KOM 2000

User Manual

Version 4.0

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What is KOM2000?

KOM2000 is a system for sending Internet e-mail and for exchanging messages and documents in groups. Users access KOM2000 through an ordinary web browser. Messages in KOM2000 can contain text, pictures and attachments. KOM2000 has special features for closed, open and write-protected groups, personal messages, multi-language usage, version handling and distance education usage.

In this manual, the groups in KOM2000 are named *forums*.

KOM2000 can be used to send and receive e-mail. In addition to personal e-mail, e-mail can also be sent to forums, and e-mail addresses can subscribe to forums.

A KOM2000 user can also get regular news notifications by e-mail, which lists, for example once a day, all new contributions in the forums they subscribe to, with URLs to click on the read the contributions.

KOM2000 has special features to support distance education.

More information about KOM2000 at
`http://cmc.dsv.su.se/KOM2000/`

1 PART 1: WRITING AND READING

2 Starting to Use KOM2000

Selecting a web browser

If you have a choice between Netscape and Explorer, there is a slight advantage with Netscape: Chat listings are in cronological order with Netscape and some versions of Explorer, reverse cronological order (with the newest first) with some versions of Explorer. Do not use Explorer version 4 or older.

Connecting to KOM2000

Start your Web browser and write the web address for your KOM2000-server. In May 2001, DSV was running three public KOM2000-servers at:

A server for messaging in Swedish at the web address:
`http://KOM2000.nu/`

A server for messaging in other languages than Swedish at the web address: `http://sol.dsv.su.se`

A server for the SALUT EU project at the web address:
`http://salut.nu/forum/uno/`

Why you should log in	It is possible to use some features of KOM2000 anonymously. We recommend, however, that you always log in before using KOM2000. Log in is necessary to write messages. And if you log in, KOM2000 will help you by remembering what you have seen and not seen and helping you find just what is new.

2.1 Registering as a New User

If you do not yet have any account in KOM2000, you must register before logging in. If the top of the web page looks like this:

Register	Forum & Chat	Help	Login

Then, if you want a new account in KOM, click on **Register** .

You will then get to a web page, which looks like this:

Register in KOM 2000 at DSV
Fill in the form and click on the "Register" button below.
TIP: Use the TAB button to jump between the fields.

Your name: _____

Choose a short, unique login id: _____

Your email address (not required): (if you do not specify any address, KOM will give one to you) _____

Choose a password: _____

Repeat the password: _____

◯ Male ◯ Female

☐ I want mailing list contributions via e-mail.

☑ I want a newsletter by e-mail [once a day ▼]

Command Language: [English ◆]

all languages are r

Personal homepage (not required):
[http:0]
Short presentation of yourself (not required):
[   ]

[Submit]

Fill in this web page as follows:

Your name	Write your name the way you would normally write it. If many other people have the same name, include enough to make it unlikely that someone else has the same name. For example, "John Smith" might be changed to "John T. Smith" or "John Smith Nottingham" and "Maria Andersen" might be changed to "Maria Anderson-Partosch Jr." or Maria Anderson Saab".
Choose a short, unique login in	Here you should choose a short version of your name, which you will use in the future when logging in. This name is called *shortname* If you want e-mail sent to your KOM2000 account, this shortname will also be the beginning of your e-mail address. The name should not contain blank space or national or special characters like Ä, Å, Ö, Ø, Ü or É.
	Examples: If your name is "John P. Smith" then your shortname might be "jpsmith" or "johnps".
Your e-mail address	If you already have an e-mail address and want your e-mail sent to this address, then write it here.
	If you want to receive your e-mail in KOM2000, then leave this field empty. KOM2000 will then assign an e-mail address to you.
	The e-mail address assigned by KOM2000 will for the KOM2000 server in Swedish at DSV be your shortname followed by "@kom2000.nu" and will for the non-Swedish KOM2000 server at DSV be your shortname followed by "@sol.dsv.su.se".
Choose a password	The password is used when you log in in the future, to stop other people from logging in to your account. Choose something easy to remember for yourself, but not easy to guess for other people. Passwords which are not normal words are less easy to guess. Examples of good passwords: "2bonn" or "bludog". Examples of bad passwords: "mary" or "hello" or "xx".
Repeat the password	Since the password is not shown when you type it (for security reasons) you are instead asked to write the same password once more.
I want a news-letter by e-mail	This is only for those, who read their e-mail in another system than KOM2000. By checking this box, you will get a single message once a day (or more seldom, if you so prefer) from KOM2000. This e-mail will contain a list of new contributions in KOM2000 since the previous similar message. You need only click on the link in such an e-mail, to read the new contributions in KOM2000.
	Here is an example of how such a new notification may look like when you get it by e-mail:

```
Date: Mon, 28 May 2001, 11:01:42 +0200
From: KOM 2000 at DSV <>
To: jpalme@dsv.su.se
Subject: News from KOM 2000 at DSV for Jacob Palme


    Forum: Discussions, By, Date, Entry
    London group
        Reburbishing our office, John Doe, 27 May 2001, 9(9)
        Office is closed, Mary Moe, 27 May 2001 1(1)

    Madrid group
        Do we need a new coffee-maker?, Mary Moe, 27 May 2001 1(1)
```

The underlined text below are hyperlinks, which you can click to get from e-mail to the forum or the message listed.

