

# Check list for course template in Pingpong

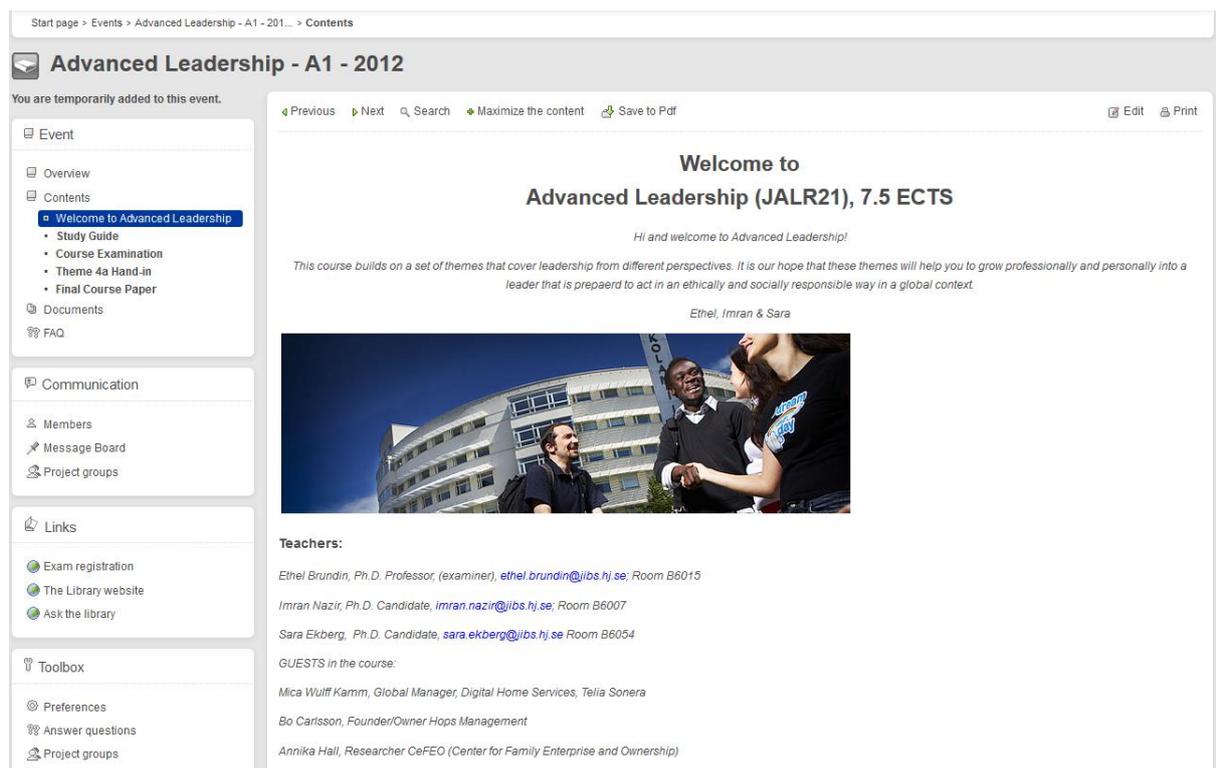
- Link to JU's [video guides about Pingpong](#)

The purpose of the course template is to create uniformity for the students, a common level for information and to simplify for you as a teacher when you construct new courses (events). The welcome page in the template can also be used as a public "open page" for e.g. marketing or information to new students (see section 7 below).

Everything written in *italics* on the welcome page in the course template is for the teacher and should be removed or changed before publishing.

The template is used when new events are created in Pingpong. From here you can construct your event based on your needs for the course. Objects from *Content* and files from *Document* can be copied from earlier events (see section 1 and 2 below). When you have created the content you can easily auto create *Objectives* for the course (see section 5 below). Other Objectives must be creates manually (they cannot be copied from earlier events).

