C O L U M B I A C O L L E G E C H I C A G O

OASIS PORTAL AND LMS TUTORIAL

Center for Instructional Technology
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CENTER for INSTRUCTIONAL TECHNOLOGY

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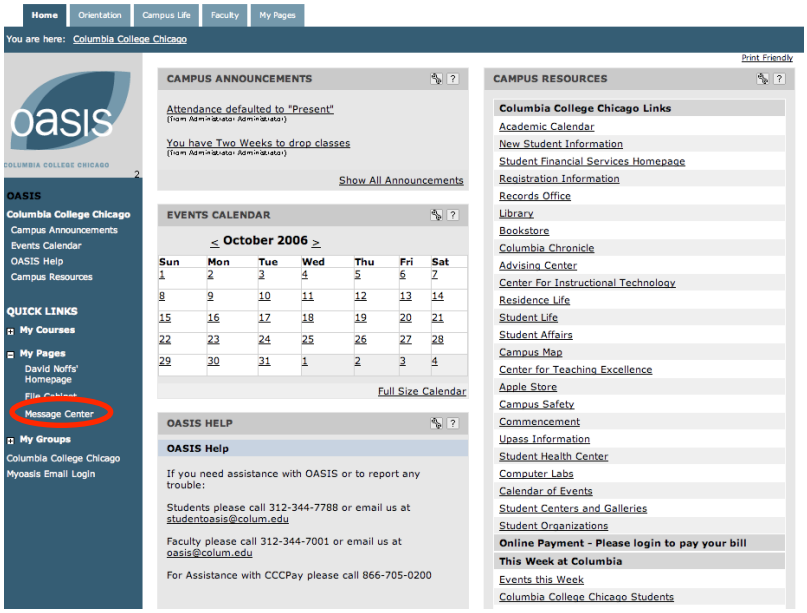
The Message Center

About the Message Center

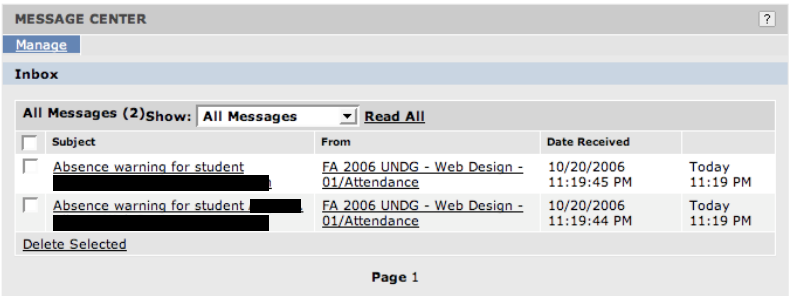
The Message Center is a one-stop portlet that allows you to view important messages from other faculty and group members, warnings about student absenteeism, and email from your MyOasis email account (shown as Imail), GMail, Yahoo Mail or Hotmail accounts.

Accessing the Message Center

To access your Message Center, use the Quicklinks menu in the left hand navigation menu and click on My Pages then click on Message Center.

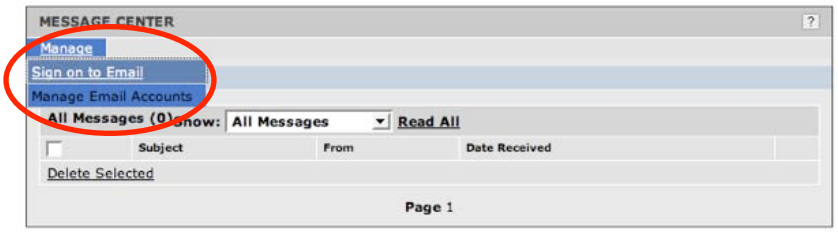


The Message Center will show any messages including warnings sent to students for absenteeism (names have blacked out in this example).

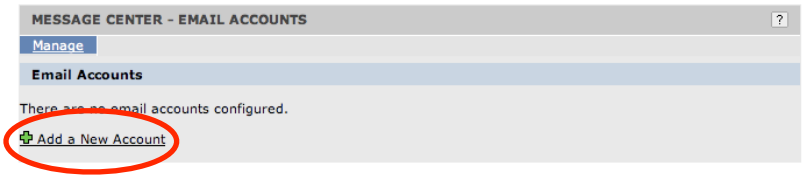


Managing Email Accounts

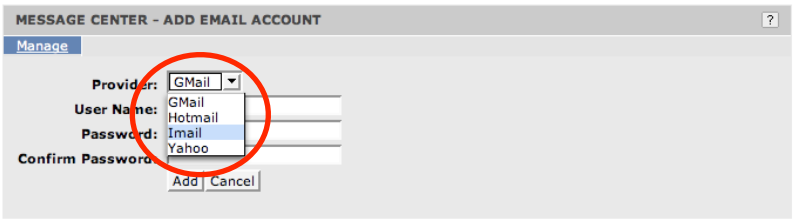
To manage Email accounts in the Message Center, click on the Manage pull down menu and select "Manage Email Accounts".



