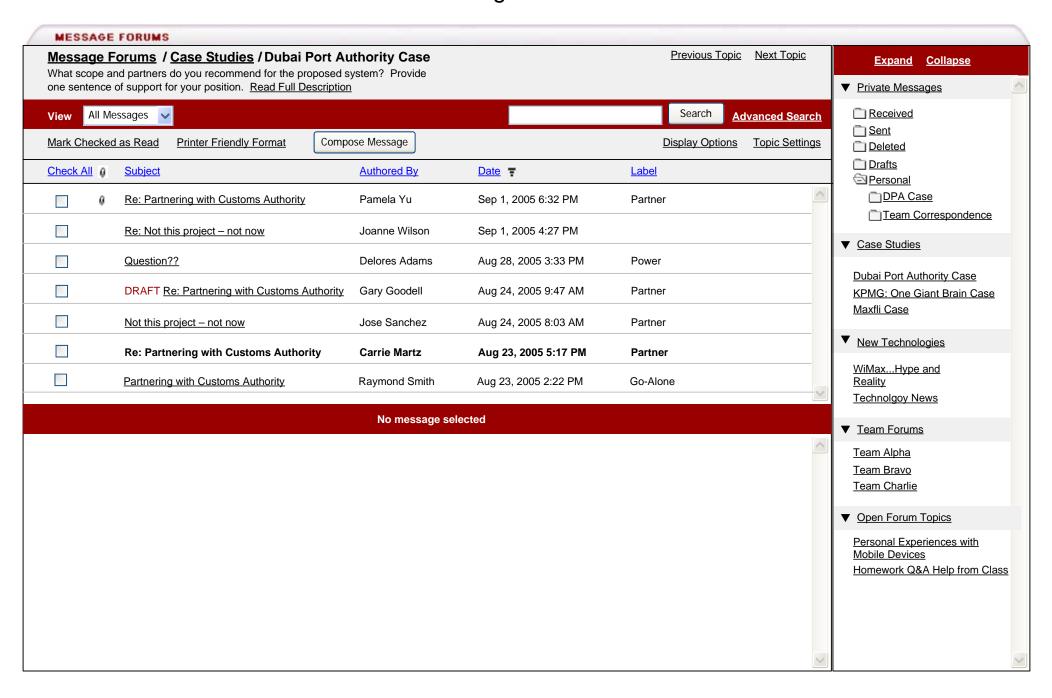
- In this screen, the user has selected the desired message(s) to print and then clicked 'Printer Friendly Format' from the action bar on the By Label View screen (MV-3), which opened a new browser window
- If the user selects 'Printer Friendly Format' and no messages have been selected, then the user should receive a warning message indicating that he/she must select a message or messages prior to selecting 'Printer Friendly Format'.
- Messages displayed in printer friendly format should be grouped as indicated by the selected View (i.e., Threaded, By Label)
- Printer friendly format for By Label view will indent a response 5 characters from the Label heading. All messages will be left aligned.

# MV-7: Display Options



- In this screen, the user has selected 'Display Options' from the All Messages View (PM-1 or DF-1)
- These settings allow the user to show/hide the Preview and Topic/Folder frames as shown in the Message View with Panes screen (MV-6)
- These settings are available to all users

# MV-8: Message View with Panes



#### MV-9: User Profile

↑ PARTICIPANT LIST

#### **User Profile**



#### **Public Information**

First Name Pamela

Last Name Yu

Nickname Pam

Position Student

**Department** Business

School Business

Room NA

#### Personal Information

Email pyu@iupui.edu

Home Page <u>www.pamyu.com</u>

Work Phone 317-555-5555

Home Phone 317-555-5554

Other I love cats!

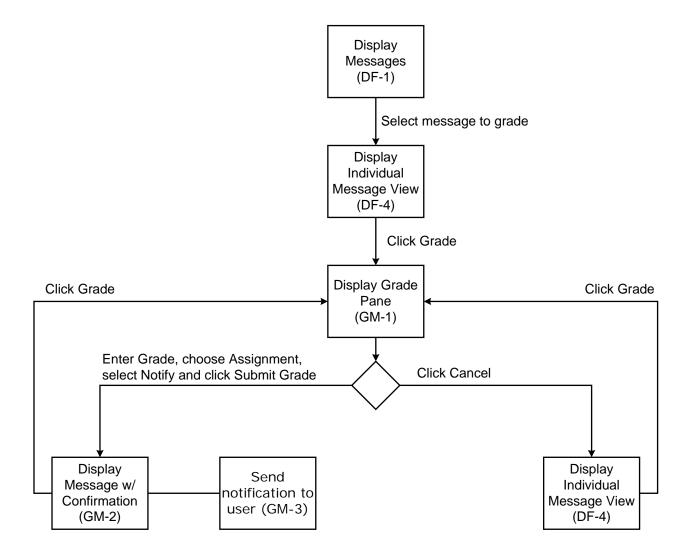
Cancel

- The user accessed this screen by selecting the user's name or 'Undisclosed', if the user is an administrative user, from the Individual Message View screen (PM-4, DF-4 or DF-5)
- The user will only see the information that has not been hidden by Pamela Yu. Pamela can choose to hide his entire Profile or just his Personal Information. Pamela can also choose not to display his photo ID.
- Clicking Pamela's home page link will open a new window to display his home page
- Clicking Cancel will return the user to the Individual Message View screen (PM-4, DF-4 or DF-5)