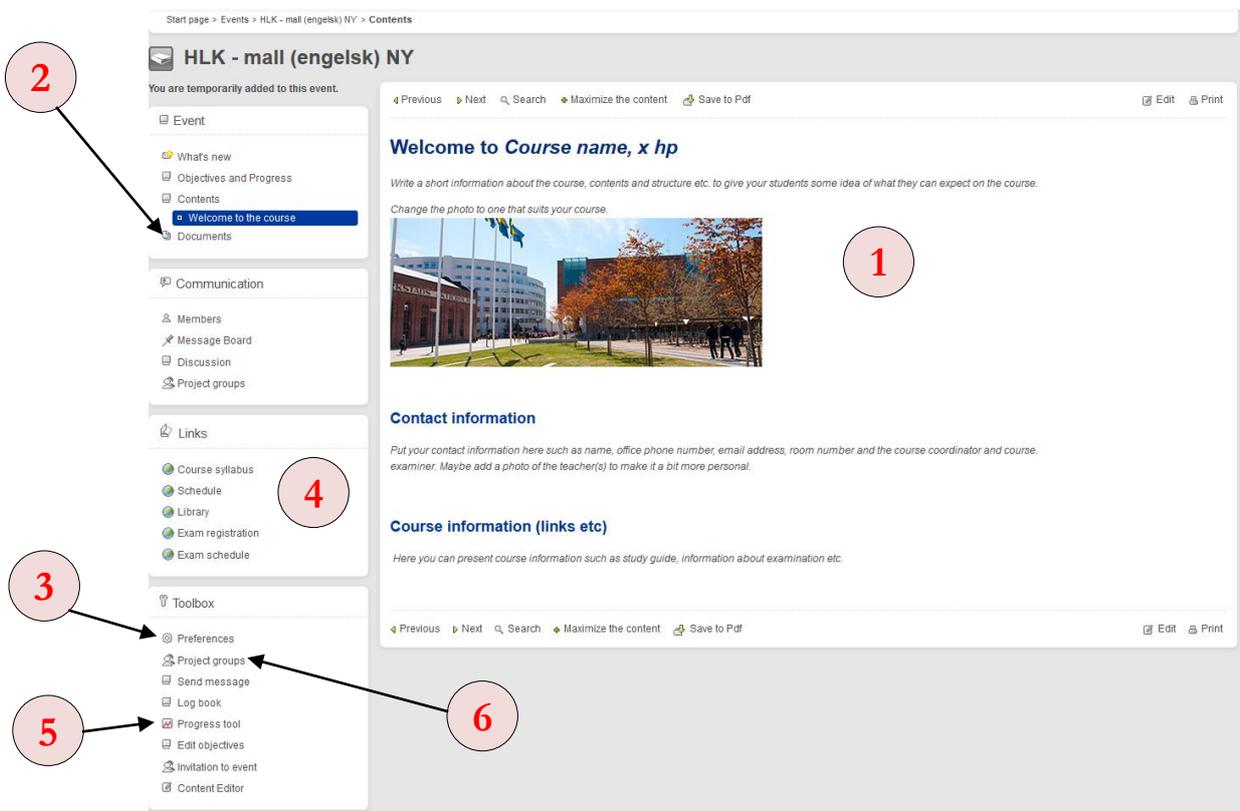
The course template is available in both Swedish and English.



The screenshot shows a course page in Pingpong. The breadcrumb trail at the top reads: Start page > Events > Advanced Leadership - A1 - 2012... > Contents. The main heading is "Advanced Leadership - A1 - 2012". Below this, it says "You are temporarily added to this event." The page has a navigation bar with "Previous", "Next", "Search", "Maximize the content", and "Save to Pdf" buttons, along with "Edit" and "Print" icons. A left sidebar contains a menu with "Event", "Overview", "Contents", "Welcome to Advanced Leadership" (selected), "Study Guide", "Course Examination", "Theme 4a Hand-in", "Final Course Paper", "Documents", and "FAQ". Below the sidebar are sections for "Communication" (Members, Message Board, Project groups), "Links" (Exam registration, The Library website, Ask the library), and "Toolbox" (Preferences, Answer questions, Project groups). The main content area features a "Welcome to Advanced Leadership (JALR21), 7.5 ECTS" heading, a greeting "Hi and welcome to Advanced Leadership!", a paragraph about the course themes, and the authors "Ethel, Imran & Sara". Below this is a photograph of three people in front of a building. The "Teachers:" section lists: Ethel Brundin, Ph.D. Professor, (examiner), ethel.brundin@ibs.hj.se, Room B6015; Imran Nazir, Ph.D. Candidate, imran.nazir@ibs.hj.se, Room B6007; Sara Ekberg, Ph.D. Candidate, sara.ekberg@ibs.hj.se, Room B6054. The "GUESTS in the course:" section lists: Mica Wulff Kamm, Global Manager, Digital Home Services, Telia Sonera; Bo Carlsson, Founder/Owner Hops Management; Annika Hall, Researcher CeFEO (Center for Family Enterprise and Ownership).

Picture 1: Example of how a course might look in Pingpong based on the template.