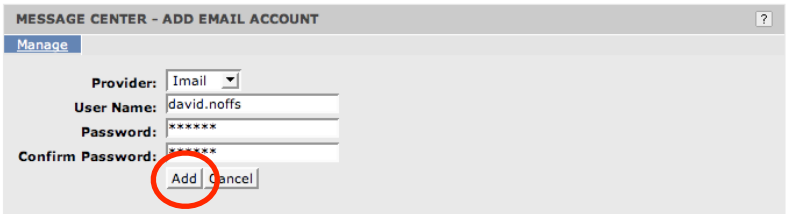
To add a new Email account, click on Add a New Account.



Using the pull down menu next to Provider, select the Email account you wish to set up. In this example, we will set up a MyOasis account using the Imail provider.

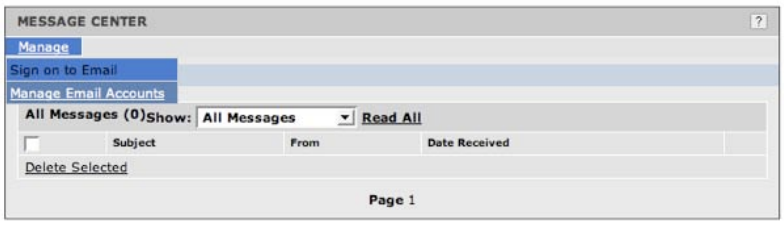


Enter your MyOasis account information including your User Name, Password, Confirm Password and click on the Add button. Repeat this step to Add more accounts if you wish.



Select the account you wish to use and click Save.

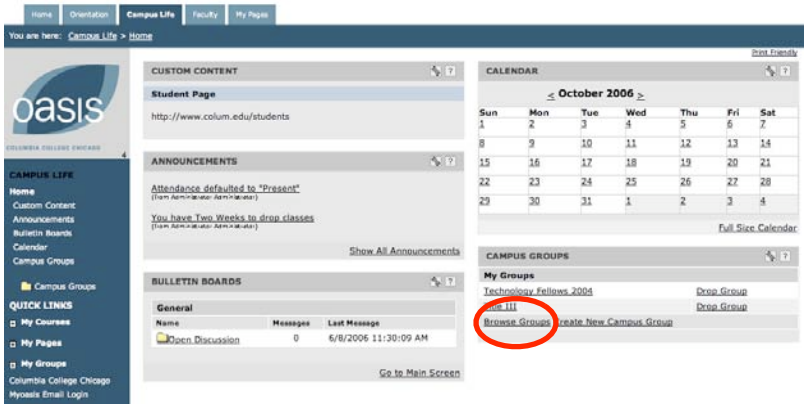
After you have set up your accounts you will be able to click on the Manage pull down menu and select "Sign on to Email" to check the account you have selected. The Email window will appear in a New Browser Window.



Campus Groups

About Campus Groups

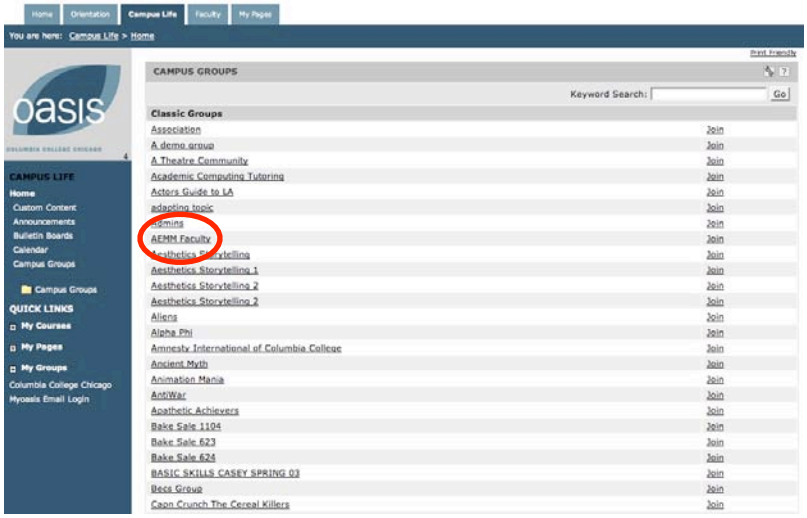
Campus Groups are a great way to allow Oasis users to access the portal tools and portlets for group uses other than conducting a class. For example, faculty members can create groups to share resources that my be useful across an entire department.



