

## Antioch University Seattle Library FirstClass for Core Faculty & Adjunct Faculty

Conferences are like electronic bulletin boards, on which students and faculty may communicate with each other.\***Note: A conference is automatically created for each course that you teach, whether you are core or adjunct faculty.** To see your course conference, click on the **My Courses** icon on your FirstClass desktop. The name of the conference is the same as the name of the course (example: 30BAC3012.06M). You can post your syllabus in your course conference, as well as articles or other papers you want your students to read. When students register for your course, they are automatically subscribed to the course conference. They will see the conference when they open **My Courses** on their FirstClass desktop.

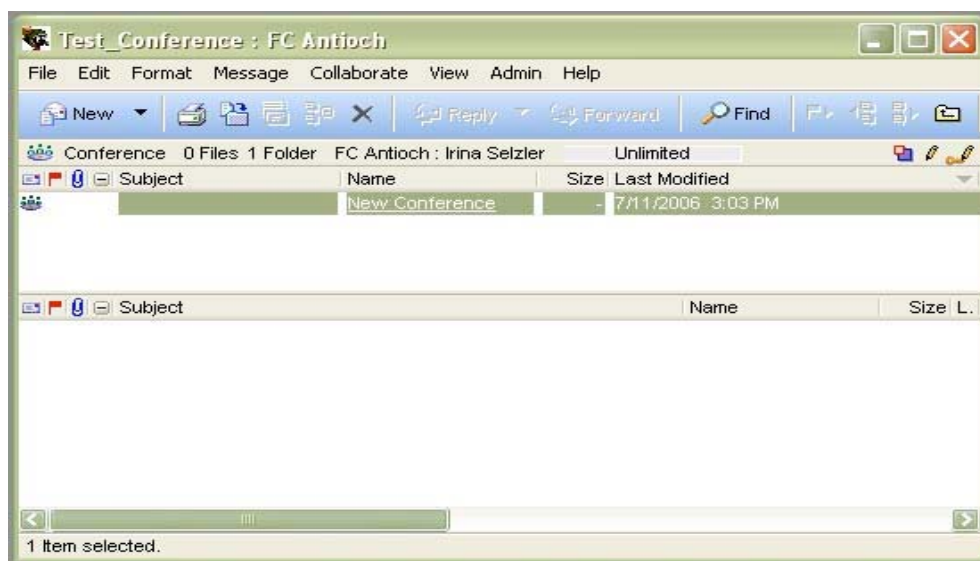
Within your course conference you can create sub-conferences devoted to special topics or group of students.

### To create a sub-conference within your course conference:

- 1) On your FirstClass desktop, double click on **My Courses**.
- 2) Double click on the class conference to open it.
- 3) Go to the **View** menu, drag down to **Split** and drag over to **Split Horizontal**.

Now your class conference is split into two halves: top and bottom (see illustration below).

- 4) To select the place where the new conference will be created, click anywhere on the top half.
- 5) Go to the **File** menu, drag down to **New** and select **New Conference**. You will see your sub-conference in the upper half of your course conference:



The next step is to give the conference a unique name, and make it accessible to the appropriate people (assign permissions).

### To name the conference:

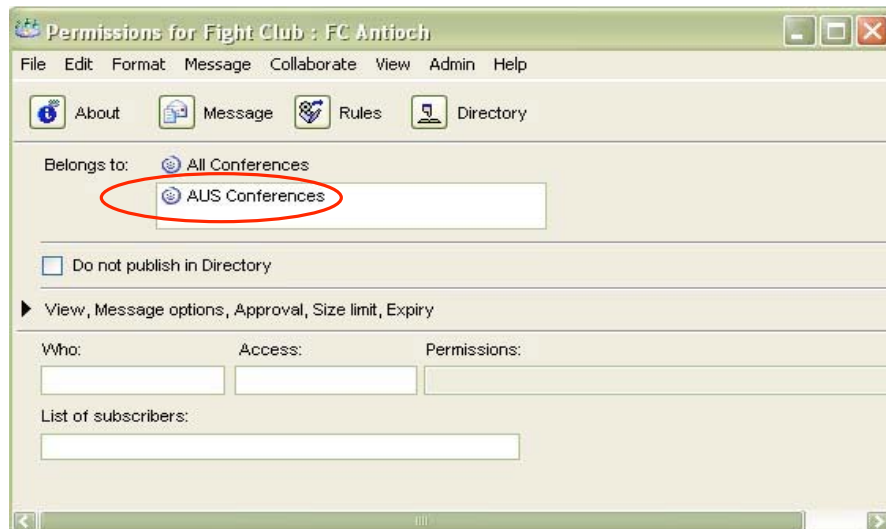
- 1) Highlight the new conference by clicking on it just once.
- 2) Go to the **File** menu and drag down to **Properties**.

