

Virtual Office Anytime, Anywhere

2006-2007

Employee Virtual Office – For Employees Only!

* **Note!** Virtual Office is a place where Employees and Students can go to access college resources from home or on campus. There are **TWO** different Virtual Office sites. **Employee Virtual Office** is for **Employees ONLY** and is not accessible to students. **Student Virtual Office** is accessible to **both students and employees** and is a place to share information, work in a team environment with students and so forth.

Signing into the Employee Virtual Office: *Employees sign into Student Virtual Office the same way.*

1. Go to the College home page. www.northlandcollege.edu
2. Hover over **MyNCTC/Virtual Office**
3. Click on **Employee Virtual Office**.
4. Log in using your **Novell log in** that you use on campus.

Username is: First 6 letters of your Last Name and the First 2 letters of your First Name

Password is: The same as on campus

The screenshot displays the Employee Virtual Office interface. At the top, there is a header with the text "Virtual Office" and "HOLLY DESCHENE" on the left, and "Logout Help" and a red "N" logo on the right. Below the header is a navigation bar with several icons. The main content area is divided into three columns. The left column contains a search bar and a list of "My Virtual Teams" and "Virtual Team Tasks". The middle column has a "Home" section with an "eGuide" search form, a "My Bookmarks" list, and a "Search" button. The right column contains a "virtual Office Company Info" section with a "Welcome to Employee Virtual Office" message and a description of the service. A large black bracket and arrow point to the "My Bookmarks" list, which includes links to "Assessment/Quality", "Calendar", "Common Course Outline", "Desire2Learn", "HR Forms", "Student Virtual Office", "Technology Training", and "Web Change Request Form". The text "Links to Intranet information" is written next to the arrow.

* **Please remember:** if you plan to use the *Virtual Team* feature with Students, you must sign into the *Student Virtual Office*.

**Enjoy the flexibility of working at home or on the road.
Enjoy the flexibility of access to your network
information anytime, anywhere from either campus.**

Virtual Office – Sign in Procedure for Students

Signing Into Virtual Office: ***** Student directions ***

1. Go to the College website – www.northlandcollege.edu
2. Hover over **MYNCTC/Virtual Office**
3. Click on **Student Virtual Office**
4. Log in with your User Name and Password.

User Name: First Name_Last Name
Password: 8-Digit Student ID Number

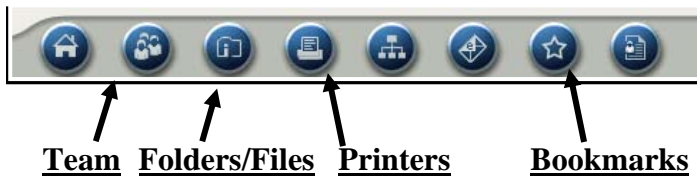
*** Employees sign in with your Novell Log in.**

* If there are two students with the same name, your username may include your middle initial.

For Example: **John_Doe**
 or
John_S_Doe


* Your Username is made up of the name that is on your registration.

Virtual Office Tool Bar:



In the Team area you can:

- Chat with other team members.
- Save or Print a conversation.
- Share a Team Calendar
- Create a Team Webpage
- Have a Team Discussion

 **Chat** is a “Virtual Team Only” feature. You need to be part of a team in order to use it.

The Folders Button allows you to:

- Gain access to your folder on the college network from anywhere you get internet service.
- Get access to Faculty Folders for assignments.
- Upload assignments to an instructor’s Inbox folder.

The Printer Button allows you to:

- Get access to install any classroom printers or public printers on the college campus.
- Each public/classroom printer is labeled by location and install with a program called IPrint.

The Mail Button is Only Available to Employees! – Students must use Netmail

- Employees can access their Employee Webmail Account.

The Bookmarks Button is where:

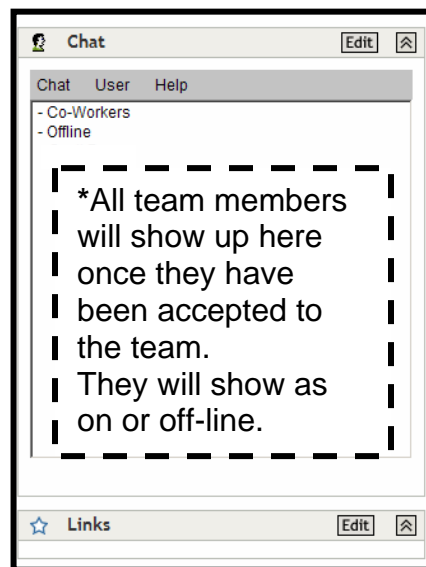
- You can bookmark or add favorite websites for future reference.
- This is a good place to save links to all those “Really Important Websites” your instructor told you about.

