Manual for the myNetWorks environment (version 1.01)
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Note: myNetWorks is still subject to changes. We are trying to update this manual as soon as new functionalities have been implemented. However, it may happen that your manual diverges from the reality you find on the screen. If you are completely lost, please contact me directly via email.

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About myNetWorks
myNetWorks is an online learning community in Sustainable Development, Resource Management and Ecological Engineering. It provides access to resources, online courses and the informal knowledge of other professionals and experts in the area.
myNetWorks (v 1.0) was developed in the years 2002 and 2003 in a collaborative effort by The Network University (Amsterdam, The Netherlands) and by seecon gmbh and armadillo media gmbh (both located in Lucerne, Switzerland and representing the International Ecological Engineering Society). The development was financed by the Swiss Agency for Development and Cooperation SDC.

Basic concept of myNetWorks: the Spaces
All information available in myNetWorks is organized in analogy to a real building into five "Spaces":

This is something like a "lobby" of a school building. Here you find information about "myNetWorks, e.g. what membership of myNetWorks entails and how you can register. Registering as a member is essential. Without registering you can browse though superficial layers of the environment, but you will have restrict access to the deeper levels and functionalities.

Here is the place where you can enjoy a minimum amount of privacy. No other user (except for the administrator,of
course, can look at the information stored here. In the Personal Space, you can:

- Look at and edit your profile
- Directly access the courses you have subscribed to
- Directly access the discussion threads you have subscribed to

In the future you will also be able to collect your own resources and contacts information here.

Here you have access to a "library" of resources containing case studies, tools, articles, links, selected coursework from previous myNetWorks courses, and references. You are also very welcome to "submit resources" you find relevant to this online community. Here you can access "records" of chats you have missed, as well as present and past myNetWorks "newsletters".

Here you can contact other members of the myNetWorks community, exchange ideas, know more about other colleagues' and experts' experiences. The exchange can take place via discussion groups, chat rooms, and 1-to-1 instant messages. You can also know more about the interests and background of other community members and experts, reading their profiles, accessible via the Community Members list.

Here you will have access to various courses associated to Sustainable Development, Resource Management and Ecological Engineering. Look at the list of courses in this space. You can click on "course info" to find more information about a specific course. If you are already registered you can click on "enter the course" and you will be taken to that course specific area.

What exactly is a "member" of myNetWorks?

As a member you are entitled to do the following things:

- Read, write and add threads to all discussion groups not related to a specific course
- Subscribe or unsubscribe to threads in public discussion groups (the subscription means that you will receive emails informing about new posts on the subscribed thread)
- Use the public chatroom
- Use the instant messaging system (not yet in place, Nov. 3, 2003) to directly contact other members
- Read the list of community members and read their profiles
- Have access to your own Personal Space, where you can administer your own profile and access your list of courses and discussions
- Search the library and download material interesting for you
- Upload material you find relevant to the library
- Register for courses (however, courses are generally not free of costs)

The idea behind the concept of "membership" is, that in order to create a mutual trust, it is inevitable that every member lays open a minimum of personal information to all other members and provides a photo. In our view it is therefore essential that
you add a photo of yourself to your profile. The functionality that allows the photo submission is not yet working (Nov. 5, 2003).

**How to add your photo to your profile**

This functionality is not yet working (Nov. 7, 2003).

**How to look for other members and see who's online**

Go to the Exchange Space and click on "Community members". Anyone logged in is currently indicated by an asterisk (*) in before of her/his name.

**How to send an instant message to another member**

In the Exchange Space -> List of community members click on the asterisk in front of the person's name. A pop-up window will open where you can enter a message. If you click on send it is sent to the other person and appears on his/her screen.

**How to use the discussion groups**

Any member of myNetWorks can contribute to any discussion in the Exchange Space. You can:

- write messages to discussion threads of your choice
- create new threads in existing discussion groups
- subscribe or unsubscribe to certain threads

In addition to the public groups, there are discussion groups reserved to courses and workshops participants.