## To do list

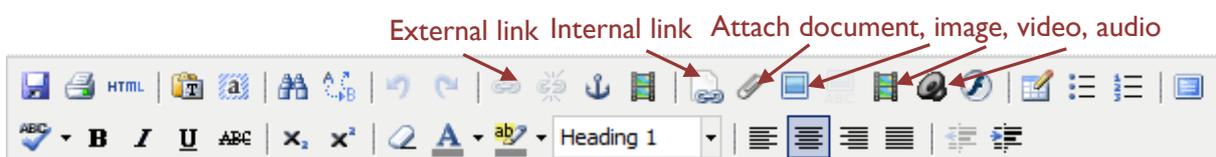


Picture 2: Course template

### 1. Welcome page

Use the *Content Editor* (in the Toolbox) to edit your welcome page. You can also click the quick link *Edit* in the upper right corner of the page. **Note!** Be sure to always **save** before you leave a tab in the content editor.

- ✓ Edit the **heading and the text** on the page to match your course (*Edit* tab). Try to write simple and directly to the students.
- ✓ Add a **welcoming picture** or use the one in the template (*Edit* tab). If you want to upload an image of your own you must have it saved on your computer. The size 450 x 200 pixels is recommended.
- ✓ Add the **contact information** to the teachers in the course, don't forget information about examiner and course coordinator (*Edit* tab).
- ✓ You can attach documents on the page, make internal links to other content or discussion forums or make external links to web pages.



Picture 3: Text editor in the content editor

- ✓ Make sure that "Group membership required" is **unchecked** (*Access* tab) so that all participants, both students and teachers, can see the page.
- ✓ Click "Save and publish" to **publish** your welcome page.
- ✓ You can **copy content from earlier events**. Click *Add...* and choose *Copy*. Check *My events* and find the event you want to copy content from. Choose the object you would like to copy and click *Insert*. **Note!** Be sure to check that all dates and times etc. in the different tabs are ok. Publish!
- ✓ The welcome page is set as start page in the template. When the course has started you can **change start** page (via *Preferences* in the Toolbox), e.g. set the course evaluation as start page in the end of the course.

## 2. Documents

To share files with the participants in your course, use the function *Documents*.

You can **copy files from earlier events**. Go to the old event in Pingpong and copy the files from the event's *Documents* to *My documents*. Go back to the new event and move the files from *My documents* to the event's *Document*.

## 3. Active functions

The most common functions will already be activated in the course template. To activate and inactivate functions in your event, use *Preferences* (in the Toolbox). Don't forget to save!

- ✓ Add more functions if needed or remove those you won't use.

**Functions in the event**  
Select which functions to use.

<input checked="" type="checkbox"/> What's new	<input type="checkbox"/> Tests	<input checked="" type="checkbox"/> Message Board
<input type="checkbox"/> Overview *	<input type="checkbox"/> Surveys	<input checked="" type="checkbox"/> Discussion *
<input checked="" type="checkbox"/> Objectives and Progress	<input type="checkbox"/> Assignments	<input type="checkbox"/> Ask/Answer questions
<input checked="" type="checkbox"/> Contents	<input type="checkbox"/> FAQ	<input checked="" type="checkbox"/> Project groups *
<input checked="" type="checkbox"/> Print	<input type="checkbox"/> Portfolio	<input type="checkbox"/> Chat
<input checked="" type="checkbox"/> Search	<input type="checkbox"/> Calendar	<input type="checkbox"/> PodCasts
<input checked="" type="checkbox"/> Maximize the content	<input type="checkbox"/> Statistics	<input type="checkbox"/> Log book *
<input checked="" type="checkbox"/> Save to Pdf	<input type="checkbox"/> Reports	
<input checked="" type="checkbox"/> Documents	<input checked="" type="checkbox"/> Members *	

\* Settings can be made further down this page

Picture 4: Activate and inactivate functions

## 4. Links in the left menu

You can add own links in the left menu via *Preferences* in the toolbox (the heading *Own link in the left menu*). Some links are already in the template:

- **Course syllabus** linking to the course list online.
- **Schedule** linking to Find schedule.
- **Library, Exam registration** and **Exam schedule**

If you want to link to your specific course schedule and syllabus, find the addresses on the web and paste it in the field URL. You find the course syllabus on your schools web page -> Education -> Courses.

You can also add other links that are relevant for your course (only external links).

## 5. Objectives and progress

The function *Objectives and progress* can be used to clarify the objectives of the course, sometimes connected to tests, surveys and assignments in Pingpong. If you want the students to see their progress the function must be activated (see section 3 above).