Virtual Office Teams – “Together Everyone Accomplishes More”

TEAMS allow you to collaborate with other members of your class, department, or workplace. Teams make working together easier.

Below is a list of the items you will find in the Team option of Virtual Office.

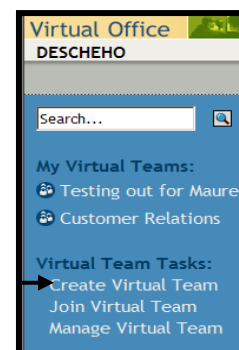
- **Discussion Board:** lets you share messages with other team members.
- **Chat:** lets you set up a virtual “chat” with team members. Chatting is when all members are connected at the same time and your messages that you type are received instantly by the other members and they can reply instantly. This would be a good feature to use to have a discussion outside of campus.
- **Files:** here you can share files between other members of a team. Instead of e-mailing them, you can just upload the files for other members to view.
- **Links:** store favorite web links for all team members to have access to. These links are available to team members from anywhere or any computer. All they have to do is log-in.
- **Team Calendar:** put important events on the calendar. For example, post the date of the next team chat.



Getting Started With Virtual Teams

📁 Creating a Team:

1. Bring up the College homepage. www.northlandcollege.edu
2. Hover over MYNCTC/Virtual Office
3. Click **Student Virtual Office**
4. Log in.
5. Click **Create Virtual Team**.
6. Type a Team Name and Description.
7. Click **Create!**



**** Note:** The person who creates the team is the “Owner” of the team.

Virtual Teams Continued...

Joining a Team:

1. **Log in** to Virtual Office. **Please Note!** *Sometimes it takes awhile for your team to show up for you.*
2. Click on **Join Virtual Team** on the left-side of the screen.
3. If the Team Owner approves your request, you will be added to the team. You must be approved!
4. You will need to **return** to **VO** and back to the **Manage Virtual Teams** area
5. Click on the team name in the **Virtual Team Inbox**.
6. Click the **Join** button next to it. This will get you into the team.

Managing a Virtual Team - Team Owners can:

1. Manage team membership – who is in, who is out
2. Manage the team calendar.
3. Manage and configure the services on the Virtual Team page.
4. Manage and maintain the team Web page.

Team Membership:
 Show team members
 Invite a user
 Approve a request
 Show team owners
 Show blocked users
 Show team properties
 Set notify preferences
 Delete this team

Setting Notification Preferences:


1. **Log in** to Virtual Office and **open the team “you” own.**
2. Click **Set Notify Preferences.**
3. **Check the check box** next to each notification **method you want to use.**
4. **Check the check box** next to each notification **method** you want to use as a **Default.**
5. Click **Save.**

Notify Preferences

<p>Set Notification Preferences</p> <p>Send me e-mail notification when:</p> <p><input checked="" type="checkbox"/> New Discussion Posts</p> <p><input type="checkbox"/> New Discussion Posts for threads I'm in</p> <p><input type="checkbox"/> Events are created</p> <p><input checked="" type="checkbox"/> Files are uploaded</p> <p>Send to: Holly.Deschene@northlandcollege.edu</p> <p style="text-align: right;">Save Reset</p>	<p>Virtual Team Defaults</p> <p>Set defaults for all members</p> <p><input type="checkbox"/> New Discussion Posts</p> <p><input type="checkbox"/> New Discussion Posts for threads I'm in</p> <p><input type="checkbox"/> Events are created</p> <p><input checked="" type="checkbox"/> Files are uploaded</p>
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Configuring File-Sharing Service:

1. **Log in** to Virtual Office.
2. Click on **Edit** in the Files section to change settings for files.
3. Click **OK.**

Files 

Delete Upload Create

Name in /	Size(KB)	Last Modified
Empty Directory		

Personalizations for: Files

Configure the settings to personalize the gadget. Press Descriptions for more information on each setting.