A typical discussion group looks like this:

<table>
<thead>
<tr>
<th>Ecological Engineering Issues</th>
<th>Last post</th>
<th>Msgs</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Welcome to this discussion group</td>
<td>Nov 5 2003 9:33</td>
<td>1</td>
</tr>
</tbody>
</table>

In a discussion group you see a list of threads with 5 columns listing information about them:

**Type:**

- : Announcement thread – only moderators can post to this thread
- : A so called "sticky" thread – The thread stays always on top of the list of threads, underneath the announcement thread(s)
- : A "normal" thread without any special features
Mail:

⚠️: If this sign appears before a thread, it means that you are subscribed to this thread. If anyone adds a new message to this thread, you will get an email notification, telling you that "someone has added a new message". You can unsubscribe by clicking on the symbol. This thread will also be listed in your Personal Space.

💡: If this sign appears before a thread, it means that you are not subscribed to this thread and will not get any email notification when someone posts a message to it.

Title:

+ indicates that the thread contains messages and is "collapsible" or "expandable".
- indicates that the thread is "expanded" and you can see all the messages posted on it. You can close the thread by clicking on the – ("minus") symbol which will be transformed into a „+“ ("plus") symbol.

Last post:

Shows you when the last message was sent to this thread

Msgs:

Shows you how many messages have been sent to this thread.

Posting new messages to a discussion thread

Go to the bottom of the thread, write your message into the text field box "Post a new message" and click on the button "post".

Creating new threads in a discussion group

At the bottom of each discussion group you will find the text field "Thread". Type the title you want to give the thread and click on the button "add".
How to use the chat room

There is a public chat room in the exchange space. It is open at any time and can also be used for ad hoc discussions. All other chat rooms are course or workshop related and only open to their registered participants.

The structure of the chatroom is rather straightforward:

- you can enter your messages in the text box "Your message" at the bottom, and send them by clicking on "send"
- all messages are displayed in the text field "Messages".
- once you have contributed to a discussion, you will be listed in the column "Members present"

If a new message comes in, it is announced by the sound of a bell. This may become important for chats stretching over long distance (geographically), because it may take some time before an answer appear on the screen. The sound can be switched off by clicking on:

All chats in the public chatroom are recorded, although only the administrator will have access to the records (except for chats recorded during scheduled events). Anyone who is found to abuse the chat room will be excluded from myNetWorks.

Which time in myNetWork corresponds to my local time?

All synchronous activities in myNetWorks are scheduled using Greenwich Mean Time (GMT) as standard. In the Exchange Space there is a "timezone converter" that allows you to find out how far your own timezone is away from GMT.
How to register for an online course

For non-members:
Please register as a member of myNetWorks first.

For members:
If a course/workshop is open for registration, you will find a note in the "News" section on the homepage of myNetWorks, like this one:

Course Registration now open:

- Register for *seecan - closing the loop in wastewater management and sanitation*
- Register for *Sustainable Building Practice - application of SBET (Sustainable Building Evaluation Tool)*

You can also go to the Courses Space, where you will find a list of courses available. Clicking on „Course Information“ you will find the important information concerning that course, such as learning objectives, pre-requisites, forms of payment. At the end of the page you will find a link to the registration form of that course.

If you click on the link to the registration form, you will be asked to answer questions about your motivation and related experience. Filling in this form is a pre-requisite for taking part in a course. Please answer the questions carefully, as they will help the course manager to focus the course on your needs.

<table>
<thead>
<tr>
<th>Course registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your motivation to join this course?</td>
</tr>
<tr>
<td>What is your educational and professional background?</td>
</tr>
<tr>
<td>What is your practical experience in the subject of this course?</td>
</tr>
<tr>
<td>What are your expectations towards this course?</td>
</tr>
<tr>
<td>How did you learn about this course?</td>
</tr>
<tr>
<td>Have you taken any previous online course? If so, which course and what was your experience?</td>
</tr>
</tbody>
</table>

This information will be sent to the Course Manager(s). You will then be informed about how to proceed to make the course fee payment. Your course manager will finalize your course registration as soon as s/he receives the proof of payment of the course fee. You will then have full access to that specific course area.