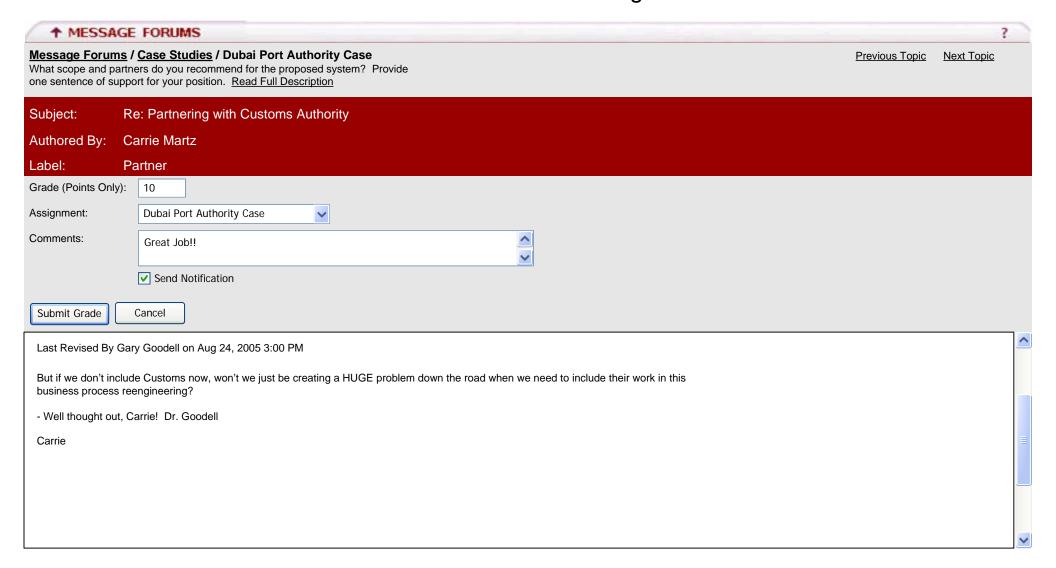


# 11 – Grade Message

# Grade Message Flow Diagram



# GM - 1: Grade Message



- The Grade (Points Only) text box accepts only points, no letter grades
- The Assignment dropdown may be pre-populated if the instructor has chosen an assignment for this Topic from Topic Settings (TS-5) or for this Forum from Forum Settings (DFS-5).

# GM - 1: Grade Message (Cont.)

#### Requirements (cont.):

- If an assignment has not been chosen in Topic or Forum settings, then the default will be 'Select an assignment'
- Comments entered by the grader will appear in the message options pane of the graded message for a Grader/Instructor/Administrator and Individual User only as shown in the Grade Submission Confirmation screen (GM-2)

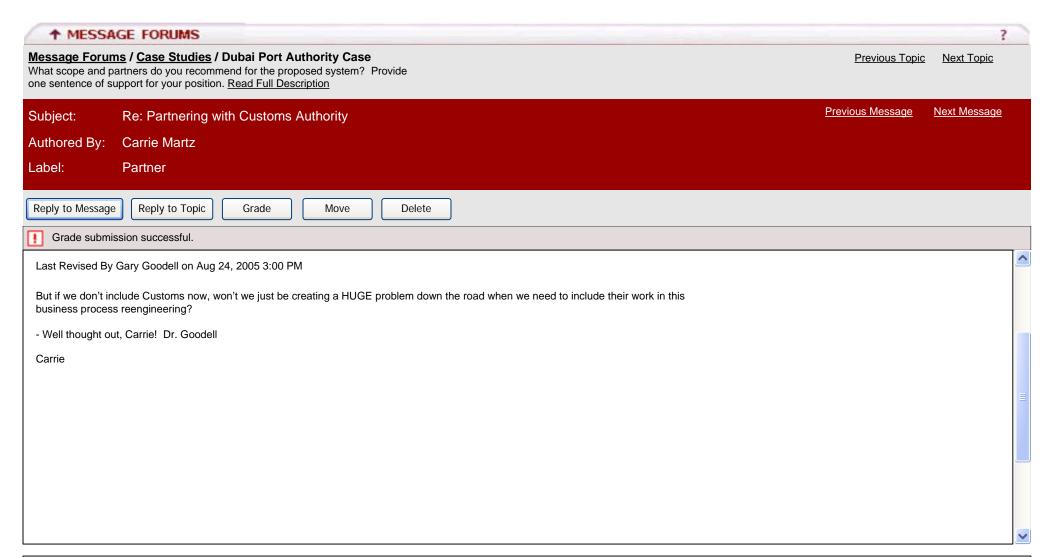
Note: These comments will not be available to all participants

- By default, Send Notification is not selected
- Selecting Send Notification will send a private message to the user with the text of his/her original message, the grade and the grader's comments as shown in the Student Notification screen (GM-3)
- Clicking Submit Grade will post the grade to the designated assignment in the gradebook and display a confirmation to the Grader (GM-2)

**Note:** The Grader will receive an error message if a grade is not entered or an assignment is not selected after clicking Submit Grade

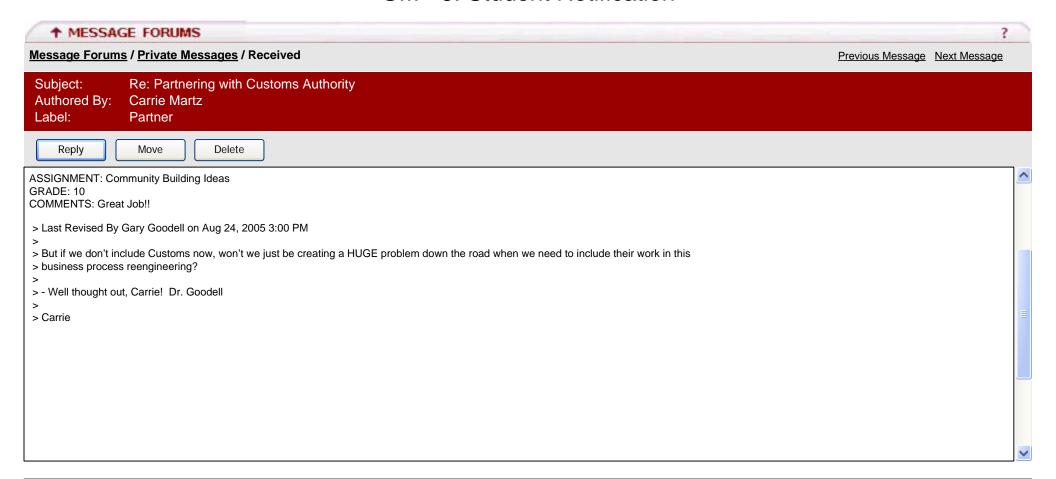
- The Grader can return to this screen to change the grade, assignment or comments by selecting Grade from the Individual Message View (DF-4)
- The Grader/Instructor/Administrator will be able to change the grade from the gradebook and the changed grade will be reflected in this screen (GM-1)
- Cancel will reset any changes and return the user to the Individual Message View (DF-4)

