



Ossabest Portal Users Guide

Ossabest Portal Users Guide v2
10/11/2008

User Accounts.....	1
Register	1
Login	2
Remember Me.....	2
Forgot Password.....	3
Change Password.....	4
Field Guide Entries	5
Creating a Field Guide Entry	6
Editing a Field Guide Entry	7
Edit Entry Tab.....	7
Edit Category Tab	8
Edit Images Tab	8
Edit Files Tab.....	10
Using Tags	11
Formatting Text	11
Adding Thumbnail Images	12
Previewing a Field Guide Entry.....	13
Students: Submitting Entry to Teacher	14
Teachers: Reviewing Student Field Guide Entries	15
Forums	16
New Topic.....	17
New Comment	18

User Accounts

Register

To create your user account, open <http://www.ossabest.org/cake/> in the browser of your choice (ie: Internet Explorer, Mozilla Firefox), and click on the 'Register' link just beneath the 'Members login'.

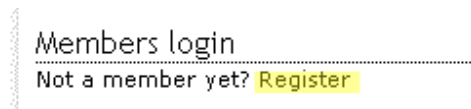


Figure 1

The registration form should appear as it does in figure 2. Registration requires users to provide first name, last name, email address, and password.


A screenshot of a 'New user registration' form. The form is titled 'New user registration' and contains the following fields and instructions: 'First name:' with an input box; 'Last name:' with an input box; 'Email:' with an input box and the instruction 'Must be unique as this will serve as your username.'; 'New Password:' with an input box and the instruction 'Must be between 5 and 15 characters long. Can contain special characters and numbers.'; and 'Re-type Password:' with an input box and the instruction 'Must match the password you entered above.' A 'Submit' button is located at the bottom of the form.

Figure 2

Follow these steps to register:

1. Navigate to the registration page by clicking on the 'Register' link just beneath 'Members login' on the right side of the page.
2. Enter your first name.
3. Enter your last name.
4. Enter your email address.
5. Enter your password.
6. Re-enter your password for verification.
7. Click on the submit button.

After clicking on the submit button, you will see a message at the top right of the page that says: "Registration successfully completed. You will receive a confirmation email shortly." You are now registered user of the Ossabest portal. Click on the 'Ossabest' logo at the top left of the page to return to the portal homepage.

When attempting to login to the portal prior to registration, the upper left portion of the page will show the error message “Login failed. Invalid username or password.” A ‘Registration’ link is provided for new visitors. Additionally, ‘Email’ and ‘Password’ fields, plus a ‘Login’ button are available for previously registered users as is depicted in figure 3.

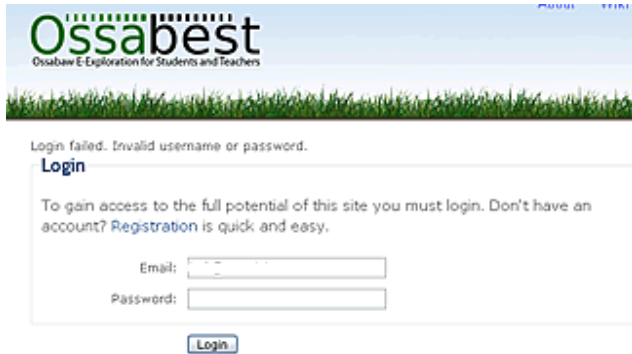


Figure 3

Login

To login to the Ossabest portal, enter your email address and password in the text boxes provided at the right of the page. Click on the ‘Login’ button.



Figure 4

Follow these steps to login:

1. Open Ossabest Portal.
2. Enter your email.
3. Enter your password.
4. Press Enter or click ‘Login’.

Remember Me

If you would like to be logged in automatically each time you return to this computer, click on the box next to ‘Remember Me’ just above the ‘Login’ button as seen in figure 4.



Figure 5

After successful login, a welcome message and 'Logout' link will appear at the right of the page as seen in figure 5.

Forgot Password

If you forget your password, click the 'Forgot Password' link just beneath the Login on the right side of the page as it appears in figure 6.