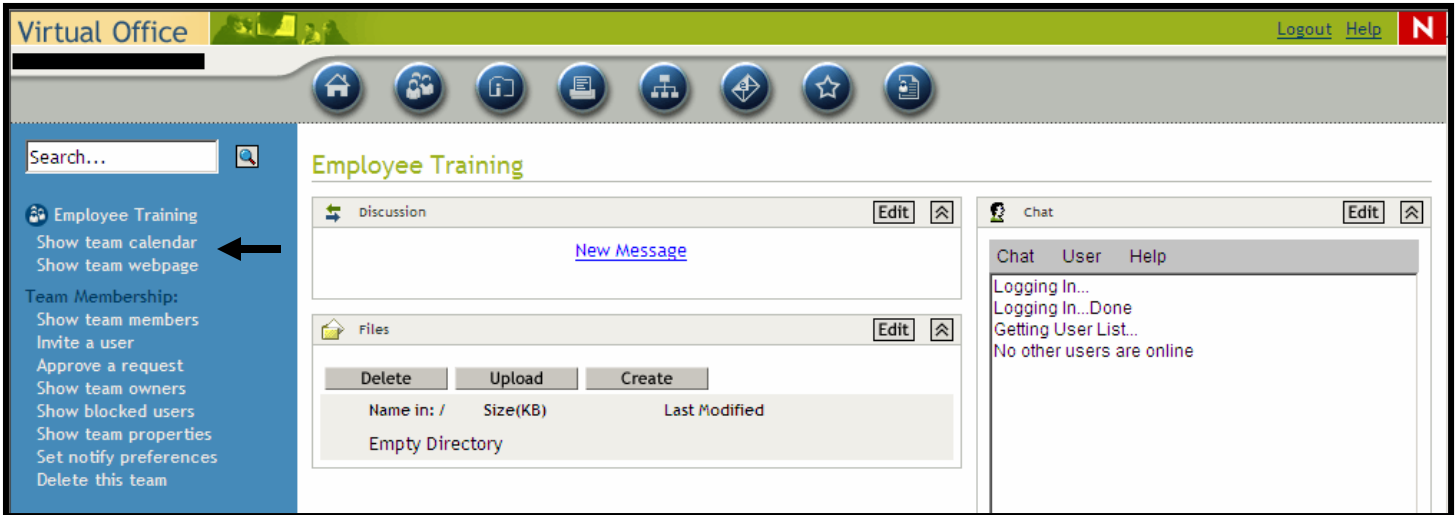
Configuration	Setting Value
Allow Members to Download files	<input checked="" type="checkbox"/> true <input type="checkbox"/> false
Allow Members to Upload files	<input type="checkbox"/> true <input checked="" type="checkbox"/> false
Allow Members to Delete files	<input type="checkbox"/> true <input checked="" type="checkbox"/> false
Allow Members to Create Directories	<input type="checkbox"/> true <input checked="" type="checkbox"/> false

OK Cancel All Settings Descriptions

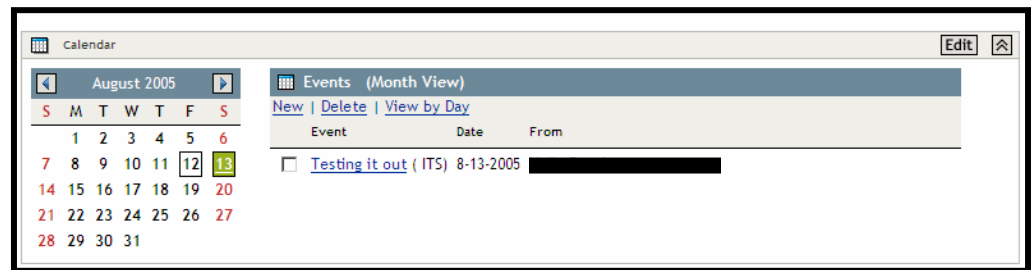
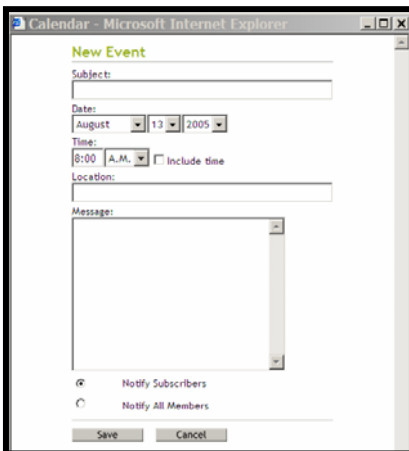
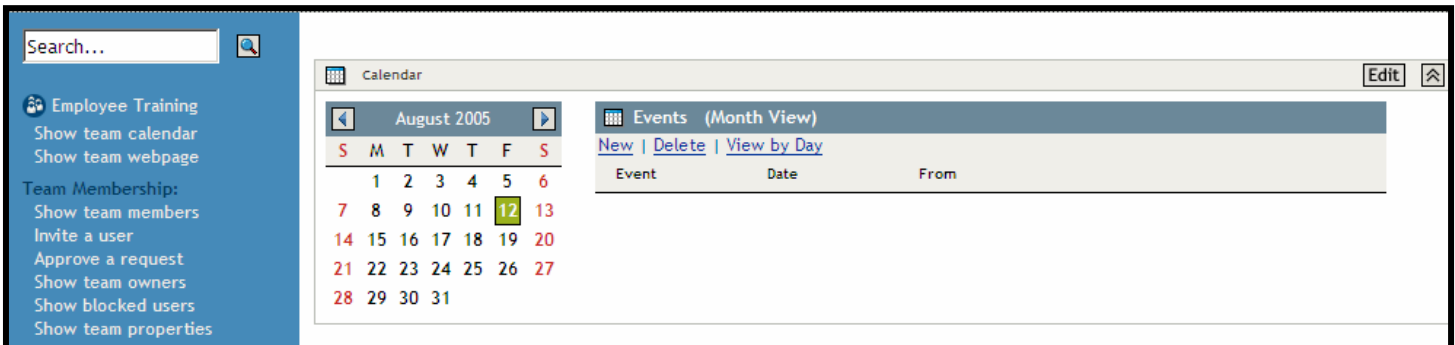
TEAM
 Together Everyone
 Accomplishes More!