Command Language	The default language used by the user interface when you connect to this KOM2000 server.
Personal homepage	If you have a personal home page on the web, you can write its address here.
Short presentation of yourself	You can, if you so wish, write a few words about yourself here.

When all this is done, push the **Register** button.

Change your registration	If, at a later time, you want to change the information registered about yourself, then use the command **Personal profile** in the **Private** folder.

2.2   Logging in

If you already have registered, you can log in as follows:

If the top of the web page looks like this:

Forum & Chat   **Help**   **Login**

Then first click on **Login** , and then fill in the form with your name and password. It is best to use your shortname, but if you have forgotten your shortname, your long name may also work.

3 Navigation (finding your way)

Top menu bar   After you have logged in, the top of the page will show:

News   **Private**   **Forum & Chat**   **Help**   **Logout**

The five buttons allow you to select five main areas:

News	To get an overview of new messages, which you have not yet read.
Private	To read and write personal messages and e-mail.
Forum & Chat	To participate in forums and chats.
Help	To read or browse this user manual.
Logout	To leave KOM2000, and prevent someone else from continuing to use KOM2000 with your name.

One of these choices is light text on dark background. This shows which of the four areas you are in at present. For example the following top-level menu:

News	Private	Forum & Chat	Help	Logout

shows that you are in the **Forum & Chat** area.

Left column menu

The left column shows where you are, and gives commands you can use. For example:

Go to:
All forums
Sailing
Upwind

Shows that you are in the forum "Upwind" which belongs to the category "Sailing".

You can click on **All forums** to find all forums, and click on **Sailing** to find a list of the forums in the **Sailing** category.

4 Forums

4.1 Finding Forums

Your forums

The command **Bookmarks** will give a list of only those forums, which you have previously visited.

Finding all forums

If you are not in the **Forum & Chat** area, then click **Forum & Chat** to get to this area.

Click on **All forums** unless you already are in this area.

You will then get to a list of forum categories.

Click on the name of a category.

You will then get to a list of forums in that category.

Click on the name of a forum.

You will then get a list of the discussions in this forum. The list may look like this:

Entering a new forum

Subject of the discussion. The red flag marks a discussion, in which you have not read all contributions. Sometimes, there will be a red flag on discussions you have very recently read. In this case, push Reload (Netscape) or Refresh (Explorer) to get up-to-date red flags.	The name of the user who started the discussion	When the discussion was started	The number of contributions in the discussion

Reading contributions

Click on the under-scored subject of a discussion to read the contributions in that discussion.

You will normally get, on one web page, all the contributions in one discussion thread. The contributions, which you have not seen before, are marked with a red flag. If you want to see all contributions in an entire forum on a single web page (for searching or printing) give the command **All messages**. This can take some time.

Finding members

Every user who has visited a forum is regarded as a member of that forum. If you go to a forum, then you can use the command **List of participants** to find out which other users are members of this forum.

Who has seen what

The **History** command will, in a forum, produce a list of all threads in the forum, and for each thread indicate how many contributions have been read by each member of the forum in that thread.

4.2 Rapidly Reading what is New

Finding news

When you regularly use KOM2000, you will push the `News` button in the top row, to find forums with news. This is faster than finding forums through the `Forum & Chat` area.

The News area contains a list of all you have not yet seen, in the following order:

1. Personal message to you.

2. Messages which you have started writing but not sent in.

3. Messages to moderated forum, if you are the moderator.

4. New messages in forums, which you have bookmarked.

5. New forums.

Scanning new items

If there are many conversations (threads) with unseen messages in a forum, you can rapidly skip to the next thread with unseen messages by using the command `Next unread`.

4.3 Writing Contributions to Forums

Writing messages which are not replies

Depending on the configuration of KOM2000, you may have to login before writing messages. To check if you are logged in, click on the `refresh/reload` button in your web-browser (Explorer and Netscape), and then look at the bottom left hand corner of the screen. If you are not logged in, click on the `login` command in the upper right hand corner of the KOM window.

A message in a forum can either start a new discussion, or be a reply to an existing discussion. To start a new discussion, enter the forum and scroll to the bottom of the page. You will then get to an area where you can write a contribution:

|	
Saving partially finished messages	If you push the $\boxed{\textbf{Preview/Modify}}$ button, you can continue writing the message at some later time. To find such saved partially finished messages, push the `News` command in the top menu bar.
Replying to forum contributions or personal messages or e-mail	To reply to a previous message, first locate the message you want to reply to:

Then push the `Reply` button in the heading of the message.

You will then see the following window:
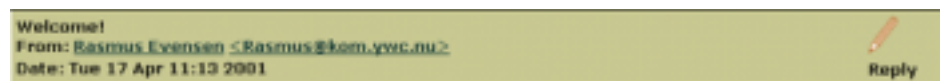
Note that you can choose to send your reply to either all who read the message, which you are replying to, or with a personal message only to its author.
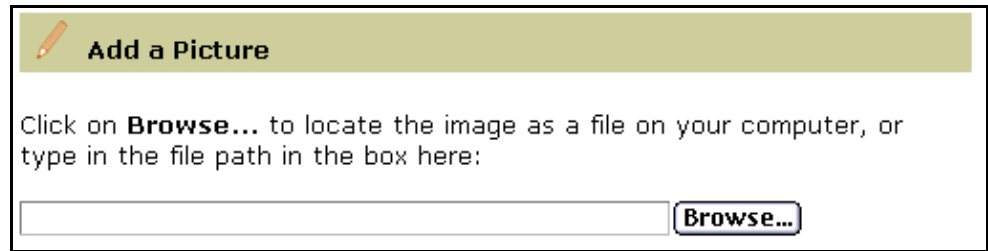
4.4   Fancy Messages (With Pictures, Styles Text, Attachments, etc.)