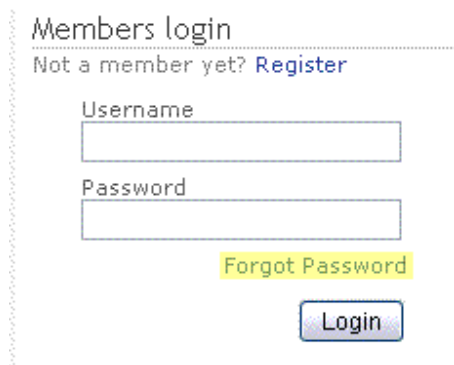


Figure 6

The 'Password reset request' form will appear as it does in figure 7. Enter your email address and click on the submit button.

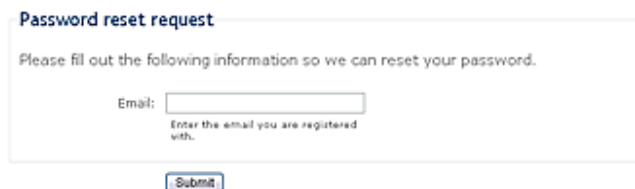


Figure 7

Steps for resetting your password:

1. Click the 'Forgot Password' link.
2. Enter your email address.
3. Click on the 'Submit' button.

After clicking on the submit button, you will see a message that says: "An email has been sent regarding the password for this account." The page will appear as it does in figure 8. Your password will be reset. The new password for your account will be sent to your email address. You must use this new password to Login into the portal. Click on the 'Ossabest' logo at the top left of the page to return to the portal homepage.

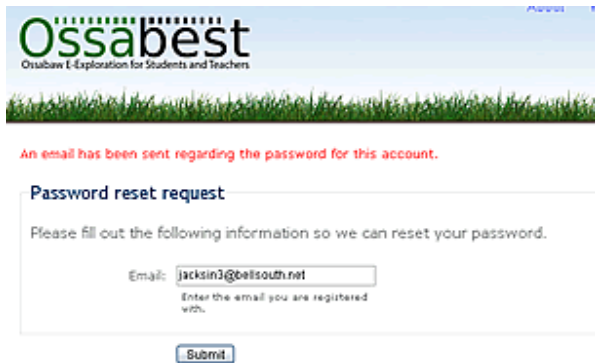


Figure 8

Change Password

Upon login, you may change your password by clicking the ‘My preferences’ link under ‘Account’ at the right side of the page as shown in figure 8.

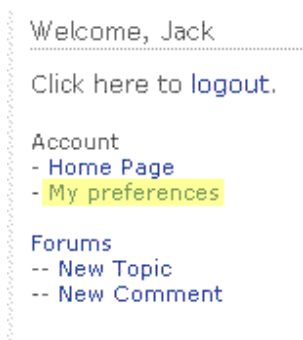


Figure 8

When the Edit profile form appears as it does in figure 9, enter your new password, re-enter your password for verification, and then click on the ‘Save’ button.

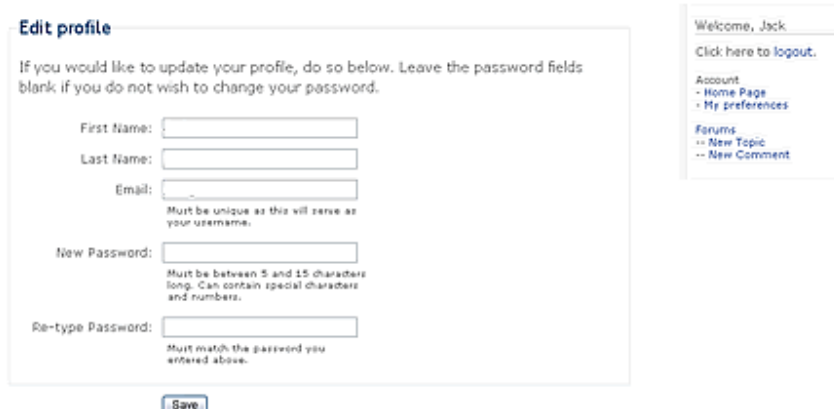


Figure 9

Steps for changing your password:

1. Click the 'My Preferences' link.
2. Enter your new password.
3. Re-enter your password for verification.
4. Click on the 'Save' button.