#### GM - 2: Grade Submission Confirmation



- Comments entered by the grader will appear in the message options pane of the graded message for a Grader/Instructor/Administrator and Individual User only as shown above. These comments will not be available to all participants
- The Grader will see the above confirmation after clicking Submit Grade
- The Grader can return to the Grade Message screen to change the grade, assignment or comments by selecting Grade

#### GM - 3: Student Notification



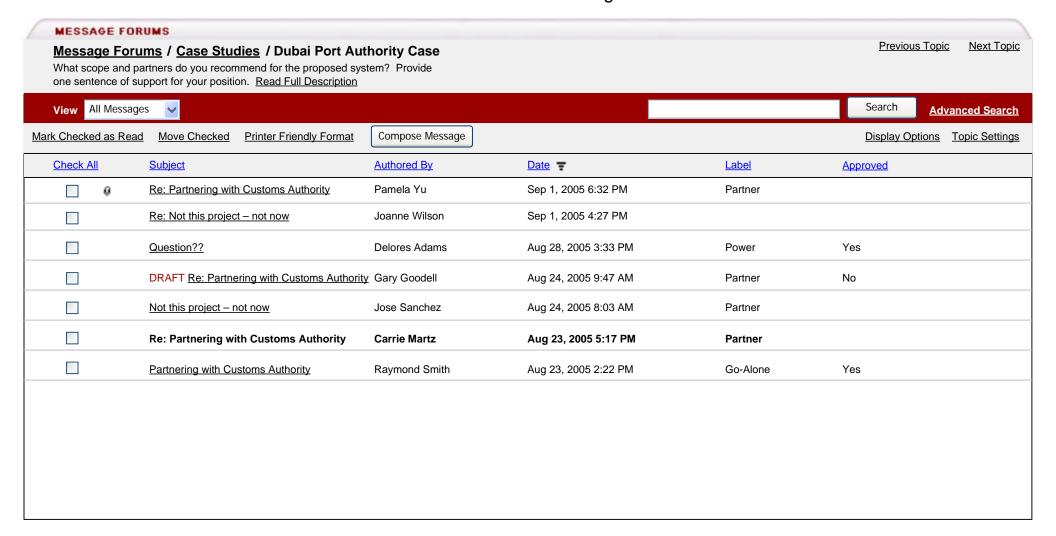
#### Requirements:

- This is the notification sent to the user if the Grader selected Send Notification prior to clicking Submit Grade from the Grade Message screen (GM-1)