Types of fancy messages	You can write KOM 2000 messages with pictures, styled text, attachments, etc. This is described below, except writing queries, which is explained in chapter 10.9 on page 26.

Including pictures in messages	Prepare your picture in one of the standard web formats for pictures, usually GIF or JPEG. Write your message up to the place where you want the picture inserted. Push the **Preview/Modify** button. Scroll down to:
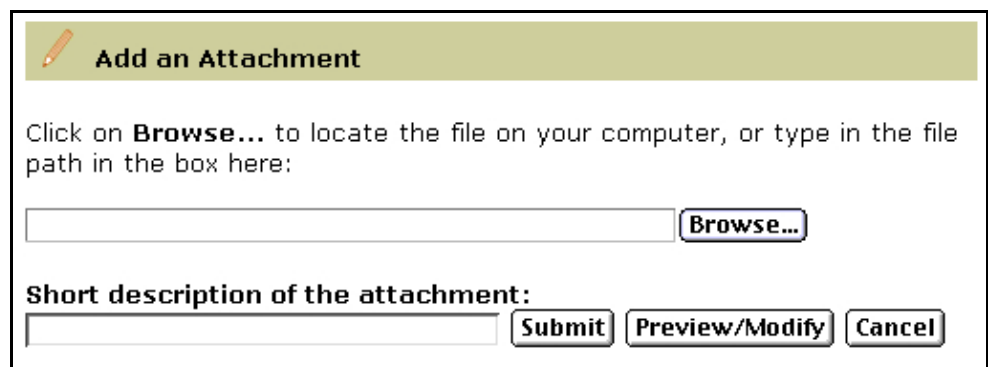
Add a Picture

Click on **Browse...** to locate the image as a file on your computer, or type in the file path in the box here:

[ ] **Browse...**

Push the **Browse...** button, and select the file with the image.

Including an attachment

Write your message, Push the **Preview/Modify** button. Scroll down to

Add an Attachment

Click on **Browse...** to locate the file on your computer, or type in the file path in the box here:

[ ] **Browse...**

Short description of the attachment:

[ ] **Submit** **Preview/Modify** **Cancel**

Push the **Browse...** button, and select the file with the attachment.

If you want to add more than one attachment, push the **Preview/Modify** button between adding the attachments.
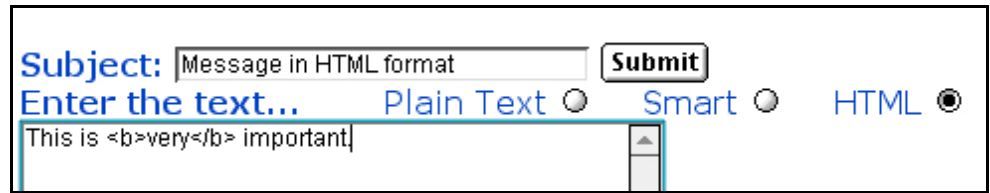
HTML messages

The basis of fancy messages is HTML, the format used for formatting and putting pictures into web pages. Three methods of producing HTML messages:

1. If you know HTML, you can put HTML tags into the text you write, for example you type "This is `<b>very</b>` important" which will be shown to recipients as "This is **very** important".

2. Use an HTML editor like Frontpage, Golive or Dreamweaver, cut the HTML from the editor and paste it into the message you are writing. Do not include the <HEAD> section and <HEAD>, <BODY> or <FORM> tags into the text you copy and paste.

3. For adding pictures and attachments, use the features of KOM2000 described above.

Telling KOM that your message is in HTML format	When you write a message, you see the following KOM window:

HTML ◉ Means that KOM will always assume that your text is in HTML format. This means that line breaks in what you type will not become line breaks when read. For example:

```
This is the first line
This is the second line
```

Will be shown to readers as

This is the first line This is the second line

If you want line breaks, you have to use <BR> or <P> HTML tags.

Plain Text ◉ KOM will not interpret HTML tags at all. If you type <FONT colour=red> this will be shown to recipients they way you type it.

KOM will also preserve your line breaks in what it shows to readers of your messages.

Smart ◉ KOM will guess whether your text is in HTML or plain text format, by looking for HTML features in what you type.

5 Chats

What is a chat	A chat is a special kind of forum suited for same-time communication. In a chat, the window is split into two frames, an output area above, and an input area below:

The top frame shows the ongoing discussion and when people join and leave the chat. With Netscape, the discussion is shown with the latest at the bottom. With Explorer, for technical reasons, the discussion is shown with the latest at the top.

Everything is saved...

Everything written in a chat is saved and can be read later. If you want to start with an empty chat area, create a new chat. But if a chat is inactive for more than 24 hours, it will get a new subarea when it starts again.

...but only the last lines are shown

The top frame only shows the last 50 lines of what was written. To see everything written, use the command **Full output**, Note: The top frame will stop refreshing itself until you push **Return to chat**.

Start with an empty chat area.

If you want to start with an empty chat area, create a new chat or enter a chat which has been inactive for more than 24 hours.