Accessing Campus Groups

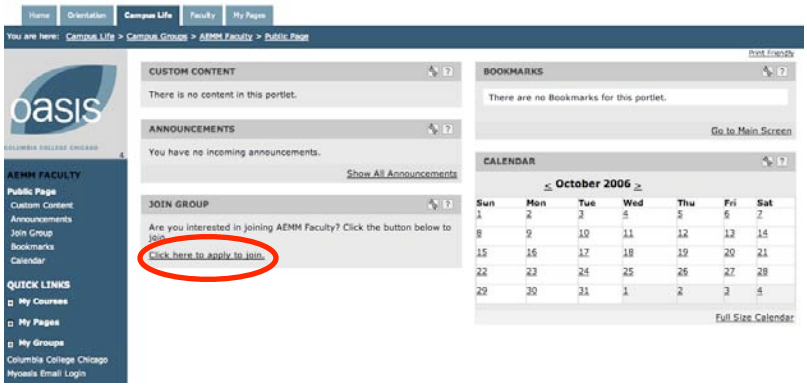
To see a list of Campus Groups click on the **Campus Life** Tab and then click on the "Browse Groups" link at the bottom of the Campus Groups portlet.

You will see a list of public Campus Groups that are available to join. If you wish to preview the group page, simply click on the Group name.



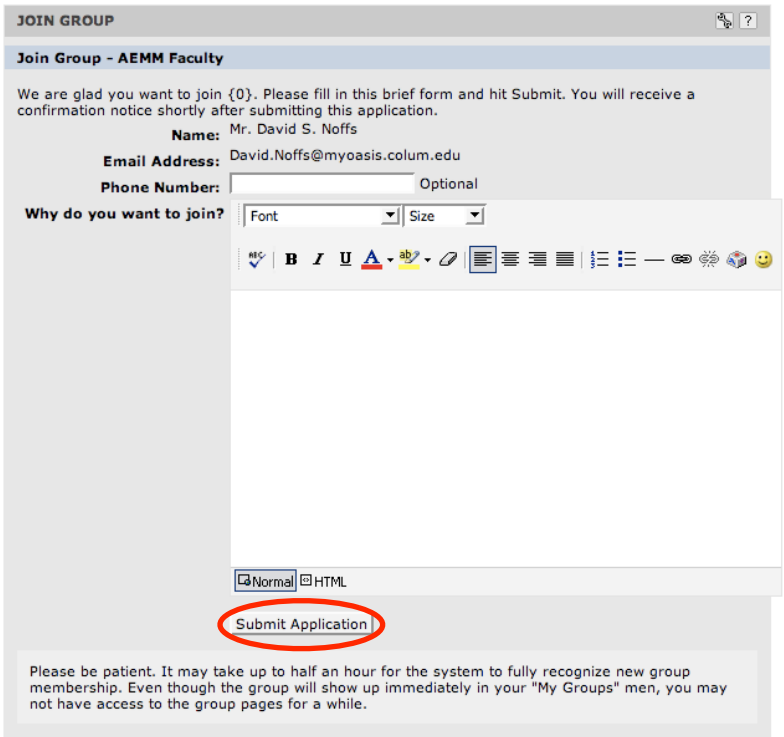
Join a Group

To join an existing Group, click on the link that says " Click here to apply to join" at the bottom of the Join Group portlet.



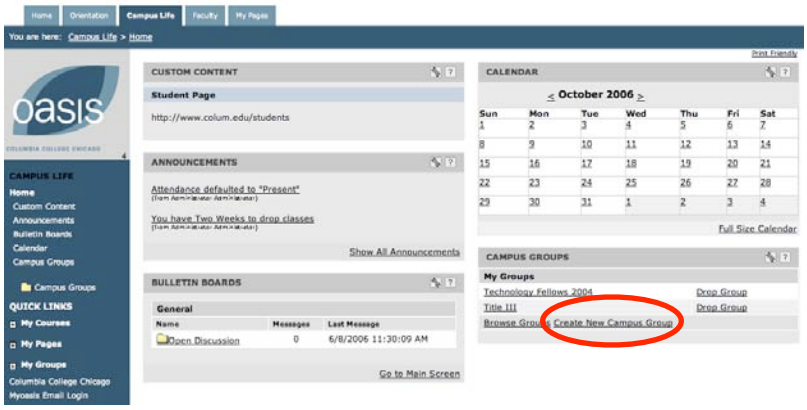
When you apply to join a group, your name and email address will be automatically populated in the Join Group portlet. Simply fill out the form and click on the "Submit Application" button at the bottom of the portlet.