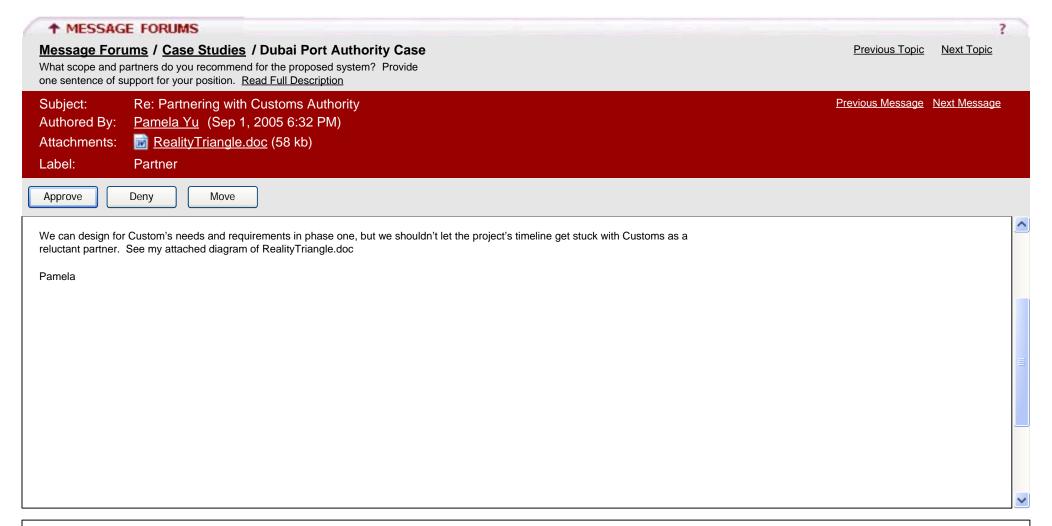
# 12 – Moderator View

### MD-1: Moderator All Messages View



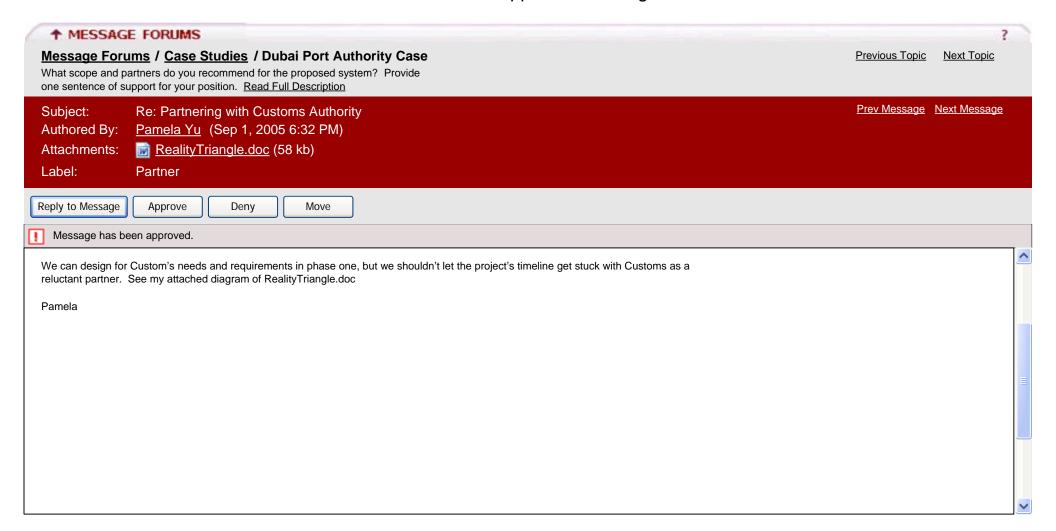
- Approved column appears for a moderator or administrative user in all views if forum is moderated
- If the administrator has decided to moderate the forum, an 'Approved' column will appear only for those participants listed as moderators
- Any participant chosen as a moderator can approve or deny a message
- The 'Approved' column will contain 'Yes' if approved, 'No' if denied and will be blank if no action has been taken on the message
- Moderator selects a message to approve/deny by clicking the message link in the 'Subject' column

### MD-2: Moderator Individual Message View



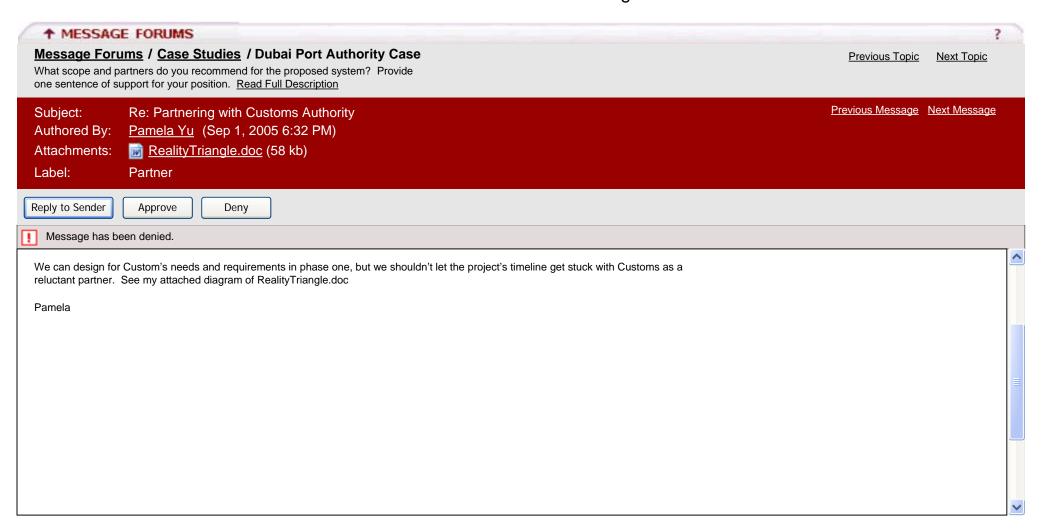
- Upon selecting a message to approve/deny, the moderator sees the above view
- Since this message has had no action taken on it, the 'Moderator Approved' field is blank
- If Approve button is selected, the moderator is taken to MD-3
- If Deny button is selected, the moderator is taken to MD-4
- All additional requirements are the same as the requirements given for the Individual Message View (DF-4)
- If the Move button is selected prior to approval/denial, the moderator is taken to MM-2 and the message remains unchanged

### MD-3: Moderator Approved Message View



- After selecting 'Approve' the 'Moderator Approved' field displays, 'Yes' and an alert message indicates that the message was approved
- Moderator can still change the status of the message to denied after a message has been approved by clicking 'Deny'
- Moderator can still move a message after a message has been approved by clicking 'Move'
- Moderator can reply to this message after the message has been approved by clicking 'Reply to Message'
  - Message will display as a reply to the message in the discussion forum topic

### MD-4: Moderator Denied Message View

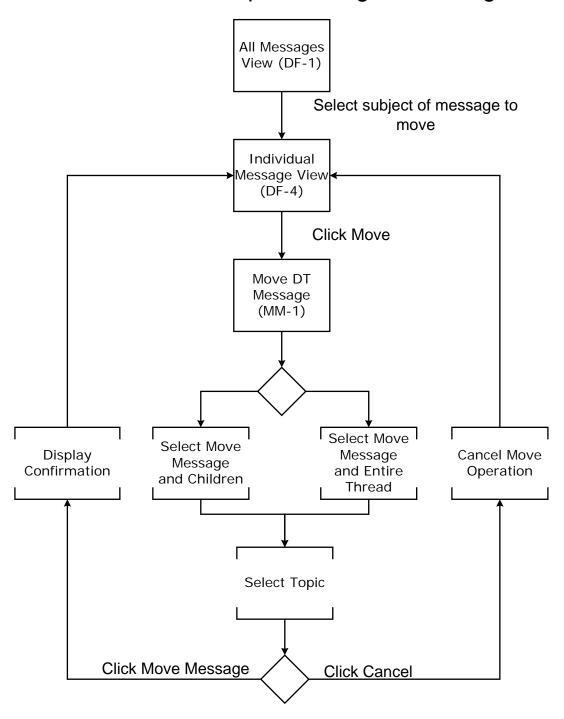


- After selecting 'Deny' the 'Moderator Approved' field displays, 'No' and an alert message indicates to the Moderator that the message was denied
- Moderator can still change the status of the message to approved after a message has been denied by clicking Approve
- Moderator can reply to this message after the message has been denied by clicking Reply to Sender
  - \*A reply to a denied message will send a Private Message to the user (PM-4)