The bottom frame contains a field where you can type your own messages.

This field has five choices :

Full output

The top frame only shows the last 50 lines of the chat. If you wan to see everything which has been written in the chat, push **Full output .** To get back to normal chat interaction push **k**

Set user name

This command lets you choose a pseudonym. The computer will however know who you are, even if this is not shown. A pseudonym which you set in a chat, will also be valid when you leave the chat, unless you switch back to your own name. Possibly pseudonymous contributions have the text (Guest) in front of the user name.

List present

Lists those who are at this moment of time in the chat.

Multi-line input

Allows you to write longer, multi-line messages. If you choose this option, you get a **Submit** button to send your message.

Leave chat

Tells the server and other users that you are not any longer present in the chat.

6 E-mail and Personal Messages

6.1   Writing Personal Messages

For information on how to edit the text of your message, see the section about writing contributions to forums, section 4.3 on page 9.

Writing personal messages to other KOM2000 users	To write a personal message to another KOM2000 user, click on **Private** and then on **Write message**. After that, check the names of the recipients, or write their e-mail addresses in the recipient field.
Writing e-mail	This is the same as writing personal messages to other KOM2000 users, but you write one or more e-mail addresses as the recipients of your message.

6.2   Reading personal messages

Your personal mailbox	To find your personal mailbox, click on **Private** and then on **Personal messages**. Your personal mailbox contains all personal messages to and from yourself.

6.3   Receiving e-mail from the Internet

Your e-mail address	If, when you register yourself in KOM2000, you specify an e-mail address, then KOM2000 assumes that this is your e-mail address in some other system. You will then not be able to receive e-mail in KOM2000.
	If, however, you do not specify an e-mail address when you register yourself, then KOM2000 will assign you an e-mail address, and you can receive e-mail to that address.

Finding your e-mail address	Go to **Private** , and then to **Personal messages** . You will then see the following page:

Under the heading "E-mail" you can see your e-mail address, in the example above "jpalme@dsv.su.se".

E-mail to forums	You can also send e-mail from the Internet to forums in KOM2000. Below the list of the contributions for the forum, you can see the e-mail address for the forum.

7 PART 2: MANAGMENT, QUERIES, COURSES

8 Creating Forums

8.1 Start Creating Forums

Locate a category	To create a forum, you must first locate a category. (Categories are set up by your KOM2000 Administrator. You can always send in suggestions for new categories to your KOM2000 administrator.)
	The left column will then show for example:
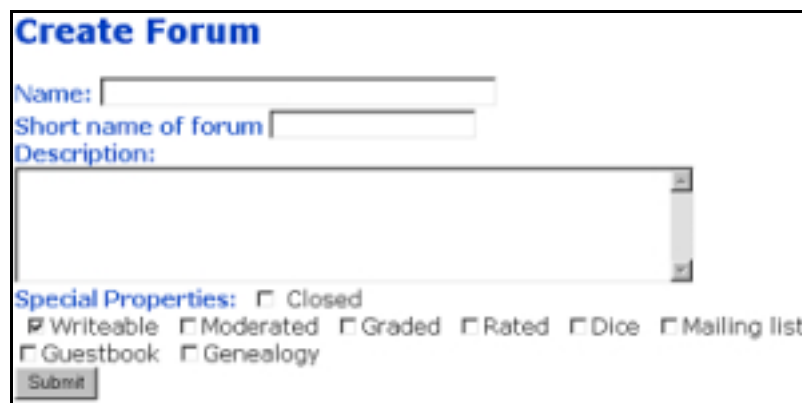
Create a forum within that category
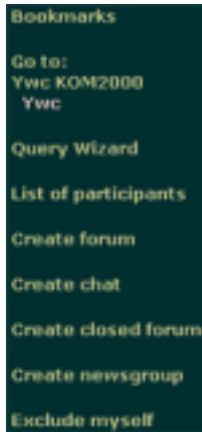
List of participants is described in chapter X and Query Wizard, Chats and Newsgroups and Exclude myself are described in the next following chapters???)

Click on: **Create forum** to start a new forum

You will then see the following form for creating new forums:

The "Name" of a forum is the name first shown to users. The "Shortname" is used in the e-mail address for a forum (preferably less than 10 characters).

"The presentation" is a short description of the forum.

8.2 Special Properties of Forums

When you have added a brief presentation, you can choose different properties for your Forum:

Closed

To create a closed forum you can either just click on **Create forum** and click on the checkbox next to "Closed". A closed forum is only open to people, who have been added as members by the organiser of the forum. Closed forums are managed by their organisers.

Writeable

A writeable forum, is a forum, to which also non-members can send contributions. A closed, writeable forum can be used to collect information from people, or for a help desk function.

Moderated	A moderated forum is a forum where only the moderator(s) can write. Contributions by other members must be approved by the moderators before they are shown to other members.
	When the moderator(s) goes to their ⬛ News pages, they will see the new, not-yet accepted contributions listed there. It is therefore important that moderators regularly goes to the ⬛ News page and checks for new contributions.
Rated	In a "Rated Forum", participants are encouraged to evaluate messages in a discussion. The organiser can either choose to 5 predefined settings for the evaluations or let the reader write a brief comment in free text.
Dice	User can rate the quality of messages on a 1-5 scale, average rating is shown when reading in forums.
Mailing List	Those members of the forum who so prefer, can get the full text of contributions to the forum sent to them via e-mail. The forum will thus, as seen from e-mail, look like a mailing list.
Guestbook	Forum where anonymous contributions by people not logged in are allowed.
Newsgroup	Forum wich is connected to a Usenet News Newsgroup.

