

Accessing and Using the Creative Writing Programme Website

This brief guide is designed to help you make the most of your course pages and to show you how to carry out simple actions like upload files to the Writers' Forum, message your tutor or other individuals in your group, edit your profile, add blogs and use the calendar.

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Most websites are like maps of villages. There is not just one way to get to any one place. There are in fact a number of small linking streets that can get you from point A to point B. This allows you to find your own routes between pages and you will find that other people navigate the same site in slightly different ways. There is no right way or wrong way here, sometimes there are useful short cuts that people can show you, but on the whole, it's left up to you to work out your own system for moving around the site. What I'd like to do here is point out some of short cuts and to show you what you can do on the different pages once you've arrived on them.

I'm going to start with the 'Login drop down menu'.

The Login button is located within the narrow turquoise band in the very top right-hand corner of the 'Home page' (the page you first arrive at having logged in). You will notice that once you have successfully logged in, the Login button becomes your name with your personal photograph next to it. If you click on your name or image a drop-down menu appears.

-  Dashboard
 -  View profile
 -  Edit profile
 -  Private files
 -  My Posts
 -  Calendar
 -  Switch role to...
 -  Log out
-

Clicking on any of these words will take you to a different page:

Dashboard:

This will take you to a list of links (short cuts) to your courses and an update of any new posts on your Writers' Forum.

View Profile:

This page shows you your user and course details. Again, there are links to your courses as well as to your blogs and forum posts. (Please ignore the Reports box). You'll notice a short cut to Edit profile in the User Profile box.

Edit Profile:

The Edit profile page allows you to enter a new password if you should so wish. To do this go to new password and click on *click to enter text*. When you have entered your new password don't forget to scroll down to the bottom of the page and click on the **Update Profile** button. And don't forget to save a copy of your new password somewhere! You can change your email address on this page, add you home town, add/change your picture icon, and under **Additional names** and **Optional**, extra information about yourself.

Private Files:

This is a storage page for any files you may want to keep on the site. Simply drag and drop files into the storage space.

My Posts:

This page has all the posts/messages that you have written on the Writers' Forum etc. listed on it.

Calendar:

If you click on the calendar month (you'll find the calendar in the right-hand column) it will bring up an expanded calendar. On the calendar page, you will see how to export the Creative Writing Programme calendar to your own calendar on your own computer, tablet or phone.

Log out:

Clicking on log out will end your session and you will need to re-enter your username and password to continue.

To the left of the log in drop down menu you will see two further icons:



If you click on the speech balloons icon you will see all your recent Messages from individual users. Clicking on the bell will reveal all messages through shared forums: The Writers' Forum and Site News.

Just below the Creative Writing Programme logo you will see these icons:



Home will always take you back to the home page. Please check it regularly as important news is relayed through the Announcements banner at the top of the page. **Dashboard** is simply another short cut to your Dashboard page. **Events** is a short cut to the calendar and **My Courses** is a short cut to your courses.

Once you are in your course page you will see an additional **This course** icon has appeared. **This course** has a short drop down on it that lists: **People, Grades, Assignments, Forums and Resources**. This is a useful set of links. **People** will take you into a list of the other writers in your group.

Messaging individual writers in your group.

If you click on an individual name in the **People** list, you will be taken through to that person's profile page. You will notice under the person's name a message button. If you click on that you will be able to message them directly by simply writing in over the 'Write a message...' text and clicking Send. This is a good way of contacting your tutor individually without having to use the Writers' Forum. Please be aware that for security and protocol reasons all internal messages are monitored from time to time.

Sending your work directly to your tutor

You will also notice in the **This course** drop down another category called **Assignments**. If you click on it, then click on the text *course assignments to tutor*, then on the button **Add submission**, you will be able to drag and drop your work into the box. Once you have clicked on the Save Changes button the work will be sent to your tutor.

Another useful link on the **This course** drop down is to **Resources**. You will find all the files your tutor has uploaded onto your course page on the **Resources** page.

When you are in your course page you will see at the top of the page under the green line, a bread-crumb trail that will look something like this:

 > My courses > [Approaches to Writing, Monday Afternoon Group](#). > [General](#) > Writers' Forum

You can use this to move back to your previous page or the page before – simply click on the section of the bread-crumb trail that you want to get back to.

The Right-Hand Column

At the top of the right-hand column you will see another Log in link

LOGIN

(click [here](#) to log in to your individual course pages)

Below that under the term dates you will find the **Navigation** block. There is a Dashboard link, then a **Site Pages** arrow. If you click on the little arrow head a short drop down appears: **Site Blogs, Calendar and Site News**.

Clicking on **Site Blogs** will take you in to the area of the site where you can share your thoughts about writing, writers and literature with all other writers on the programme. Please write blogs about the things that interest you: particular topics, links to programmes, competitions, podcasts etc. and post them up on the blog page. You can also upload video, images and other media on the blog pages.

Site News will take you through to general news and announcements about the Creative Writing Programme. Finally, under the Navigation block you will find a short cut to your courses.

Using the Writers' Forum

To message everyone in your group click on **Writers' Forum** on your course page. Please make sure you have read the protocols for using the forum. From time to time you may be asked, or may want to upload your own writing the Writers' Forum. To do this:

Click on **Add a new discussion topic**. You will go into a page that has some boxes in it. One is titled **Your new discussion topic**. Write the title in the narrow strip to the right of where it says **Subject** then write the body of your message in the box below. Finally scroll down to the bottom of the page and click on **Post to Forum**.

If you want to attach a document file to a message that you are sending out on the Writers' Forum you can either:

- 1) Scroll down the page until you see another box below the word **Attachment**. Simply **drag and drop** a file into this box (this is the easiest option) or,
- 2) Click on the image of the piece of paper in the top left-hand corner of the box. This will take you through to the **File Picker** page. In the **File Picker** page, click on **Upload a File**, in the left-hand column, and then click on **Chose File** in the main box. This will take you through to the document files on your own computer. Find the file you want to upload, click on it and then click on **Open/Accept**. This will take you back to the **File Picker** page. You will now see the name of your file next to the **Choose File** button. Click on the **Upload this File** button at the bottom of the text in the box. This will take you back to the Add a Discussion Topic page and you will see your file in the box.

Finally, for either of these two options, click on the **Post to Forum** button at the bottom of the Add a Discussion Topic page. This will take you to a page that tells you your post has been successfully added. Click on **Continue** to take you back to the Writers' Forum.

Particular Issues

We have experienced problems with file compatibility in sharing documents on the programme website and would strongly recommend either using Word .doc or pdf files. Mac pages files and some more modern Word files can be difficult for other people to open on their computers.

Some writers on the programme have had problems with their email addresses in that post from the forums have not arrived on their home computers. This is a DMARC issue (some internet providers have put high levels of security up around their servers to block group emails). This seems to particularly effect aol and yahoo users. If you find that you are not receiving posts from the CWP website and are a yahoo or aol user it may be a good idea to set up a separate gmail account.