Virtual Teams Continued... Accessing the Shared Calendar

1. Click on Show Team Calendar to the far Left of the virtual team screen.



2. Once you are in the team calendar, click on any day to view the events for the day.
3. Click on the New link in the Events screen to add a new event.
4. Fill in the subject and other important information and decide to send to all team members.
5. Click on Save!
6. Click on Create to add more events or Close to stop adding events.

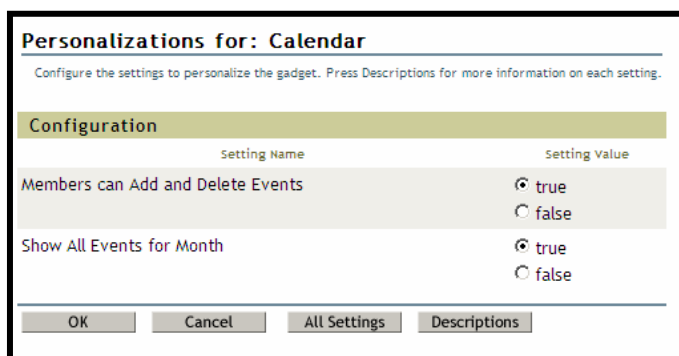
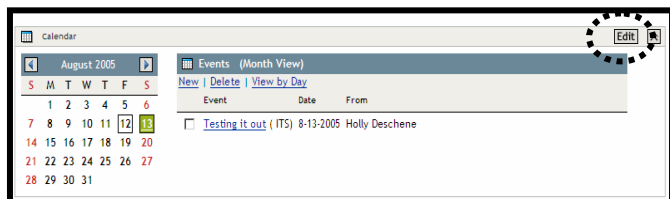


Newly created Event in Team Calendar

Shared Calendar Continued...

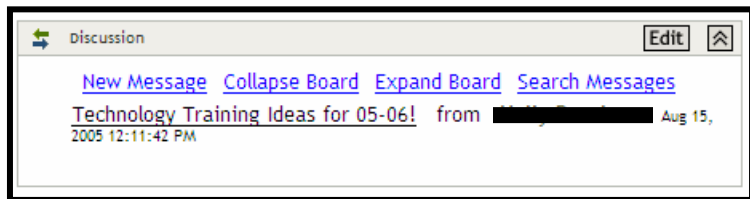
☞ Allowing team members to add events to the TEAM Calendar:

1. Log into **Virtual Office** – Please remember that to use this with students you must be logged into **Student Virtual Office**.
2. Click on the **Virtual Team** you want to add the event in the calendar for.
3. Click “**Show team calendar**” on the left side of the Virtual Office Team screen.
4. Click on the **Edit** button at the Top Right of the Team calendar window.
5. Set **Personalization** for the Calendar.