9 Managing Forums

Organiser	Every forum has one or more organisers. Initially, the creator of a forum is its first organiser. The organisers have special rights to change a forum and to add members to it.
Moderator	Messages to be moderated will be shown in use each time you log in to KOM2000, under ⬛ News . Click on the message and this dialogue will show up:
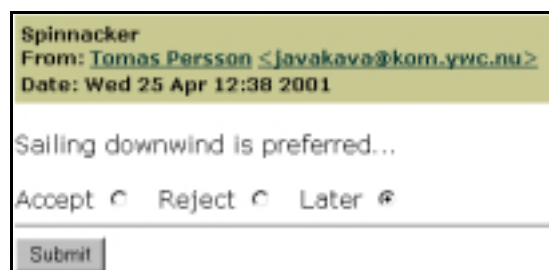
List of participants	Under list of participant you can check who has created the forum, who has access to the forum and who has the right to make changes, the creator and organiser(s).

History	Kommandot **Historia** ger en lista på alla trådar i ett forum och visar hur många inlägg som lästs för varje tråd i forumet.
	The command **History** gives a list of all threads in a forum, showing how many entries have been read for each thread.
	The figure in each cell indicates the number of unread messages in each thread.
	The first line of numbers is the total number of messages in the thread (column).
All messages	This command will first give you a list of all discussions in a Forum and all messages below. You can either click on the discussion in question or scroll down top see all messages.
Start Query	Choose this command to start a query. For more information about queries, go to chapter 8.
Exclude myself	You can exclude yourself as member or organiser by checking the relevant box and clicking on **Exclude myself**.
Delete "Forum"	Choose this command if you want to delete the forum you are in.
Adding members to forums	The **Add Member/Org** command can be used to add members to closed forums. You can also add people as organisers. The command will actually only invite them to the forum, they will not become regular members until they themselves go to the forum.
Add Member/Org	You can either add member(s) or organiser(s), this is chosen by the button at the bottom of the dialogue.
	To add a new member or organiser either:

Fill in the e-mail addresses in the text area:

New member or organizer:

...or, choose from the list of Registered users:

Names in the dictionary:

User Names

☐ Ahlberg
☐ Anders Persson
☐ Anders Tengquist
☐ anders widlund
☐ Andromeda
☐ annsofie
☐ Christian Sandberg
☐ Daniel Hallberg
☐ Frederik Pileborg
☐ Jacob Palme
☐ Jane Doe

...or, choose all members of a whole forum:

Forum Names

☐ Advanced Dungeons & Dragons
☐ Alla varianter (mailing list)
☐ Allmänt om Allt
☐ Allmänt om sport
☐ Allmänt om xtrem sport
☐ B.A.S.E. Jumping
☐ Bedömt

...or, further down the dialogue, import a file of addresses:

File with list of users:

[   ] [Browse...]

The file must have the following format, with a dot (.) between users:

Full name of the first user

Login name of first user

Password of first user

E-mail address of first user

When you have choosen or filled in all members or organizers either click on:

[**Add Members**] [**Add Organizers**]

Adding e-mail addresses as members of mailing lists	Note: If a person has specified that he or she wants entries in mailing lists sent to them via e-mail, or you write their e-mail-address in the box at the top of the page, then KOM will send a reminder to them by e-mail, saying that they have been added to this mailing list, and giving them the login id and password needed to change this subscription.
	If the address you write in the text field is the e-mail address of a mailing list, not the e-mail address of a person, then you probably will not want this. In such a case, add "/ml" after the e-mail address of each such person. This will work, even if the e-mail address is also listed in the list lower on the page. If you, or someone else, wrongly has written "/ml" after an e-mail address, you can correct this with "/noml".
Exclude Member/Org	You can "exclude" one or more members or organisers, or remove them from "Open for", by checking the boxes adjacent to their names and clicking on **Exclude Member/Org**.
Changing forums	You can modify the name, type and description of a forum with the **Modify Forum** command, and erase it with the **Delete "Sailing"** command.
Modify forum	In this area you may modify a forum. The name of a forum is the name first shown to users. The shortname is used in the e-mail address for a Chat. It should thus not contain spaces or special characters, best is to only use the letters a-z and digits. If you do not put a name here, a "short". name will be constructed from the full name. You may also change the Special properties of a forum such as being open for anyone or Closed, for members only.

10 Queries

10.1 An Introduction to the KOM2000 Query Wizard

Open queries and secret ballots	For non-secret queries, the results show by name how each respondent has responded. For secret (anonymous) ballots, the information about who answered in what way is not shown to anyone.
Password-protected queries	Only people who know the password of the query can responds. Since the password is the same for all respondents, this does not give high security. The advantage is that you can restrict the right to respond without having to enumerate all respondents.

Queries in closed forums	You have to list the e-mail address of all the respondents. Each of them will get a personal message with a personal login-id and password. This gives the highest security, but requires you to list the e-mail addresses of all the respondents.
Query format	There is built-in support for evaluation queries - queries where respondents evaluate a number of alternatives on a "very bad" to "very good" scale. Alternatively, you can use an HTML editor to edit an arbitrary form for your particular query. The only requirement is that each form element is put in a separate HTML table cell, and that each form element has a different HTML name (value).