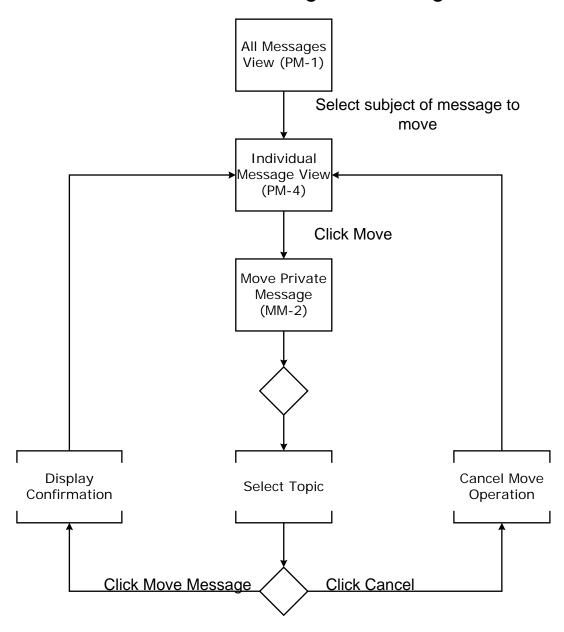


# 13 – Move Messages

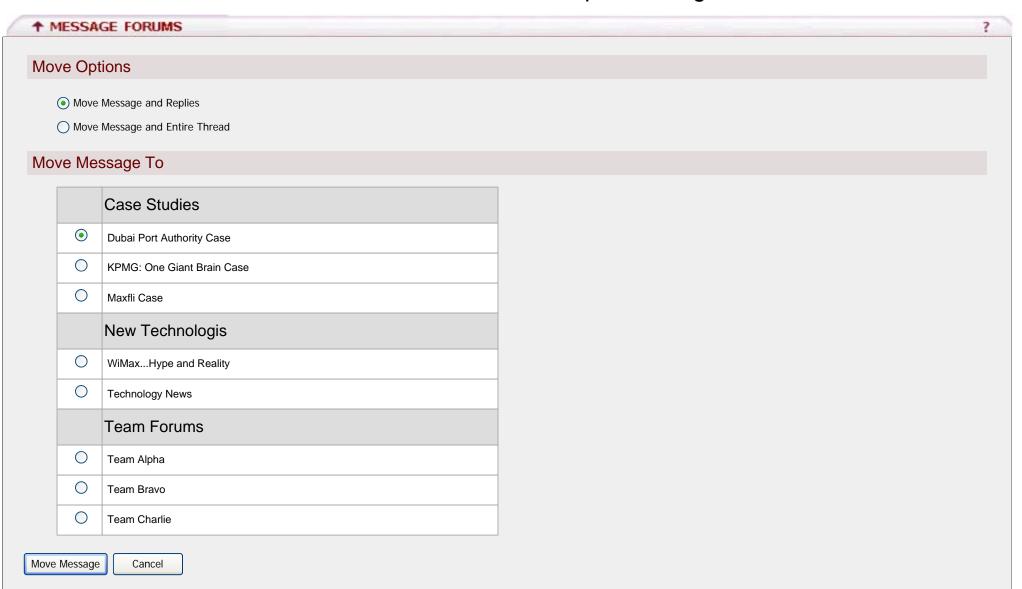
## Move Discussion Topic Message Flow Diagram



### Move Private Message Flow Diagram



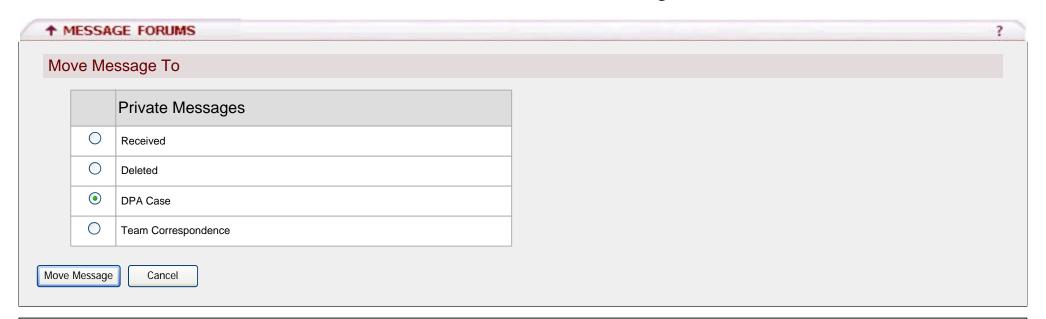
### MM-1: Move Discussion Topic Message



### MM-1.1: Move Discussion Topic Message (cont.)

- A user accesses this screen by selecting 'Move' from the Individual Message View (DF-4)
- By selecting 'Move Message and Replies' a user is choosing to move only the selected message and any children associated with this message
- By selecting 'Move Message and Entire Thread' a user is choosing to move any Parent/Children messages associated with this message
- The 'Move Message To' section gives the user the option of moving the message and any chosen associated messages to any Forum/Topic combination with the exception of the Open Forum or the Private Messages area
- After selecting 'Move Message', the user will be returned to the Individual Message View (DF-4) and will receive a confirmation that the message and associations has been moved
- If the user selects 'Cancel, then the Move operation is cancelled and the user is returned to the Individual Message View (DF-4)

