

Antioch University Seattle Library FirstClass for Core Faculty & Adjunct Faculty

Conferences are like electronic bulletin boards, on which students and faculty may communicate with each other.***Note: A conference is automatically created for each course that you teach, whether you are core or adjunct faculty.** To see your course conference, click on the **My Courses** icon on your FirstClass desktop. The name of the conference is the same as the name of the course (example: 30BAC3012.06M). You can post your syllabus in your course conference, as well as articles or other papers you want your students to read. When students register for your course, they are automatically subscribed to the course conference. They will see the conference when they open **My Courses** on their FirstClass desktop.

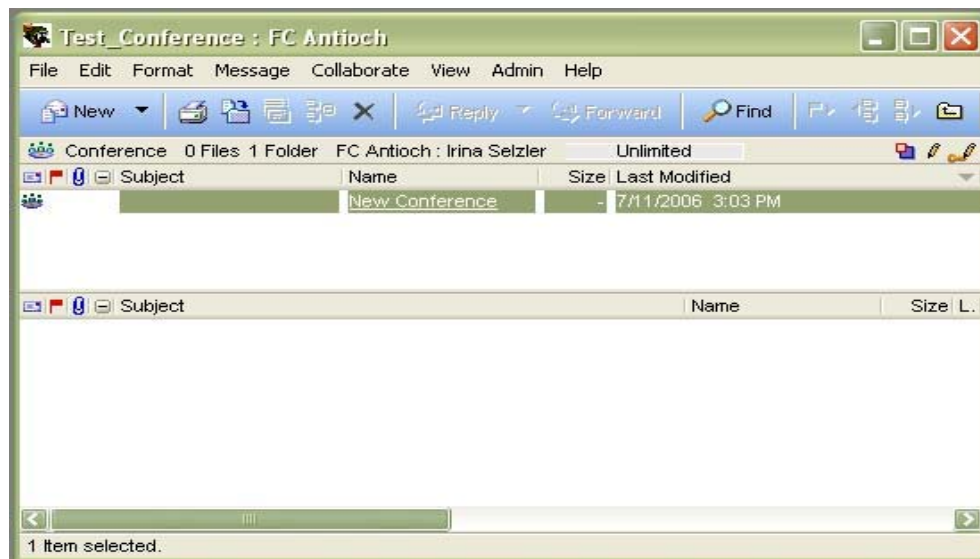
Within your course conference you can create sub-conferences devoted to special topics or group of students.

To create a sub-conference within your course conference:

- 1) On your FirstClass desktop, double click on **My Courses**.
- 2) Double click on the class conference to open it.
- 3) Go to the **View** menu, drag down to **Split** and drag over to **Split Horizontal**.

Now your class conference is split into two halves: top and bottom (see illustration below).

- 4) To select the place where the new conference will be created, click anywhere on the top half.
- 5) Go to the **File** menu, drag down to **New** and select **New Conference**. You will see your sub-conference in the upper half of your course conference:



The next step is to give the conference a unique name, and make it accessible to the appropriate people (assign permissions).

To name the conference:

- 1) Highlight the new conference by clicking on it just once.
- 2) Go to the **File** menu and drag down to **Properties**.
- 3) The **“New conference info”** popup appears
- 4) In the **Name** field, assign your conference a name. The name of the conference must be unique and must not exceed 31 characters.
- 5) If you would like **to protect the conference** from being accidentally deleted, check the box for **“Protected”** (optional).
- 6) If you would like **to change the picture** of the conference, click on the picture in the in upper left hand corner (the one with the three people seating around a table). You will see a popup of all the available conference icons. Select the picture you want by clicking on it (optional).
- 7) Click **OK**. (See the illustration below.)



To make the conference accessible:

- 1) Go to the **Collaborate** menu and drag down to **Permissions**.
- 2) In the **“Belongs to”** field type: **AUS Classes**. Press **Enter**. (See illustration below.)
- 3) Make sure the checkbox **“Do not publish in Directory”** is not checked
- 4) Close the **Permissions** window.

Note: Everyone who has access to the course conference will have access to the sub-conference. To limit access to specific people, type in the name of each person in the **Who** box.



To post your course syllabus in the conference:

- 1) Open the course conference.
- 2) Go to the **File** menu, and drag down to **upload**. Click on **upload**.
- 3) Navigate to the document you want to upload and double click on it. The document will be uploaded into the conference.

Note: You can post articles or other information you want your students to read.

To send a message to a conference:

- 1) Open the conference
- 2) Go to **New**, then choose **New Message**. Your name appears in the “**From**” field, and the name of the conference appears in the “**To**” field.
- 3) Type a subject for the message in the “**Subject**” line.
- 4) Type the body of the message.
- 5) Choose **Send**.