10.2 How to start a query?

Registering yourself as a KOM2000 user:	If you have not used the KOM2000 server before, you have to register yourself first. If you already are registered, you have to login. To get to the Query Wizard, you should then use the command **Forum & Chat** or the command **All forums** , and then the command **Query Wizard** . For the English KOM2000 server at DSV, you can also use the URL:
`http://sol.dsv.su.se/KOM20002k/sol/;query-wizard`
to get to the query wizard. This URL will prompt you to login or register, if you are not yet logged in. If you are logged in, it will take you directly to the query wizard.

Alternatively you choose "Forum & Chat". on the top navigation bar. This will take you to a list of categories and on the left hand side you will find **Query Wizard** . Click on that navigation button which will take you to the KOM2000 Query Wizard. The KOM2000 Query Wizard takes you through the procedure of producing a query in five steps... |

10.3 Step 1: Define Query Target Group Type

Specify who are to be allowed to respond to this query. Choose one of the three alternatives below:

a) Anyone can respond.	The query is open to anyone with Internet access. There is no checking of the identity of the people who respond.
b) Only specified people can respond	You list the e-mail addresses of all who are allowed to respond. Each respondent gets a personal password by e-mail, to use when responding. This alternative gives the highest security by starting the query in a closed forum. Then only members of that forum can respond, and they have to identify themselves before answering the query.

| *c) Only people who know a password can respond* | You specify a single password, common to all respondents. You can send an invitation to a mailing list, and you need not specify the e-mail addresses of all the respondents. Everyone who knows the password can respond. Since the same password is shared by all respondents, the security is not very high, but may be acceptable in many cases. |

Choose a password and type it in the text box:

The password for this query is: mp49fl3x9k

When you are done, click on **Next step** which will take you to Step 2 of the Quert Wizard.

10.4   Step 2: Choose Publication Forum or a List of Respondents

You can either select an existing forum, or create a new one. If you choose to create a closed forum paste a list of the e-mail addresses of all the respondents in the text box at the bottom of the query wizard step 2.

Use an existing group of respondents:

Use one or more of the following groups of respondents (KOM2000 forums):

Forum Names
- Advanced Dungeons & Dragons
- Alla varianter (mailing list)
- Allmänt om Allt
- Allmänt om sport
- Allmänt om xtrem sport
- B.A.S.E. Jumping
- Bedömt

10.5   How to Create a New Forum

If no suitable forum exists, you can create one here, after choosing an available category.

Choose a unique name. If the short name is not unique, you will be asked to choose a new name.

Create Forum

Name: [   ]
Short name of forum [   ]
Description:
[   ]

Special Properties: ☐ Closed
☑ Writeable ☐ Moderated ☐ Graded ☐ Rated ☐ Dice ☐ Mailing list
☐ Guestbook ☐ Genealogy
[Submit]

If you choose to hava a closed query, you can enter e-mail addresses of mailing lists or individuals that you wish to include in the query. Please append "/ml". to mailing list addresses, like my-mailing-list@my.domain/ml! If you, or someone else, wrongly has written "/ml" after an e-mail address, you can correct this with "/noml". When submitting the query form, you will be shown a form letter. If you submit that letter, after possible editing, it will be sent to these addresses:

[rasmus@dsv.su.se/ml tomas@kom.dsv.se daniel@dsv.su.se]

When you are done, click on **Next step** which will take you to Step 3 of the Quert Wizard

10.6   Step 3: Create Query Text

Here you create a query that allows the participant to grade some alternatives. You can for example ask the participants to grade what they think about different cities (London=average, Vienna=above average, etc).

Fill in the form below and then click **Preview query form** to generate the query. Enter the subject of the query. This should be short and descriptive.

Subject: Next meeting location. [Submit]

Enter an introductory text specifying what the participants will grade. This text will be placed first in the query.

In what city would you like to meet us next time?

Specify whether the query should be anonymous. Checking this box will prevent individual answers from being shown to other users. Note that if you put a secret ballot into a forum, to which people can go without logging in, then you will not have any security against multiple replies by the same person. With open queries, the list of who replied what gives some security against such misuse.

Secret ballot: ☐ ⓘ more info

Either;

1. **Enter alternatives and value scale in the fields below, or**

2. **Insert full HTML text for the query form.**

1. Specify alternatives and value scale

Specify the different alternatives that the participants will grade. For example Vienna, London, Paris...

Click on **More alternatives** if you want more alternatives:

1: London
2: Vienna
3: Paris
4: Stockholm
5: Bad Gastein

[More alternatives] [Fewer alternatives]

Value scale   Specify grade values that will be presented to the participants. For example Very bad, Bad, OK, Good.....

Click on | **More alternatives** | if you want space for more alternatives.

```
1 : Very bad
2 : Bad
3 : OK
4 : Good
5 : Very good
```

| More alternatives | | Fewer alternatives |

HTML text   # 2. Paste HTML text for the query form here

(If the text contains textarea fields, the < and > delimiters will be replaced with (/ and /)
temporarily, so they can be read back from the form.)

| Cancel the query | Previous step | Preview query form |

 When you are done, click on | **Next step** | which will take you to Step 4 of the Quert Wizard

10.7   Step 4: Query Preview

The query is shown, so that you can check that it is OK.