After clicking on the 'Save' button, you will see a message at the top left of the page that says: "Password changed and preferences saved." See figure 9.



Figure 9

Field Guide Entries

The Ossabest Portal CMS (Content Management System) provides services for creating multimedia field guide content. As a student, teacher, or administrator of the Ossabest portal, you are able to:

- Create a new Field Guide Entry
- Edit an existing Field Guide Entry
- View a Field Guide Entry

When logged in, you will have access to pages, where you can add/edit/remove:

- Text
- Images
- Files

Additionally, when working with text entries, you may specify that text is rendered in italic, bold, or italic + bold by using formatting tags. You may also include thumbnail images in your text entries.

Creating a Field Guide Entry

To create field guide entries, click the 'Create New Entry' link that appears at the right side of the page as depicted in figure 10.

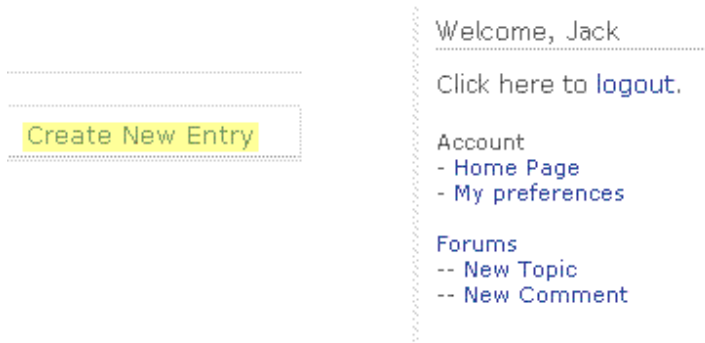


Figure 10

After clicking the 'Create New Entry' link, the page will appear as it does in figure 11.

Create New Entry

A screenshot of the 'Create New Entry' form. The page title is 'Ossabest Field Guide'. Below the title, there is a text input field labeled 'New Entry Name:'. Below the text field is a button labeled 'Create Content Entry'.

Figure 11

Enter your 'New Entry Name' in the text box provided. After entering a New Entry Name, click on the 'Create Content Entry' button to create the entry. Once the entry has been created, the page will display the name of your entry as a link. You will also see a 'Last Modified' date and time as depicted in figure 12.



Figure 12

Steps for creating a field guide entry:

1. Click the 'Create New Entry' link
2. Enter the entry name in the text box provided
3. Click the 'Create Content Entry' button

Editing a Field Guide Entry

You can edit field guide entries by clicking on the entry link, the name of your entry, on the left side of the page. You will be directed to the edit entry page as depicted in figure 13. The New Entry Name, appears at the top left of the page. Directly beneath the entry name are four tabs that allow you to edit the content of an entry.

