

Introduction to Nicenet

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What is Nicenet?

Nicenet is a web-based tool for running an educational program at any level: a college course, a second-grade class, or a medical school course. It has capabilities for two-way communication between members; for announcing schedules and schedule changes; for reminding you of tasks; for sharing useful web links with other members; and for submitting text information electronically. It is accessible from any computer with an internet connection and web browser, so no matter where you are, you can always get to it. It is free, has no advertising, and does not share your personal information or e-mail address with any commercial entities.

How Do I Get to Nicenet?

Using any internet browser, go to <http://nicenet.org>

There is a tutorial that you may find helpful at <http://lashs.org/NiceNet/NiceNetFramed.htm> - look to the sidebar on the left



How Do I Get Started?

1. If you do not already have a Nicenet account, you need to create one. Once you create an account, you can create classes and join classes.

- Go to <http://nicenet.org>
- Find the tan rectangle that is titled "New Users Start Here"
- Click "Create a Class" under "Teachers"
- Fill out the form that follows

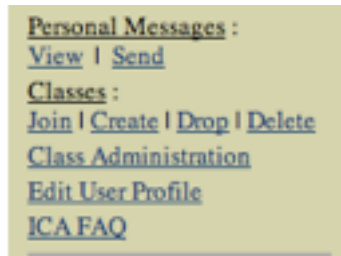


* Tip from Katie: I like to type "Mrs." as my first name in the area for optional information.

- Write down your class key in a safe place. You can not enroll students in your class without it!
- On the next screen, click "Finish Registration"
- Try logging in as a current user in the tan rectangle on the main page



2. If you've already been a student in a Nicenet class, just login in as a current user and click "Create" under "Classes" in the tan sidebar on the left.



How Do I Enroll Students in My Class?

* Tip from Katie: Do not share your class key with elementary students. I recommend creating their accounts for them.

Interested parents may login as their child or you may enroll them by creating an account for them.

1. In the tan box on the main page, click "Join a Class" under "Students"

Join a Class
Step 1: Enter Your Class Key

NOTE: Do not use this form if you already

Class Key:

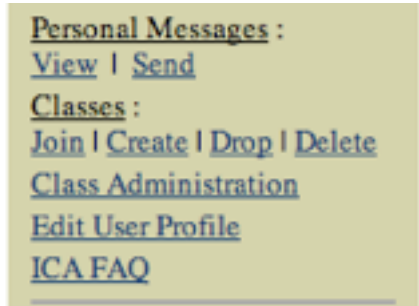
2. Type in the class key you were given



3. Fill out the form that follows

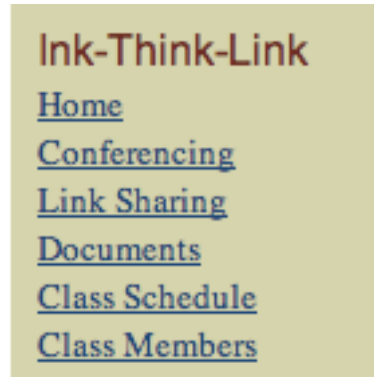
* Tip from Katie: Here's what I used when I created accounts for my class:
username: lastnamefirstname (just like computer login)
password: 214 (easy number to remember - my room number)

* Tip from Katie: You can edit the user profile so students see each others' nicknames. Formal names will only be used for login and will not be seen.



- 4. Finish registration
- 5. Login as each student to make sure it works

What Features Can I Share with My Students?



Conferencing

1. Conferencing Topics

2. [Add New Topic | Post New Message]
View All Topics

All Topics :

- [September Writing Gallery -](#)

Click "Conferencing" below your class title. Select "Add New Topic"

- 3. Class administrators can add a new topic new message
- 4. Students should

FROM: Mrs. Naegeli (09/03/09 8:58 AM GM) or students
SUBJECT: Directions from Mrs. Naegeli or post a
[\[Reply\]](#)

Here is the place we will be discussing , select

“Reply” when responding to something that has already been posted

Displaying Images (Nicenet II)

Images you put into a Microsoft Word document will not appear when you post your document on Nicenet. For an image to appear on Nicenet it must be hosted somewhere on the Internet. You must link to the picture in order for it to appear. Formatting the position and appearance of images in your documents is more difficult in an HTML environment and will require some practice. Having access to a photo editing program can be useful as well.

For pictures already on the Internet:

1. Click the Edit link for your Nicenet document
2. Place your insertion point at the location in your document where you would like the picture to appear
3. Copy and Paste this HTML code to that location, ``
4. On the internet find the image to which you wish to link
5. Right click on the image
6. Click on Properties
7. Select the Address URL and then right click to Copy
8. Place your insertion point between the quotation marks and Paste
9. Click on the Edit button at the bottom of the page to check the document

Link Sharing (Nicenet II)

The easiest way is to let Microsoft Word do it for you, then copy and paste the HTML code for the entire document. Sometimes you may need to do it manually.

1. To include a link in your document use the HTML snippet below:
`< a HREF="insert url here"> LINK NAME < /a>`
2. Copy and paste the snippet into your document
3. Paste the URL for your link between the quotation marks where it says above, "insert url here"
4. Change the words "LINK NAME" as shown above to the name of your link.
e.g. "YAHOO"

Here's an example: `< a HREF="http://www.nicenet.org"> NICENET < /a>` will display as [NICENET](http://www.nicenet.org)

5. To make the snippet work you will need to delete the spaces in front of 'a' and '/a>'

If I put no spaces you could not see the snippet itself. The browser displays the link instead of the snippet

5. Check that the snippet begins with a hyperLink tag `< a` and ends with `< /a>`
6. Did you close the spaces? Check that the URL is entered within the quotes "...."

Adding Documents (Nicenet II)

1. Create the document in Microsoft Word
2. Click File, Save, name it
3. Click File, Save As HTML to save as an HTML document in Word 97 Save as Web Page for Word 2000 or XP
4. Click View, HTML Source (In Microsoft Word 2000 you may need to close the document then open the file. Double clicking the saved icon will open it in Internet Explorer then View > Source)
5. Click Edit, Select All
6. Click Edit, Copy
7. Open Nicenet
8. Click Documents, Add Document
9. Enter a title
10. Right-click Paste into the document text box
11. Scroll down and click the Add Document button
12. If you need to edit the document go back to Microsoft Word, make your changes, then repeat the steps above, replacing the code you previously pasted with the new code, click Edit