- **Auto create objectives** from the content of the event by using the toolbox's *Edit objectives – Auto create* and check the boxes for the objects that should be sub objectives of the course. This requires that you have created and published content in the event.
- **The passing of sub objectives** can be done in several ways – e.g. automatic when a test is passed, when an assignment is corrected or if a teacher manually passes a sub objective. To manually pass a sup objective use the *Progress tool* (in the toolbox) and *Pass-function*.

## 6. Project groups

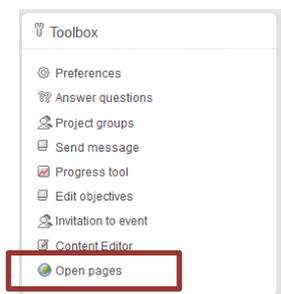
The participants in an event can be divided into *Project groups*. The members of a project group share common spaces like document, message board and assignments. If the students should be able to see their project groups the function must be activated (see section 3 above). At Preferences you can allow students to create their own project groups.

As a teacher there are several ways to create project groups:

- Create one group at a time
- Create multiple groups
  - Create groups with **x members in each**
    - Randomly dividing the events participants
    - Gradually as participants log in
    - By creating **Pool groups** where participants will be added once they have passed a certain sub objective (see section 5 above)
  - Create **x number of groups**
    - Randomly dividing the events participants
    - **Open project groups** where users can make themselves members

## 7. Open pages (available without an account in Pingpong)

If you chose to publish some parts of your course public on the web you'll find the link to **the start page for the open parts of the event** in the toolbox's *Preferences*. The link can be distributed to allow others to access the open pages. You decide which objects in *Content* (folders, pages or file archives) you want to be available without being logged in – e.g. the welcome page. You check the box "Publish to Open pages" (*Properties* tab) in the *Content Editor* for each object that should be published to open pages. You can also publish messages on the Message board on the open pages. All teachers in an event can find the open pages via *Open pages* (in the Toolbox).



A Pingpong administrator may need to activate the function Open pages for the event. If it's activated you'll see the option Open pages in the bottom of the Toolbox.

Read more about Open pages in appendix 1.

## Help

- There is a built-in **helpfunction** in Pingpong (via the *Support* menu or the life buoy on top of every page). The help will open the section concerning the function you are working with when you click *Help*.
- Via *Help* there are also several short **video guides** - *HJ PING PONG guider/guides* (<http://pingpong.hj.se/public/courseId/9247/lang-en/publicPage.do?item=4950608>) showing you how to use the different functions in Pingpong.
- You can also contact the ICT group for tutoring via <http://helpdesk.hj.se>

## Appendix 1

### More about open pages in Pingpong

- You find the **Start page** for the open parts of the event in *Preferences* (in the Toolbox).

Start page for the open parts of the event

The start page for the parts of the event that doesn't require an logged in user is located at the following address  
<https://pingpong.hi.se:443/public/courseId/5104/launchPublicCourse.do?id=5104>

New pages are automatically published as Open pages

- You decide which objects (folders, pages or file archives) that should be available on the open pages in the Content Editor where you check the box **Publish to Open pages** (*Properties* tab).

#### Publishing

Publish to internal pages

Publish to Open pages

- In the Content Editor you have an option for **Language filter** (*Properties* tab) for your open pages to decide if the information should be shown or not depending on the users' language settings.

#### Language filter

Here you may select the language filter. This applies only to the Open pages where the user chooses language using the appropriate flag.

- Show for all languages
- Swedish: Show only if the user has chosen swedish
- English: Show only if the user has chosen English

- You can chose that messages on the **Message board** should be visible on the events open pages.

#### Message for

- All groups and open pages
- Choose groups

Example on an open page at JIBS:

The screenshot shows a web page for 'English for Higher Education - S - 2013' at JIBS. The header includes the JIBS logo and the text 'HÖGSKOLAN I JÖNKÖPING'. A navigation bar contains 'English for Higher Education - S - 2013' and a 'Logga in i PING-PONG' button. A sidebar on the left has a 'Welcome to English for Higher Education' message from 'Anslagsstämman'. The main content area features a large image of a modern building with a glass facade. Below the image, the text reads: 'Welcome to English for Higher Education (EHE) at JIBS'. Underneath, it states: 'The course starts on 14 January and ends on 5 June 2013'. At the bottom, there is a note: 'At the end of this course you should be able to write and present a paper that is in accordance with academic standards. This means avoiding plagiarism, knowing how to reference your sources accurately, and using language that is free from spelling and grammatical errors. You need to be able to'.