### MM-2: Move Private Message

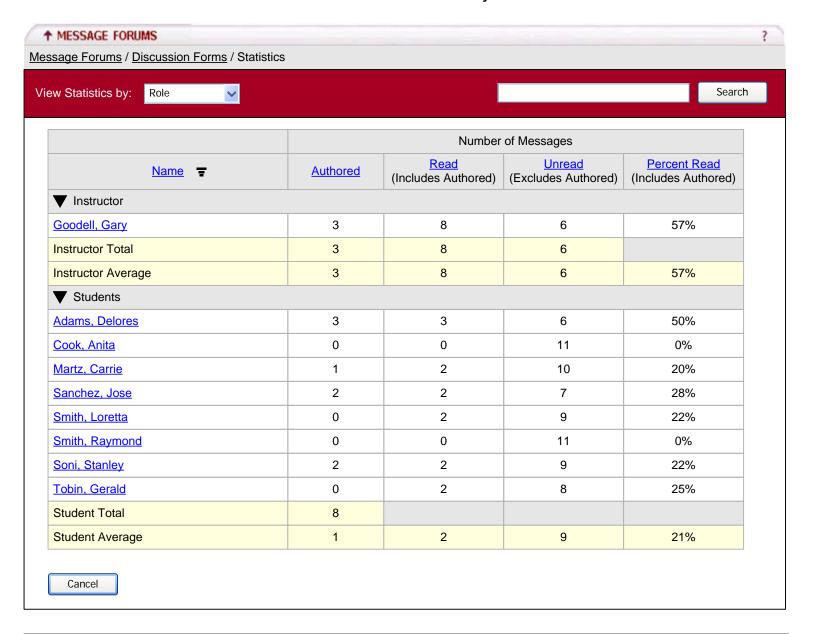


- A user accesses this screen by selecting 'Move' from the Individual Message View (PM-4)
- The 'Move Message To' section gives the user the option of moving the message to any folder in the Private Messages area
- After selecting 'Move Message', the user will be returned to the Individual Message View (PM-4) and will receive a confirmation that the message has been moved
- If the user selects 'Cancel, then the Move operation is cancelled and the user is returned to the Individual Message View (PM-4)



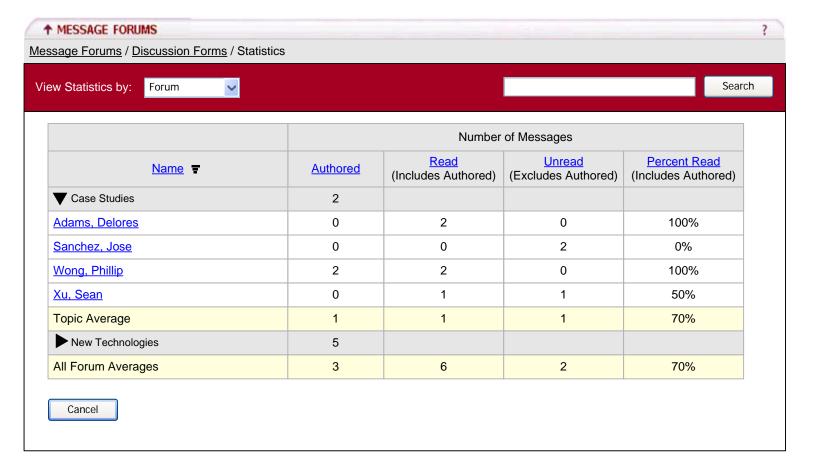
## 14 – Statistics

ST-1: Statistics – View by Role



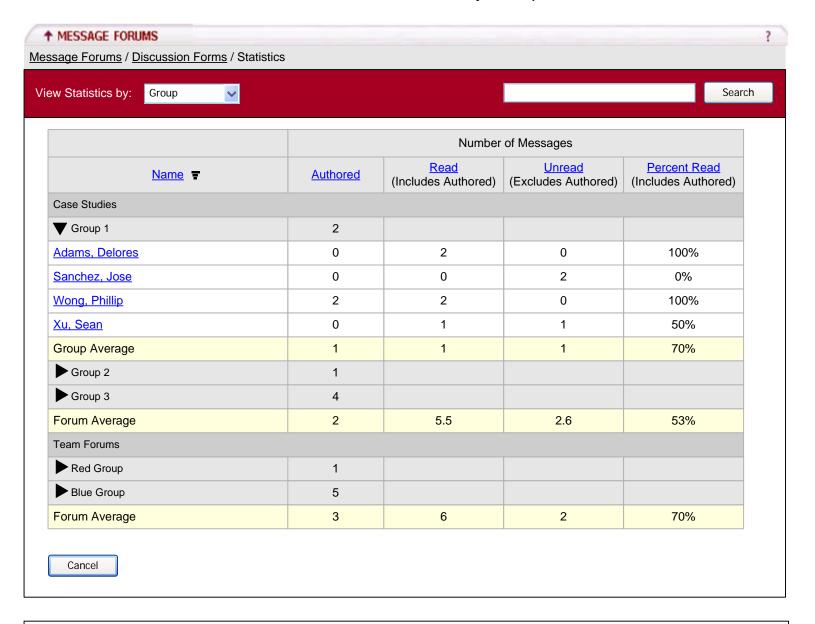
- Default view is by role
- Roles should be listed on the page in the order of: Assistant, Instructor, Observer, Student, Visitor
- Any roles without members in them are not shown
- Subtotals by role include:
  - \*Total number of messages authored by role
  - \*Average number of messages read
  - \*Average number of message unread
  - \*Average percent unread
- Columns can be sorted in ascending or descending order
  - \*The default view is to sort the Name column alphabetically in ascending order
- Student Name links to Student Statistics Detail Screen (ST-4)
- Clicking the Cancel button returns the user to either HP-1 or HP-3

