

Manual for using e-mail in Think.com for pupils and groups

Think.Com is a closed environment in which pupils can communicate with each other. It is made available by the Oracle company. The number of e-mail accounts is infinite. All e-mail accounts end with @think.com. This is ideal for a schoolproject, because it relieves the mailservers at your school, or your number of POP accounts. Think.com also makes it possible to send attachments. And last but not least: no spam!

We will make a "stripped" use of Think.com:

- no personal names, but group names
- no contacts with the outside world to start with

You can find Think.Com at: www.think.com

Starting and making an account

If you make the first contact please Choose "Enroll Now". After doing so, you will find text screens you have to fill in. You can either make an account just for your school or make an account as "head administrator", so you have the power to make other accounts for schools. I would recommend the latter. The administrator also can set holiday dates, during which Think.Com is closed.

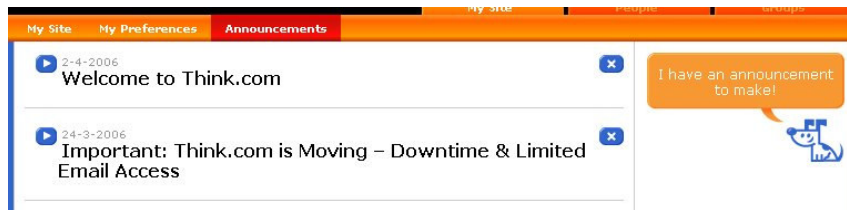
After this first step you will receive forms by e-mail which have to be signed. Oracle wants to rule out illegal use of Think.com. This procedure can take some time. Be aware of the fact that the e-mail address you type in, is the e-mail address of your institution, because e-mail is sent to your school and has to be answered from that e-mail address as well.

Either you make a head administrator account or just a school administrator account, your password is generated by Think.Com. With that, you can make accounts for pupils and teachers.

If a pupils logs in for the first time, the username has to be typed in the corresponding field as well as the password. After that, click on **Login**.

The first time a welcome screen appears, which explains some rules:

Every next time you login, a screen will appear with messages about Think.com.



Starting as a student

If you are logged in as a student, the tab **My Site** is of a brighter colour, so that is the page on which you will work.



On the left you can see the menu **My site** is automatically ready to use. What can you do there?

Write - Put a text there. This can be: an article, poem, report, story or just a text

Media & More - Just a text is not a pretty sight, so with this choice you can upload pictures, which can be used in the pages. It is also possible to put links in the text (with a description), little images, music, videos and files.

Interact - This is a kind of bulletin board, to invite people to leave a message, an invitation for putting questions, etc.

Maybe you have the opportunity to see a sticky:



This one is put by the system, but pupils can expect stickies from teachers and other pupils.

The next menu is **My Preferences**

In this users can change the "avatar", the icon with accompanies the name. Or design the icon themselves (**Icon gallery** and **Build an icon**).

Also visible is **My Password**.

Do **not** let the pupils **change the password**, otherwise you do not have access to their mail anymore and consequently, no control. I recommend to make a list with real names, usernames and passwords for the international disuccion groups -or perhaps all pupils, later in the project.

The last menu is called **Announcements**. It does just what it says.

The next tab is called **People**.

In this screen you can see who's online in Think.com. It depends on the administrators' choice to make your school an open or closed system.

I do not know yet how we will use the Think.Com system: either we will leave the system closed or not. If we use group names, which deviate from natural children's

names, other users can be confused. The tab **Projects** makes it possible to join a project group.

As you can see, the pupils can make their own pages, which can be visible for all users. These pages are checked by the Think.Com system for abusive language. Administrators, teachers and pupils can give stickies for texts placed on the "My Site" part. Including warnings by the teacher, if necessary.

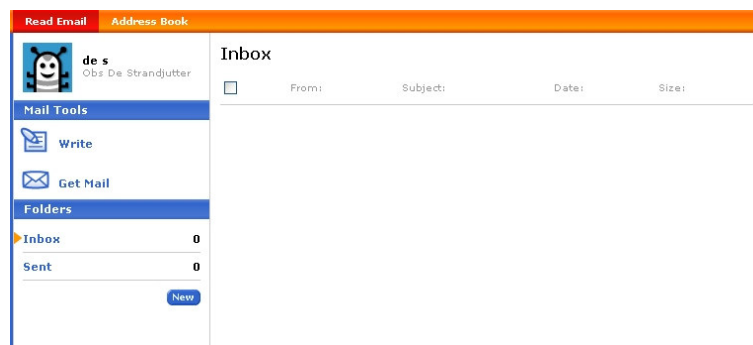
To start with, we will only use the e-mail feature of Think.Com.