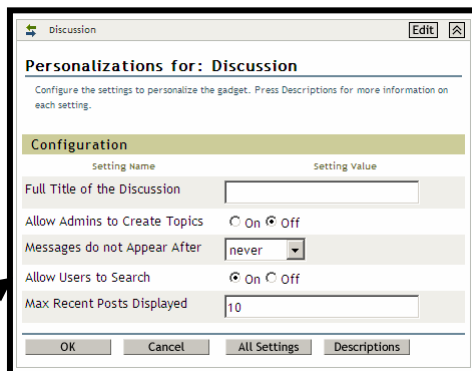


Virtual Office also has **Discussion** and **Chat** features as well. These features can aid in class discussions or if you are part of a college committee and need to get on line with the members for a chat or discussion.

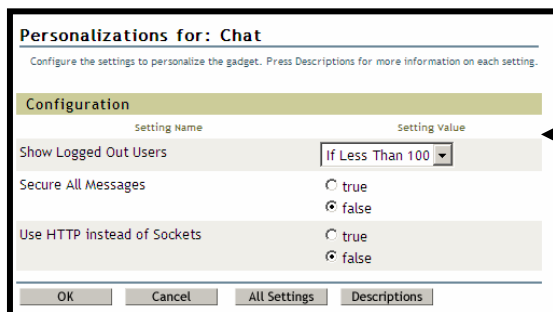
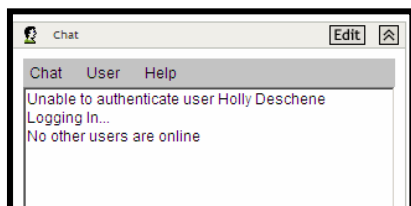
Discussion Screen Shots:



As the Owner of a Team you can set the restrictions for Discussions and Chat.



Chat Screen Shots:

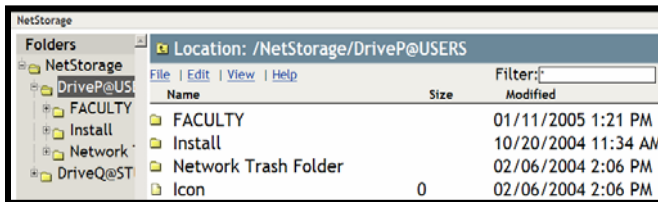


Team Owners can set up Chat options.

Virtual Office Faculty Folders – EGF ONLY!

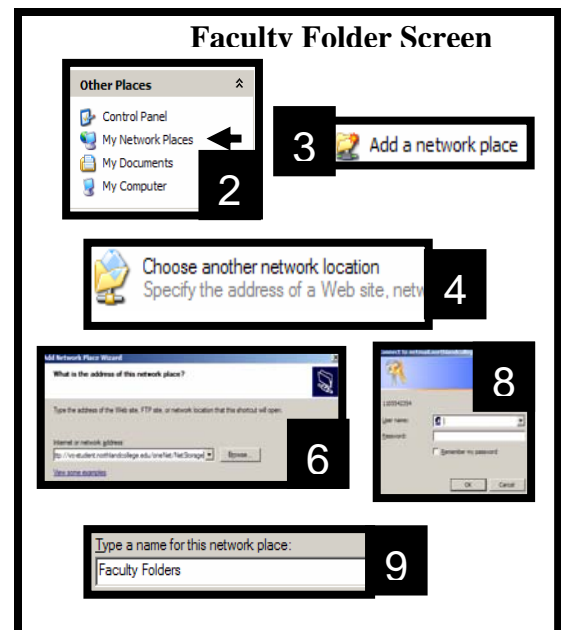
CHECKING FACULTY FOLDERS:

1. Click on the **Folders Button** on the Virtual Office Toolbar.
2. Click on **Drive P.**
3. **Navigate** to your instructors Folder.



CREATING A SHORTCUT TO FACULTY FOLDERS:

1. Click Start/Control Panel/Network Connection
2. Click on **My Network Places** on the Left-side of screen
3. Click **Add a Network Place**
4. Click **Next** then **Choose another Network Location**
5. Click **Next**
6. Type in:
<http://vo-student.northlandcollege.edu/oneNet/Netstorage>
(This address is CASE SENSITIVE)
7. Click **Next** then **Log in** as you do for the network.
8. Type a name for this Network Place. (Faculty Folder)
9. Click **Next**
10. **Remove check mark** from Open this network place when I click Finish.



MANAGING FILES IN VO FOLDERS

1. Navigate to the faculty folder and file you need.
2. Click on the **check box** in front of the file you wish to download.
3. Click **File**.
4. Click on the option you wish to perform for this file.

You can use this as a way to upload your files also.

***Please Note!** When needing to upload many files at one time, it is best to do it from the Faculty folder Shortcut.