Below you see how the query will be presented to the participants. Click on | **Go back** | if you want to edit the query or click on 'Submit' if you want to publish the query. You can also remove the query by clicking on | **Cancel Query** |.

You are creating a password-controlled query.

If you continue to step 5, the query is started, even if you never submit step 5.

10.8   Step 5: Invite respondents

A draft letter to send to respondents is shown. You can choose to have KOM2000 send this letter as is, modify it, or notify respondents in some other way. For a query of type 1 or 3, the respondents can be mailing lists, for a query of type 2, the respondents must be the members of the forum as specified in step 2. You can send this message to a mailing list, unless the query requires a personal password for each recipient, then each of them will get a personal invitation e-mail with his login id and password.

10.9   Using the Start Query Command to Create a Query

An alternative to the Query Wizard is to start the query using the KOM2000 "Start Query". command. That command will only create a query, not create a respondent group or notify respondents. Hence, this command is only accessible from a specific forum, who has defined members who will automatically will be notified when the query is published.

First you have to Log in or register on a KOM2000 server. When you have logged in, click on **Forum & Chat** and choose a category. Choose a forum in the category where you would like to place your query.

When you have chosen a forum, click on **Start Query** on the left hand side of the screen. This will take you to the following screen:

Start Query

Subject: [   ]

Anonymous ballot: ☐

Either

1. Paste the HTML for the form, or
2. Create an evaluation query(ⓘInfo), or
3. Just write a plain text question to create a yes/no answer

[Submit] [Preview/Modify]

10.10 How to Create a Simple yes-no-abstain Query

Just write a plain text question to create a yes/no answer

When you have entered the information you can either go ahead and submit your query, which will place the subject of your query in the discussion list of the chosen forum. You can also click on:

Preview/Modify

This will enable you to preview the yes-no-abstain query and, if you need to, modify the query.

This is an example of how it could look like:

And below the query you click on any of the following links:

Modify Recipients	In order to change the recipients.
Text	If you want to change the text of the query.
Add Attachment or Picture	If you want to add an attachment or a picture.
Submit	In order to publish the query.
Cancel this Message	If you want to cancel the message.

10.11 How to Create an Evaluation Query

Create an This will take you, directly, to the third step of the Query Wizard:

Here you create a query that allows the participant to grade some alternatives. You can for example ask the participants to grade what they think about different cities (London=average, Vienna=above average, etc).

Fill in the form below and then click **Preview/Modify** to generate the query.

Enter the subject of the query. This should be short and descriptive. For example "Next meeting location".

Enter an introductory text specifying what the participants will grade. For example "Grade the following cities".

This text will be placed first in the query.

Specify whether the query should be secret (anonymous). Checking this box will prevent individual answers from being shown to other users. Note that if you put a secret ballot into a forum, to which people can go without logging in, then you will not have any security against multiple replies by the same person. With non-secret queries, the list of who replied what gives some security against such misuse.

Either; Enter alternatives and value scale in the fields below,

or... Insert full HTML text for the query form

Specify alternatives and value scale: Specify the different alternatives that the participants will grade. For example London, Vienna, ...

Click on **More alternatives** if you want more alternatives.

1 :	Vienna
2 :	London
3 :	Paris
4 :	Rom
5 :	Badgastain

[More alternatives]   [Fewer alternatives]

Value scale Specify grade values that will be presented to the participants. For example bad, average, good,...

Click on **More alternatives** if you want more alternatives.

1 :	Very bad
2 :	Bad
3 :	OK
4 :	Good
5 :	Very good

[More alternatives]   [Fewer alternatives]

Paste HTML text

2. Paste HTML text for the query form here

(If the text contains textarea fields, ts < and > delimiters will be replaced with (/ and /)
temporarily, so they can be read back from the form.)

[Cancel the query]   [Previous step]   [Preview query form]

10.12 Responding to a Query

(1) Locate the query in one of two ways:

    a. Log in to a KOM2000 server and browse the forums to find the query.

    b. Use the URL for the query which was given to you by the person who started the query.

(2) If the query URL ends with ";login" or if this is a closed query (not open for anyone to respond to), then you will have to specify your name and password before responding to the query.

(3) Otherwise, just respond to the query, and end by pushing the **Respond to query** button.

10.13 Seeing the Results of a Query

Three ways to get to see the results of a query:

    a. Respond to the query. You will see the result window after submitting your response.

    b. Locate the query, and click on the **Result** command in the left-hand menu bar.

    c. Use the URL of the query, but replace the part after the ";" in the URL with the string "result".

Here are some examples of how query results may look:

Simple yes/no/abstain non-anonymous query result:

Simple yes/no/abstain anonymous query result:

Anonymous evaluation-query result:

What do you think the british goverment should have done with Pinochet?

	Very bad	Bad	Acceptable	Good	Very good	Abstain
Shoot him	○	●	○	○	○	○
Prosecute him	○	●	○	○	○	○
Let him free	○	○	●	○	○	○
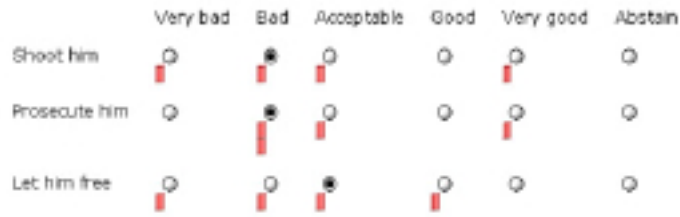
11 Format of Query Questions

11.1 Hints on Producing HTML for a Query Form

This help text describes how to format almost arbitrary HTML forms for use in KOM2000.