ST-2: Statistics – View by Forum



- Subtotals by forum include:
  - Total number of messages authored by role
  - Average number of messages read
  - Average number of message unread
  - Average percent unread
- Columns can be sorted in ascending or descending order
  - The default view is to sort the Name column alphabetically in ascending order
- Forums are expandable to reveal students who have privileges to view this forum
- Student Name links to Student Statistics Detail Screen (ST-4)
- Clicking the Cancel button returns the user to either HP-1 or HP-3

ST-3: Statistics – View by Group



- Subtotals by forum include:
  - Total number of messages authored by role
  - Average number of messages read
  - Average number of message unread
  - Average percent unread
- Columns can be sorted in ascending or descending order
  - The default view is to sort the Name column alphabetically in ascending order
- Group names are expandable to reveal students who have privileges to view that group
- Student Name links to Student Statistics Detail Screen (ST-4)
- Clicking the Cancel button returns the user to either HP-1 or HP-3

### ST-4: Statistics – Student Detail View

#### **↑** MESSAGE FORUMS

Message Forums / Discussion Forms / Statistics / Student Statistics

#### Statistics for Pamela Yu

Role: Student

Email: pyu@iupui.edu

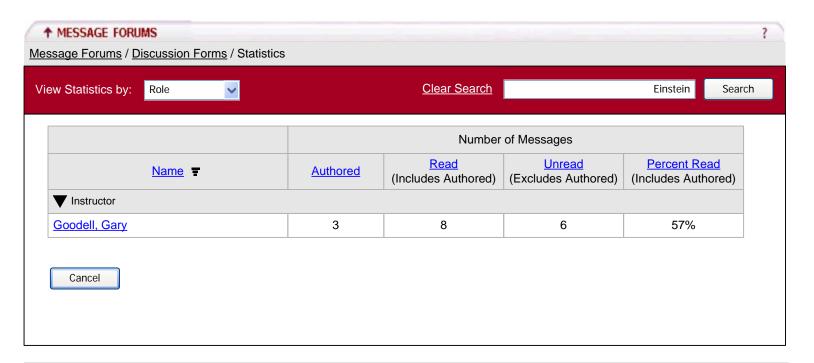
Signup Date: 8/25/2005 8:28:28 AM Last Login: 09/07/2005 11:25:36 AM

	Number of Messages			
	Authored	Read (Includes Authored)	Unread (Excludes Authored)	Percent Read (Includes Authored)
Case Studies				
Group 1	0	3	3	50%
Forum Average	2	5	3	63%
New Technologies				
Group 3	1	2	3	40%
Forum Average	4	2	1	67%

Cancel

- Student Detail View lists all forums and groups to which that student has access
- Subtotals by group and forum include:
  - Total number of messages authored by role
  - Average number of messages read
  - Average number of message unread
  - Average percent unread
- Columns can be sorted in ascending or descending order
  - The default view is to sort the forum column alphabetically in ascending order with the Group names sorted alphabetically within each forum.
- Group names are expandable to reveal students who have privileges to view that group
- Student Name links to Student Statistics Detail Screen (ST-4)
- Clicking the Cancel button returns the user to either HP-1 or HP-3