After the Group leader has reviewed your application, you will receive notification that you have been approved to join and you can access all the features of the Group page, just as if it were a class.



Creating a New Campus Group

If you wish to set up your own Campus Group, simply click on "Create New Campus Group" at the bottom of the Campus Groups portlet.



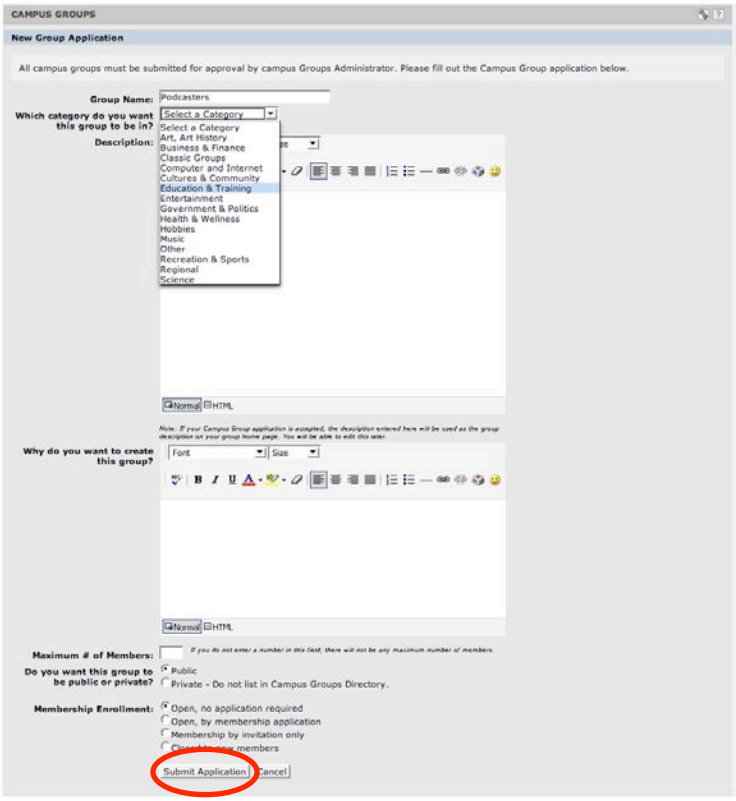
Type in a Group Name and use the pull down menu to select a category for your new Group. Fill in a description and reason for setting up the Group in the appropriate text boxes.

You can enter a maximum number of Members or leave this blank to allow unlimited membership numbers.

You can choose to have the Group Public or Private. Public Groups show up in the Campus Groups directory and Private Groups do not.

Lastly, you must choose whether the Membership Enrollment will be Open, No Application Required, Open, by Membership Application, Membership by Invitation Only, or Closed to New Members.

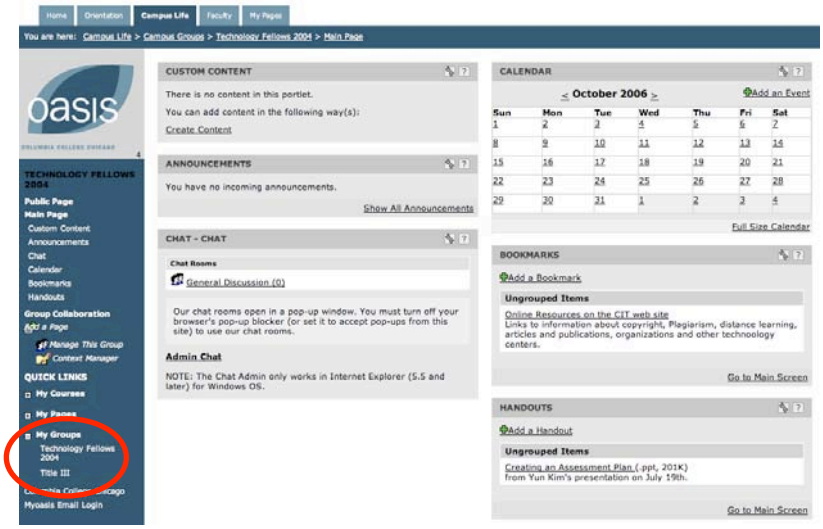
When you are done, click Submit Application.