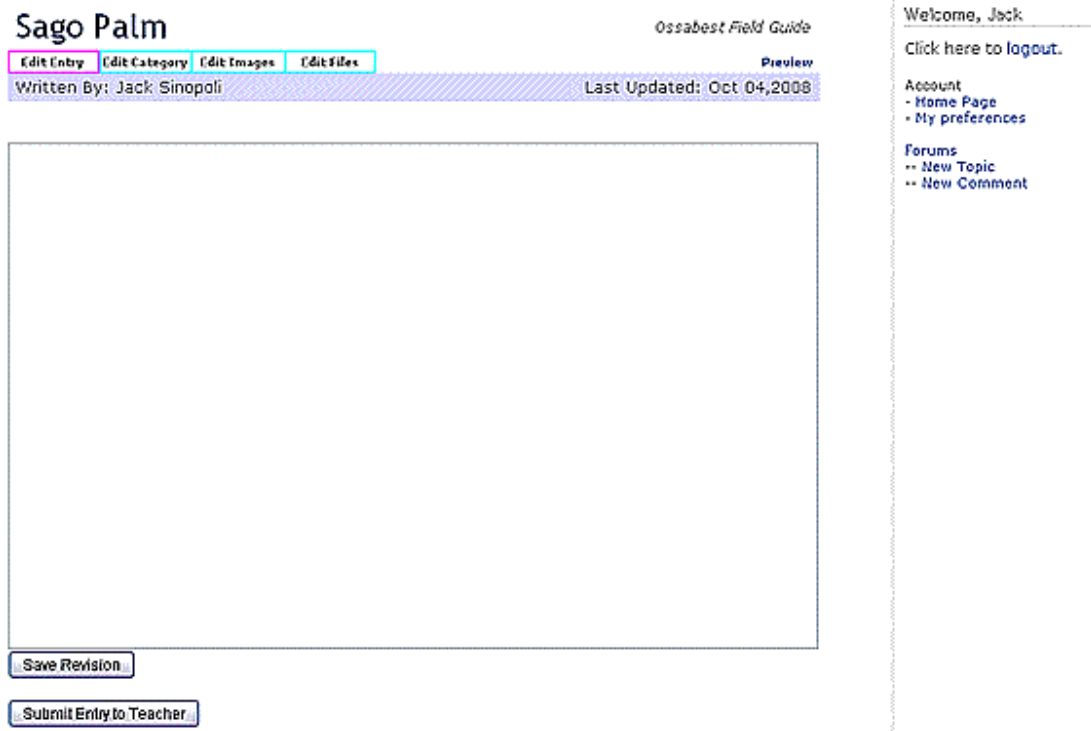


Figure 13

Edit Entry Tab

The 'Edit Entry' tab, highlighted in pink in figure 13, is selected by default. With the 'Edit Entry' tab selected, enter the text to be included with the entry in the text area provided. Once the text is entered, click on the 'Save Revision' button at the bottom left of the text area. After clicking the 'Save Revision' button, the message: "Entry Saved." will appear at the top right of the page, above the Entry Name as it does in figure 14.



Entry Saved.

Figure 14

Steps for entering text:

1. Select the 'Edit Entry' Tab
2. Enter text in the text box
3. Click the 'Save revision' button

Edit Category Tab

With the 'Edit Category' tab selected, the page will appear as it does in figure 15. Choose a category by clicking on the links provided. Click the 'Update Category' button to categorize your entry. An entry saved message will appear.

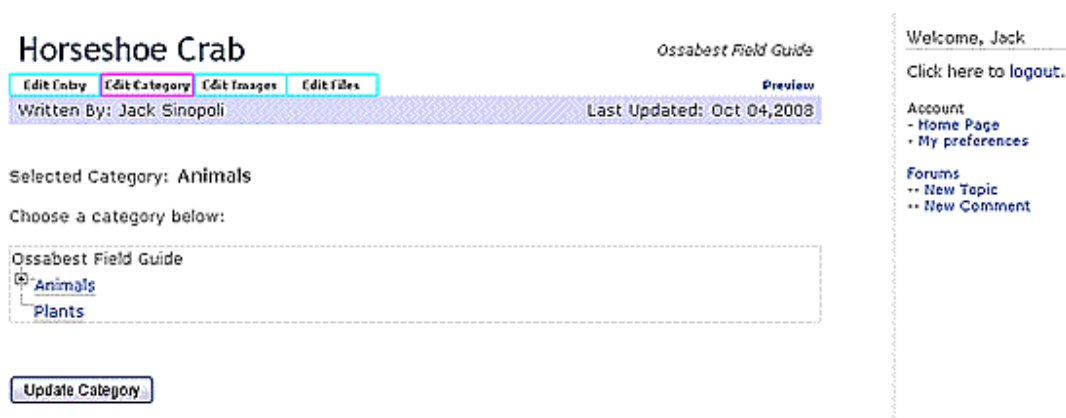


Figure 15

Steps for editing a category:

1. Select the 'Edit Category' tab
2. Choose a category from the provided links
3. Click the 'Update Category' button

Edit Images Tab

Notice how the page appears with the 'Edit Images' tab selected, in figure 16. Clicking the 'Browse' button with the 'Edit Images' tab selected enables you to search your computer for an image to associate with the entry. After selecting an image, use the 'Caption' text box provided to associate a caption with the image. Click the 'Upload Image' button to associate the image and image caption with the entry. The message "Entry Saved" will appear if you have successfully uploaded the image. The error message: "Image file not selected" will appear at the top right of the page if an image is not selected when the 'Upload Image' button is clicked.

Horseshoe Crab

Ossabest Field Guide

[Edit Entry](#) [Edit Category](#) [Edit Images](#) [Edit Files](#)

[Preview](#)

Written By: Jack Sinopoli

Last Updated: Oct 04,2008

Upload New Image

Caption:

Figure 16

Steps for uploading an image:

1. Select the 'Edit Images' tab.
2. Click the 'Browse' button
3. Select an image
4. Click the 'Open' button
5. Enter a caption into the text box (optional)
6. Click the 'Upload Image' button

Horseshoe Crab

Ossabest Field Guide

[Edit Entry](#) [Edit Category](#) [Edit Images](#) [Edit Files](#)

[Preview](#)

Written By: Jack Sinopoli

Last Updated: Oct 04,2008



G30708horsheocrabsm.jpg

Horseshoe Crab

Upload New Image

Caption:

Figure 17

Remember, 'Edit Entry' is the default tab selected on the entries edit page. After a successful image upload, reselect the 'Edit Images' tab, the edit images page will appear as it does in figure 17. The image associated with your entry appears at the left of the

page. The caption associated with the image appears to the right of the image. To the right side of the caption, the 'Remove Image' button appears. Clicking the 'Remove Image' button will remove the associated image and image caption, and will display the "Entry Saved" message.

Steps for removing an image:

1. Select the 'Edit Images' tab
2. Navigate to the image you would like to remove
3. Click the 'Remove Image' button

Edit Files Tab

The screenshot shows a web interface for editing an entry titled "Horseshoe Crab". At the top right, it says "Ossabest Field Guide". Below the title, there are four tabs: "Edit Entry", "Edit Category", "Edit Images", and "Edit Files" (which is highlighted in pink). To the right of the tabs is a "Preview" button. Below the tabs, there is a blue bar with the text "Written By: Jack Sinopoli" on the left and "Last Updated: Oct 04, 2008" on the right. Below this bar, there is a section for uploading a new file. It includes a text input field for the file name, a "Browse..." button, and an "Upload File" button. Below the file name input field is a "Caption:" label followed by a text input field.

Figure 18

After selecting the 'Edit Files' tab, the entries edit page will appear as it does in figure 18. Use the 'Browse' button to search your computer for a file to associate with your entry and enter a 'Caption' into the text box provided. Click the 'Upload File' button to associate the file and file caption with your entry. The message "Entry Saved" will appear if you have successfully uploaded the file.

Steps for uploading a file:

1. Select the 'Edit Files' tab
2. Click the browse button
3. Select a file
4. Click the 'Open' button
5. Enter a caption for the file (optional)
6. Click the 'Upload File' button

After reselecting the 'Edit Files' tab, the entries edit page will appear as it does in figure 19.