Produce the query in HTML format. You can use HTML editors like Dreamweaver, Netscape Communicator, Adobe Golive or Microsoft Frontpage to do this.

You will get the best results if you put the query in a table, with every form artifact (text field, radio button, check box, etc.) in a separate table cell. Preferably, make the table cells with unspecified WIDTH.

Example of a well-formed query:

Did you go to the lectures?

Yes ☐

No ☐

Did you perform the work task?

Yes ☐

No ☐

What is your name?

☐

Limit to Country:

Any ▼

a. Put each interactive element is in a separate table cell.

b. Put the descriptive text (like "Yes" and "No" in the example above) before the form interactive element (like the radio buttons in the example above) within each table cell.

c. Ensure that the properties of all form objects are distinct. For example, two radio buttons can only share a common name if they belong to a set, of which only one can

be lit. And each form object must have a different value from all the other form objects.

d. Do not include any Submit button (<INPUT TYPE="submit">) in your form.

e. Only copy the HTML from <TABLE> to </TABLE> into the KOM2000 edit window, not the <FORM> and </FORM> tags, and not the SUBMIT button.

f. Test the query in a KOM2000 forum intended for testing of queries, before publishing the official version. Suitable forums for testing are for example in English the forum "Test meeting" at URL: http://cmc.dsv.su.se/KOM20002k/sol/3/2/

And in Swedish the forum "Forum för test av rundfrågor" at URL: http://KOM2000.nu/sv/KOM2000/4/19/. Do not send the invitation letter produced in step 5 of the "Query Wizard" to many people before you have tested the query yourself.

To make it easier to produce a new query, you can edit this "sample query".

Below is shown the HTML behind the example above:

```
<table border="1">
```
Note that no the text up to the <head> and <form> element are not included.

```
 <tr>
 <td>Did you go to the
lectures?</td>
 <td>
  Yes <input type="radio"
name="lectures" value="yes">
```
Note that the descriptive text comes before the interactive element in each cell.

Note that no two radio buttons have the same name and value.

Note that each radio button is in a separate table cell.

```
  </td><td>
  No <input type="radio"
name="lectures" value="no">
  </td>
 </tr><tr>
  <td>Did you perform the
work task?</td><td>
  Yes <input type="radio"
name="task" value="yes">
```

```
   </td><td>

  No <input type="radio"
name="task" value="no">

  </td>

 </tr><tr>

  <td>

 What is your name?<br>

 <input type="text"
name="textfield">

  </td>

 <td colspan="2">Limit to
Country:<br>

 <select name="country">

 <option
selected>Any</option>

  <option>Austria</option>
```

Note that the final </form> element is not included, and that there is no submit button in the HTML code to be pasted into KOM2000.

```
  <option>...snip...</option>

  <option>United
Kingdom</option>

 </select>

</td>

</tr>

</table>
```

12 Distance Education Features

Traditional academic courses end with a written exam, where the students meet in a room, and answer a number of questions under supervision to stop "cheating". This kind of examination tends to favour cramming of facts, and is not very suitable for collaborative education, where students are tought to think, exchange information with each other discuss and learn from each other. Because of this, KOM2000 has built-in facilities which can replace traditional exams. Instead, the teacher continuously grades the performance of the students during the whole courses, and built-in tools make it easy to summarize these grades. KOM2000 does not compute any averages of student scores. The reason for this is that grading based on averages will discourage students from simpler contribution, which might pull down their averages. Instead, the teacher gets an overview of the student results when deciding on the final grades for the course.

An open course in KOM2000 is similar to a public activity, and a closed course is similar to a private activity, but both have additional course facilities.

An open course in KOM2000 is similar to a public activity, and a closed course is similar to a private activity, but both have additional course facilities.

12.1 Graded Forums

A teacher can specify that an educational forum is graded. A graded forum works in the following way:

When the teacher reads contributions in the forum, the teacher can submit a short, one-line evaluation of the contribution. This evaluation is only visible for the teacher and for the author of the graded contribution. If the evaluation begins with a number between 1 and 9, this information is used to report the aggregate gradings. Fill in an evaluation and then click on the **Add Grades** button:

Evaluation `5 Not quite right, but not quite false either`

Add Grades

Students can see, when looking at their own messages, how they have been graded by the teacher.

The teacher can give the command "Grade overview" to see a listing of all the gradings of all the students in a graded forum. If the gradings started with a number, this is summarised for the teacher. The teacher can then use this information to submit an aggregate grading for all contributions by this student in this forum. Students can also give the command "Grade overview", but will then only see their own gradings.

Here is an example how the Grade overview can look like for all the contributions of one student to a graded forum:

Grade	Subject
9 A very good answer.	Kiruna
8 Correct again, you will pass this course.	Manchester
8 Quite correct, you are a clever boy.	London
5 Not quite right, but not quite false either	Buenos Aires

Grade	Missing	1	2	3	4	5	6	7	8	9
Number of entries						I			I	I

A variant of graded forums is under development, called "Rated forums". With Rated forums, all the students in the course can rate the quality of each other's contributions. This saves time for the teacher, compared to graded forums.

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