

Thirty Second Guide to Hearing Student Voices with FirstClass

What are conferences?

Those icons on your FirstClass desktop are called *conferences*. These are areas where you can send emails to a whole group of people at once; see responses to those emails; and upload important documents for your students to view.



How can I set up a conference for my class?

Contact an Integration Specialist to create a conference for your class. Once it is created, the conference can be formatted to meet your requirements:



- When your conference is created, you will be given permission to moderate the conference. You can decide to have these permissions created: *(To open this window, under COLLABORATE, drag to PERMISSONS)*

A screenshot of the FirstClass conference settings window. The window title is "Approval, Expiry, Size limit, Options". It is divided into four sections: "Approval", "Size limit", "Expiry", and "Options".
- **Approval:** "Messages require approval" is checked, and "Attachments require approval" is unchecked.
- **Size limit:** "Limit messages above:" is set to "Default", and "Handling:" is set to "Reject with NDN".
- **Expiry:** "Item limit:" is set to "Default", and "Message expiry (days):" is set to "Default".
- **Options:** "Form to use:" is set to "-", "Reply preference:" is set to "Default", and "Use List layout from server" is unchecked.

- **Messages Attachments Require Approval** – this allows you to read all messages before making them public. To allow an email to be published in the conference, under COLLABORATE choose APPROVE.
- **Limit Messages Above** – this allows you to limit the size of incoming messages. This ability can prevent unnecessary uploads of music, video, or images.
- **Item Limit** – allows the conference moderator to limit the number of items that any one participant can upload.
- **Message Expiry (days)** – this functions allows the moderator to automatically delete any old message.

- **Permissions** – To assign a level of permission, have the Integration Specialist set your level of permission to as MODERATOR. This will allow you the ability to approve messages.



- Administrative permissions increase as you progress up the permission scale.

List of Subscribers –

- To allow public access to your conference grant ALL USERS permissions to be CONTRIBUTORS.
- To limit access to only your class, add the names of your students in the LIST OF SUBSCRIBERS list. You will need to enter names one at a time. Drag names from the FirstClass directory or type in each student's last name and select from the options given. (When a student's name is listed as a subscriber, the conference icon will appear automatically on his/her desktop.)



How do I use a conference with my students?

- If you want to share a document among your students, simply drag it into your conference.
- If you want to have a class discussion, send a stimulating email by double clicking on the conference icon and clicking on NEW MESSAGE.
- To add to a discussion, click on MESSAGE / REPLY SPECIAL / REPLY ALL. (*Be careful not to reply to sender*)
- To create additional folders, open the conference by double clicking on the icon.
 - Under FILE drag to NEW / FOLDER.
 - To name the folder, highlight the folder. Under FILE drag to GET INFO