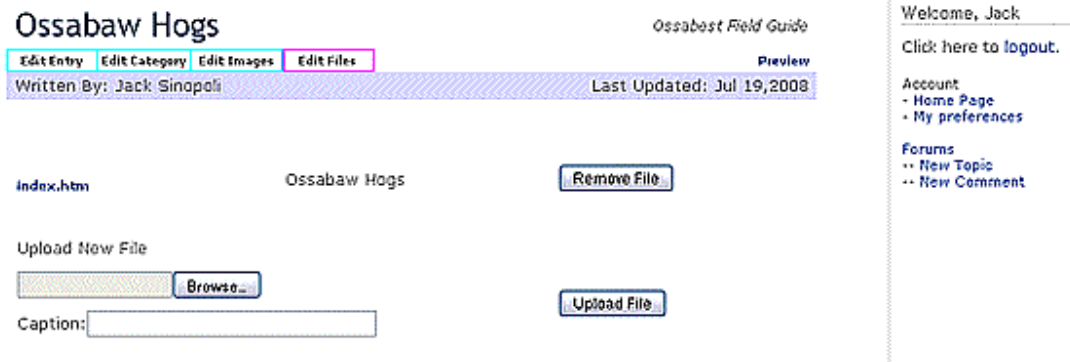


Figure 19

The file associated with your entry appears as a link at the left of the page. The caption associated with the file appears to the right of the image. To the right side of the caption, the 'Remove File' button appears. Selecting the link to the file will cause the associated file to open in your browser. Use the back button to navigate return to the entries edit page with the 'Edit Files' tab selected. Clicking the 'Remove File' button will remove the associated file and file caption, and will display the "Entry Saved" message.

Steps for removing a file:

1. Select the 'Edit Files' tab
2. Navigate to the file you would like to remove
3. Click the 'Remove File' button

Using Tags

Formatting Text

You may format text within a field guide entry by using simple markup tags. You may add five levels of headings and specify 'italic', 'bold', and 'italic & bold' fonts when formatting text. To add headings, use a series of equality signs (=) as tags, both preceding and following the text that you would like to appear in the heading. For example, a level one heading is created by using two equality symbols preceding the text that is to appear as the heading and two equality symbols following, like this:

= =Heading Level 1 = =

Each heading level 1 to 5, requires one more equality sign than its name implies, both preceding and following the header text,. As seen in the preceding example, a level 1

heading requires two equality signs, both preceding and following the header text. Likewise, a level 2 heading requires three equality signs, both preceding and following the header text, and so on. Examples are as follows:

```

===Heading Level 2===
====Heading Level 3====
=====Heading Level 4=====
=====Heading Level 5=====

```

Examples of the headings these tags produce can be found in figure 20.

Level 1 **Ruby Throated Hummingbird**

Level 2 **Ruby Throated Hummingbird**

Level 3 **Ruby Throated Hummingbird**

Level 4 **Ruby Throated Hummingbird**

Level 5 Ruby Throated Hummingbird

Figure 20

To specify text be formatted as ‘italic’, ‘bold’, or ‘italic & bold’, you use a series of apostrophe signs (') both preceding and following the text which you would like format. For examples, see table 1.

Description	You type	You get
Italic	"Ruby Throated Hummingbird"	<i>Ruby Throated Hummingbird</i>
Bold	"Ossabaw Island"	Ossabaw Island
Italic + bold	"migratory route"	<i>migratory route</i>

Table 1

Adding Thumbnail Images

To insert a thumbnail image into the test entry, you use two opening square brackets preceding the keyword ‘Image’ and a colon sign(:). Follow this with the name of your image file and two closing square brackets as depicted in table 2.

Description	You type
Thumbnail image	[[Image:rubythroathummingbird.jpg]]

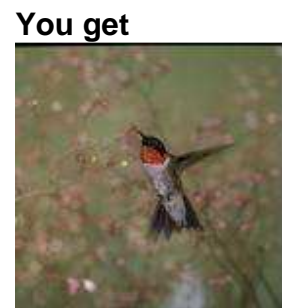


Table 2

Previewing a Field Guide Entry



Figure 21

Reviewing figure 21, notice the preview link at the top right of the page, just above the 'Last Updated' date. Selecting the 'Preview' link will open a dialog box with the message: "Your last saved revision will open in a new window. Press OK to continue." The dialog box is depicted in figure 22.