E-mail

You can see this at the upper right:



Click on the Email menu and the e-mail screen opens:



Write - for writing your message

Get Mail - click on it after having been at work for some time. Maybe you've got new mail.

Inbox - the messages you have received

Sent - the messages you have written and sent

Writing an e-mail, by clicking on **Write** (see picture at right)

 A screenshot of the 'Write Email' form. It has fields for 'To:', 'cc:', and 'Subject:'. Each field has an 'Address Book' button next to it. Below the fields is a large text area for the message body. At the bottom right, there are 'Cancel' and 'Send' buttons.

From: here you will see your e-mail address (in this example it is a group-name which confused "outside users" as we noticed earlier in another project). The suffix **@think.com** fortunately is the same for all users.

In this example (in Dutch) the e-mail address of the recipient is typed in. It is also possible to use the Address Book. **Cc** is a carbon copy, i.e. the person who receives a

copy of the message.

After having written the message, the **Send** button has to be clicked. If the user is not satisfied with the message, the **Cancel** button has to be clicked.

If the message is sent, a new folder appears, called **Sent**.

If the user is ready, log off by clicking the word **Sign Out**:



At the other side.....

A user logs in and finds the message:



The subject line is clickable, so if we click on "*hoe gaat het met jullie*" the message appears:



The reader can do two things (besides just reading):

- 1 Write a new message by clicking on **Write**
- 2 **Reply** on the message.

The latter is easier, because the user does not have to type the e-mail address of the recipient.

Reply is the last button below the message.

Delete can be used to delete the message. **Forward** can be used to send the message to others.

After having replied to a message, just click on **Send** and the message will be sent.

Sending and opening attachments

In a project we certainly have to send images and other files. You can attach these by using **Attachments**. Click on **Select a File** and you will see this:

Attach Files

I will choose just one file, so **File 1**. As my computer is running a Dutch version of Windows, the word *Browse* is "Bladeren" in the example. Click on the Browse button and try to find the file. Then click on **Attach files**. This will take some time, but afterwards the file is attached to the message.

In the message the user can tell what's in the attached file.

A "bug" is present in Think.Com. If one replies and attaches a file to a message, the message will be empty.
So first choose the attachment and after that write the message.

Did the message arrive?
(ctd. on next page)

Inbox

<input type="checkbox"/>	From:	Subject:	Date:	Size:
<input type="checkbox"/>	 groep k	Re	Apr 09, 2006	39.1 K
<input type="checkbox"/>	groep k	Re: hoe gaat het met...	Apr 09, 2006	.7 K

[Delete](#)

Yes! One of the two messages has a paperclip, which means that a file is attached. After clicking on this message (which is empty, because of the bug) the following appears:



[Delete](#) [Forward](#) [Reply All](#) [Reply](#)

1 of 2 ▶

After attachment you can see the name of the file. We can do two things:
 1 open the file (which is a jpeg image) by clicking on the name
 2 right click on the filename and choose for Save as... (which is preferable).

Deleting messages

Check the box or boxes of the messages that has to be deleted. Take care, because gone is gone.

Remarks for the administrator

After log in, you will notice that the administrators' screen looks different - of course.



Just have a look by trying all the menus and tabs.

The tab **People** is interesting, because you can see who's online. If you have blocked the pupils from joining the world community, you can see what your pupils can not. This can generate ideas about using Think.com

The menu **Admin Tools** (see the next page) can be used for writing the data of your school. You will need the **Edit**, **Add** and **Save** buttons for making changes effective. The tab **School Settings** automatically is visible as the first possibility.

Vacation & Holidays can be used to block the access to your Think.com system during holidays, because it might be impossible to watch the activities of your pupils and react on it.

(This we have to decide in consultation, because I think the best thing is to take the same period(s) for blocking -at least for the summer holidays).

In **Bad Language** you can see what words are blocked. And you certainly, like me, will learn a lot of new words....

You can add your own bad words, but as we only communicate in English, in most cases the table already available, will do.

Settings

- School Information
- Vacation & Holidays
- Email Settings
- Organizations
- Bad Language
Note: contains explicit language

School Information

Think.com School ID: OSJ

School Address: Drooghe Bol 1005
Den Helder
1178 VA

Web Address: www.obaodenhelder.nl

School Main Telephone: 0223-690079

Optional School Information:
Example - 2003 Football Champs

Year Range: primary class 4 - secondary class 1

Visibility: My School Only
No Interaction with other schools

[Edit](#)

An other important part is the menu **Manage Accounts**.