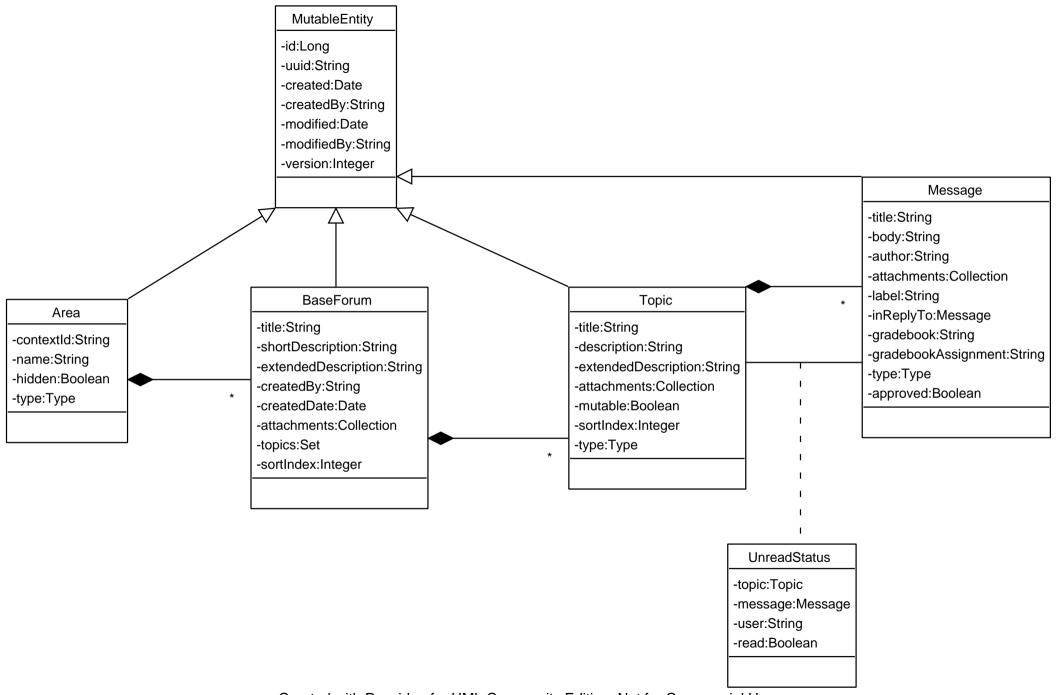
### ST-5: Search Statistics



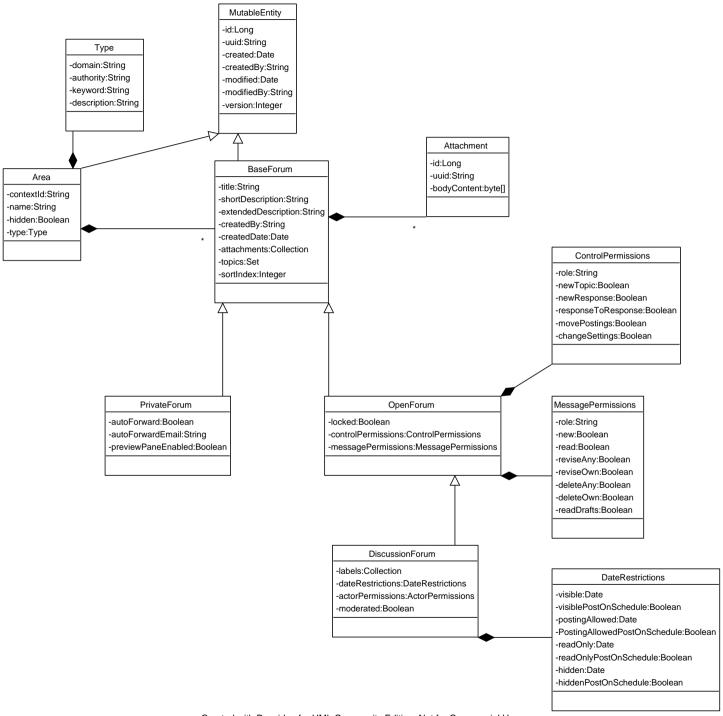
- To conduct a search in the Statistics window, user types a keyword in the textbox provided and clicks the Search button
- Site participants name is the only searchable field
- A search will only examine statistics currently seen on screen; that is, the list of statistics may be filtered via the 'View Statistics by' drop-down menu.
  - A search will not examine all statistics in the current forum; only the statistics currently displayed
- Clicking the 'Clear Search' link will:
  - Clear the search text box
  - Redraw the frame to show the currently selected View according to the drop-down menu

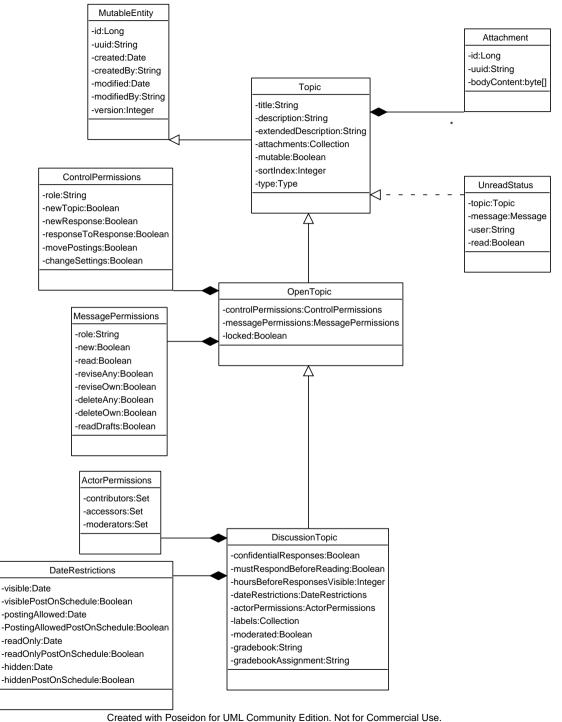


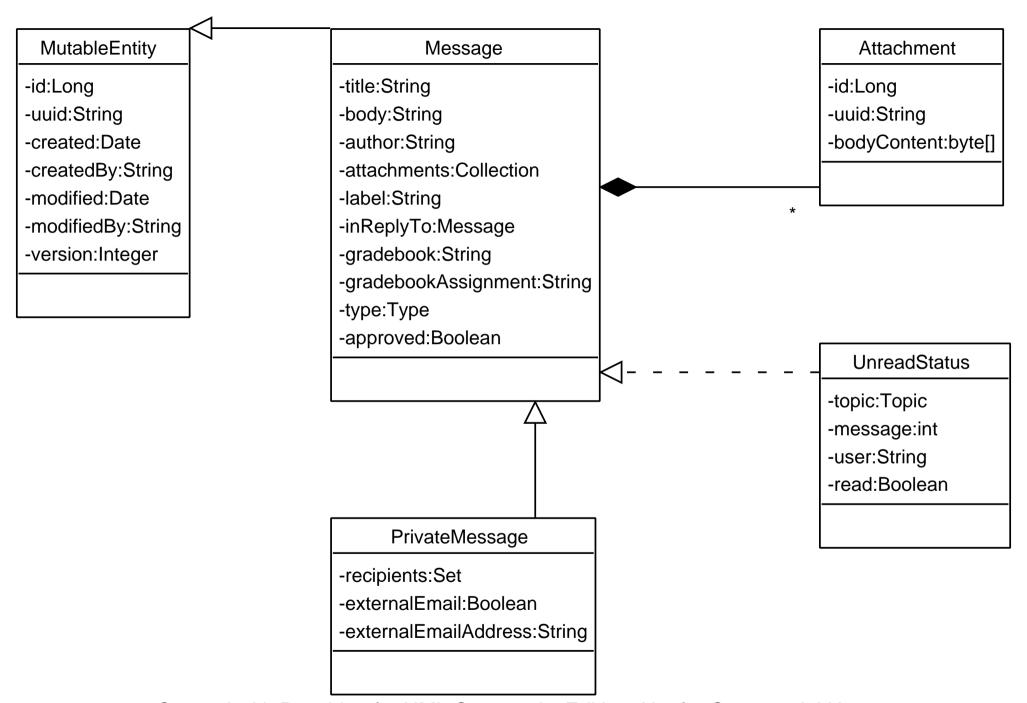
# 15 – Object Model Diagram



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Created with Poseidon for UML Community Edition. Not for Commercial Use.