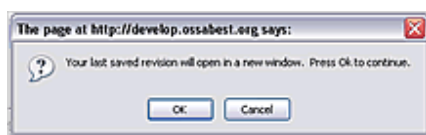


Figure 22

After clicking the 'OK' button, the preview entry page will appear as it does in figure 23. Notice the tabs under the entry name. They now read 'View' instead of 'Edit'. Also notice that only tabs you edited are visible. 'View Entry' is selected by default and the text portion of the entry appears on the page. Select each 'View' tab to preview the associated entry.



Figure 23

Students: Submitting Entry to Teacher

Once an entry has been saved, it may be submitted for teacher review. Simply click on the 'Submit Entry to Teacher' button found under the 'Edit Entry' tab at the bottom left of the page (see figure 24).

Entry Saved.

Sabal Palm

Ossabest Field Guide

[Edit Entry](#) [Edit Category](#) [Edit Images](#) [Edit Files](#) [Preview](#)

Written By: Jack Sinopoli Last Updated: Oct 09,2008

The Sabal Palm is found on Ossabaw Island. These trees were once used as pilings for docks. Salt water intrusion causes the tops of the trees to fall off. The dead trees remain standing for a long time.
[[image:palmcemelerysm.jpg]]

[Save Revision](#)

[Submit Entry to Teacher](#)

Welcome, Jack
Click here to [logout](#).

Account
- [Home Page](#)
- [My preferences](#)

Forums
-- [New Topic](#)
-- [New Comment](#)

Figure 24

The 'Entry Submitted' message will appear as it does in figure 25. Once an entry has been submitted for teacher review, it will no longer appear in the 'Content Items' on your 'Home Page'.



Entry Submitted.

Figure 25

Steps for Submitting an entry to teacher:

1. Select the 'Edit Entry' tab
2. Click the 'Submit Entry to Teacher' button

After a teacher has reviewed an entry, they can post notes which you may view by selecting the 'Teachers Notes' tab that appears in figure 26.

The screenshot shows a web page for an entry titled "Sabal Palm" under the category "Ossabest Field Guide". At the top, there are several tabs: "Edit Entry", "Edit Category", "Edit Images", "Edit Files", "Teacher Notes" (which is highlighted in pink), and "Preview". Below the tabs, it says "Written By: Jack Sinopoli" and "Last Updated: Oct 09, 2008". A message from a teacher is visible: "Very Nice entry Jack. I would like you to add a file for this entry as well." On the right side, there is a sidebar with a "Welcome, Jack" message, a "Click here to logout." link, and sections for "Account" (with links to "Home Page" and "My preferences") and "Forums" (with links to "New Topic" and "New Comment").

Figure 26

Teachers: Reviewing Student Field Guide Entries

Once a student has submitted an entry for review, a teacher's home page will appear as it does in figure 27.

The screenshot shows a teacher's home page titled "Home Page". It features a "Content Items" section with a "Create New Entry" link. Below this is a section titled "My Students' Items For Review" which contains a table of entries:

Item Name	Last Modified
test entry	2008-10-08 18:27:30
Sabal Palm	2008-10-09 11:05:58

On the right side, there is a sidebar with a "Welcome, Jack" message, a "Click here to logout." link, and sections for "Account" (with links to "Home Page" and "My preferences") and "Forums" (with links to "New Topic" and "New Comment").

Figure 27

To review a student entry, click on the link for the entry at the left of the page. Once an entry is selected the page will appear as it does in figure 28.

Sabal Palm

Ossabest Field Guide

[View Entry](#) [View Images](#) [View Category](#) [Editorial Notes](#)

Written By: Jack Sinopoli

Last Updated: Oct 09,2008

The Sabal Palm is found on Ossabaw Island. These trees were once used as pilings for docks. Salt water intrusion causes the tops of the trees to fall off. The dead trees remain standing for a long time.



[Return to Student With Notes](#)

[Submit Entry for Publication](#)

Welcome, Jack

[Click here to logout.](#)

Account

[Home Page](#)
[My preferences](#)

Forums

[New Topic](#)
[New Comment](#)

Figure 28

Navigate through the tabs to view a student entry. Use the editorial notes tab to make notes about the entry. Choose one of two options from any tab, 'Return to Student With Notes' or 'Submit Entry for publication'.