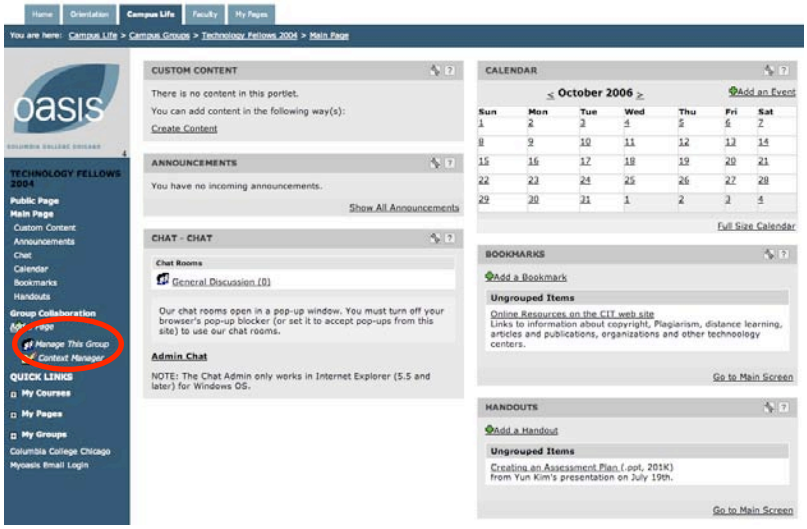
Your application will be submitted to the Oasis Administrator to review. If the application is approved (please allow up to 48 hours), you will receive notification via email that your new Group is open for you to set up and manage.

Managing Your Group

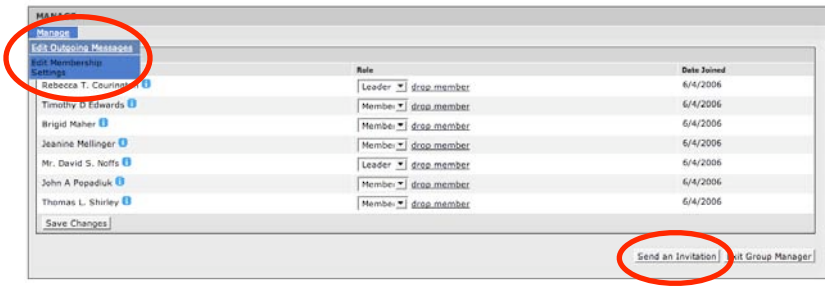
To manage your group and membership, simply click on your new group which should now appear in the Quick Links > My Groups menu in the Oasis navigation bar on the left hand side of the Portal.

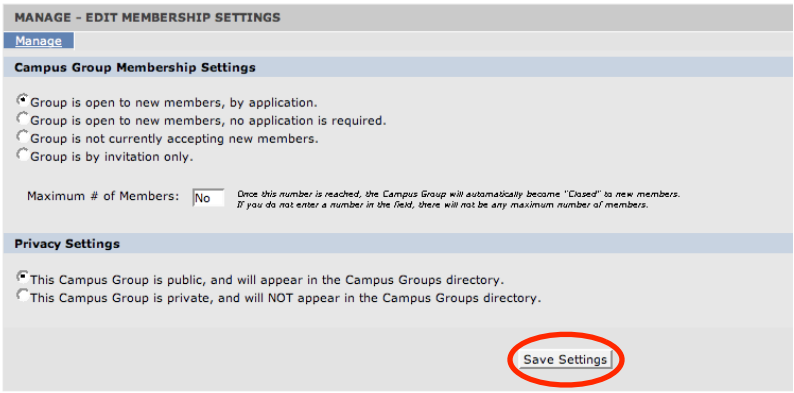


Once you are in the Group Main Page (shown in this example as the Technology Fellows 2004 Main Page), click on the "Manage This Group" link in the left hand navigation menu.



From the Manage Groups portlet, use the pull down menu to select Edit Membership Settings, or you can manage access privileges directly from this page. If you chose to create membership By Invitation only, click on the "Send an Invitation" button to choose the people you wish to invite.



Use the Manage > Edit Membership Settings portlet to change the membership settings for your Group.

Be sure to click Save Settings when you are done.