In this you can make the accounts for pupils and teachers. The menu:

School Settings **Manage Accounts**

Account Tools

- Accounts
- Deactivated Accounts
- Student Account Requests
- Inactive Accounts
- Start a New School Year
Promote all students to the next academic year

Accounts [Add Teachers](#) [Add Students](#)

My School

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/> -, de zee	<input type="checkbox"/> Beneker, Melissa Mrs
<input type="checkbox"/> -, eekhoorns	<input type="checkbox"/> de Grauw, Sylvana
<input type="checkbox"/> -, haaien	<input type="checkbox"/> Hamstra, Rene Mr
<input type="checkbox"/> -, kikkers	<input type="checkbox"/> hamstra, rene
<input type="checkbox"/> -, onze wereld	<input type="checkbox"/> Lede, Delifio
<input type="checkbox"/> -, schelpen	<input type="checkbox"/> Pieters, Jesse
<input type="checkbox"/> -, schildpadden	<input type="checkbox"/> Prins, Lauren
<input type="checkbox"/> -, spinnen	<input type="checkbox"/> Tromp, John Mr
<input type="checkbox"/> -, zeepaardjes	<input type="checkbox"/> Walrecht, Hans Mr
<input type="checkbox"/> -, zeesterren	<input type="checkbox"/> walrecht, hans
<input type="checkbox"/> Select All	

[Reset Password](#) [Delete](#)

By choosing **Accounts** you can make or delete accounts. This is described later.

If you want to delete an account, just check the box and click on **Delete**.

Nothing happens, but if you click on **Deactivated Accounts**, you will see the accounts which are ready to delete. They will stay there for some time and one day the deleted accounts are gone. If you make a mistake, it is possible to **Reactivate** the accounts, but the time for doing that is limited.

Maybe there is a bug in Think.com for this part. If I check the names to be deleted and click the Delete button, another screen appears to confirm the deletion. When I click that (second) Delete button, the application jams and has to be started again. But the good news is, that the deletion actually took place.

Student Account Requests I have not tested yet, but I do not think this is relevant for us. (see the "temporary user", below).

Inactive Accounts shows you the users which have not logged in for at least 90 days.

Start a new Schoolyear makes it possible to move the pupils to the next year. If your school has a limited number of users, this is not important.

You can assign your users to a special class, however.

Accounts

My School

In the drop down menu (Accounts) you can get a split up view of "My school", but this is only useful if the group of users is big.

In the "Manage Accounts" screen it is possible to add teachers and pupils ("students", because it is an American system).

Add Teachers is slightly different from **Add Students**. In this example we choose to Add Students. You can make 10 accounts (or more, if you click "**Add more fields**"). The sticky also gives you a general account for a kind of temporary user. With this, a pupil can look around in Think.com and ask for a full account

Add Students
Enter student information and click **Create**.

	First Name	Last Name	Level
1	Bill	Clinton	primary class 8
2	Geography	-	primary class 6
3			1
4			1
5			1
6			1 <input type="button" value="v"/>
7			1 <input type="button" value="v"/>
8			1 <input type="button" value="v"/>
9			1 <input type="button" value="v"/>
10			1 <input type="button" value="v"/>

[Add more fields](#)

Students can log in to Think.com and request accounts using the following information:

Username: OSJ
Password: 29WISE38

You can approve the accounts when you log in.

A normal name like the first, will generate a username like *billc.osj*. The last part (.osj which is the *school ID*) is generated by the system, for the school (in this case the "Strandjutter" in Den Helder). If you want to use group names, put the - ('minus' character) in the "Last Name" column. This will generate a name like: *geography.osj*. When you are finished, click on the **Create** button and in the next screen you can print the list. After that press **Done**.

I prefer copying the data and pasting it in a Word table, in this stage. Such a table makes it easier to test the accounts, just by copying the username and password and paste them in the fields of the Think.com *Log in*.

Note that pupils names appear like *billc* and teacher names like *bclinton*. This makes clear "who's who".

Take note of the fact that it takes about 24 hours after a pupil or teacher logs in for the first time, before the e-mail is available.

Remarks for the Head administrator

You will not need this access to Think.com regularly. But it is very important to make the account of your school or other schools in the district.

I do not know if you can make a head administrator account if there is already one in your district. If this causes a problem, just ask that head administrator to make a school account for you. This will save a lot of paperwork anyway... The head administrator's account is very similar to the administrator's account, but has less possibilities

If you want to test your Think.Com e-mail, you are invited to send a message to hwalrecht.osj@think.com.

If you have questions about Think.com in the OSM project, please direct these to hwalr@wxs.nl

In short:

step 1 Enroll

step 2 Fill in the paperwork and answer the e-mails

step 3 When your account is active, fill in the head administrator's account and create a school account

step 4 Create teacher and pupils accounts.

step 5 Try the e-mail functions of Think.com; the best way to know Think.com is to "play" with it. (That's the way I learned it)

step 6 Try the text features of Think.com in "My Site".

Hans Walrecht March 2007