Steps for Reviewing a Field Guide Entry:

1. Click the link to the entry you would like to review
2. Use the view tabs to preview the entry
3. Use the 'Editorial Notes' tab to enter comments about the entry.
4. Click the 'Return to Students with Notes Tab' button

or

Click the 'Submit Entry for Publication' button

Forums

You may participate in forums hosted on the Ossabest Portal. The 'Forums' link is located at the bottom right of the page. Clicking the 'Forums' link will direct the user to a page that lists all forums as hyperlinks as depicted in figure 29.

Forum Name	Topics	Last Post
First Forum	1	May 19th, 22:29
Ossabests Second Forum	0	Never

Figure 29

Clicking on a hyperlink to a specific forum will cause the page to display a list of topics associated with the forum as depicted in figure 30.

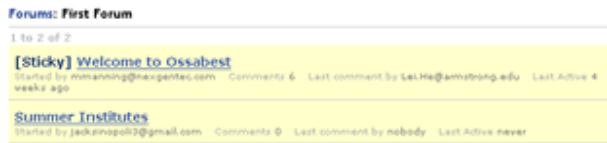


Figure 30

Clicking on a hyperlink to a specific topic will cause the page to display all comments posted to the topic. An example appears in figure 31.

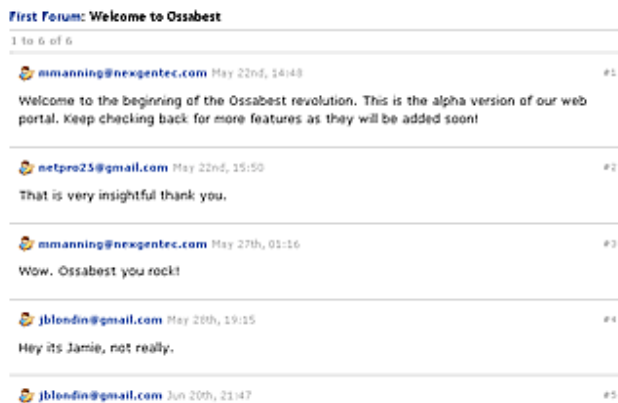


Figure 31

Steps for reviewing comments posted on a forum:

1. Click the 'Forums' link
2. Click the link for a select forum

New Topic

You may add a new forum topic by clicking the 'New Topic' link found at the bottom right of the page just below the 'Forums' link as depicted in figure 29.

A screenshot of the "Add Topic" form. It has a title "Add Topic" and a subtitle "If you would like to add a topic, do so below.". There are two input fields: "Title:" followed by a text box, and "Forum:" followed by a dropdown menu showing "First Forum". Below the form is a "Submit" button.

Figure 32

After clicking the 'New Topic' link, the 'Add Topic' form will appear as it does in figure 32. Enter the title of your topic in the 'Title' text box, select a forum from the 'Forum'

drop down box, and click on the 'Submit' button. After clicking 'Submit', you will receive the message 'The topic has been saved'.

Steps for adding a new topic:

1. Click the 'New Topic' link
2. Enter a title in the 'Title' text box.
3. Select a forum from the 'Forum' drop down box.
4. Click the 'Submit' button.

New Comment

Students, teachers and administrators can add a new comment to a forum topic by clicking the 'New Comment' link found at the bottom right of the page just below the 'New Topic' link as depicted in figure 29.



Figure 30

After selecting the 'New Comment' link, the 'Add Comment' form will appear as it does in figure 30. Select a the topic to which you would like to add a comment from the 'Topic' drop down box, enter your comment into the text area provided, and click on the 'Submit' button. After clicking the 'Submit' button, you will receive the message 'The comment has been saved'.

Steps for adding a new comment:

1. Click the 'New Comment' link.
2. Select a topic from the 'Topic' drop down box.
3. Enter your comment into the text area provided.
4. Click on the 'Submit button'