- 3) The **“New conference info”** popup appears
- 4) In the **Name** field, assign your conference a name. The name of the conference must be unique and must not exceed 31 characters.
- 5) If you would like **to protect the conference** from being accidentally deleted, check the box for **“Protected”** (*optional*).
- 6) If you would like **to change the picture** of the conference, click on the picture in the in upper left hand corner (the one with the three people seating around a table). You will see a popup of all the available conference icons. Select the picture you want by clicking on it (*optional*).
- 7) Click **OK**. (See the illustration below.)



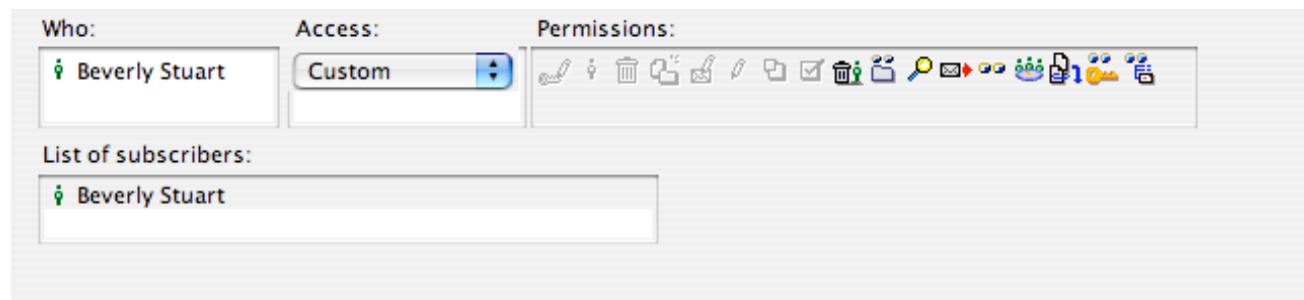
**To make the conference accessible:**

- 1) Go to the **Collaborate** menu and drag down to **Permissions**.
- 2) In the **“Belongs to”** field type: **AUS Conference**. Press **Enter**. (See illustration below.)
- 3) Close the **Permissions** window.



**Note 1:** If you want your sub-conference to not show in the FirstClass directory check the check box “Do not publish in Directory”. Keep in mind that if you check that box users that need to post to the conference will have to go directly to the conference and create a new message from there. They won’t be able to send a message from their mailboxes, because the name of the conference won’t appear in the “To:” field of their new message.

**Note2:** Everyone who has access to the course conference will have access to the sub-conference. To limit access to specific people, type in the name of each person in the **Who** box. You can create as many sub-conferences as you need. You can also limit the type of access your users have. For example, suppose you want your students to be able to post but not open other students’ documents. Next to the **Who** box you’ll see the **Access** drop down menu. Choose “Custom” from this menu and in the Permissions box, to the right of Access, you can select or deselect specific items. Mousing over an item before clicking will tell you what each one does.



**To post your course syllabus in the conference:**

- 1) Open the course conference.
- 2) Go to the **File** menu, and drag down to **upload**. Click on **upload**.
- 3) Navigate to the document you want to upload and double click on it. The document will be uploaded into the conference.

**Note:** You can post articles or other information you want your students to read.

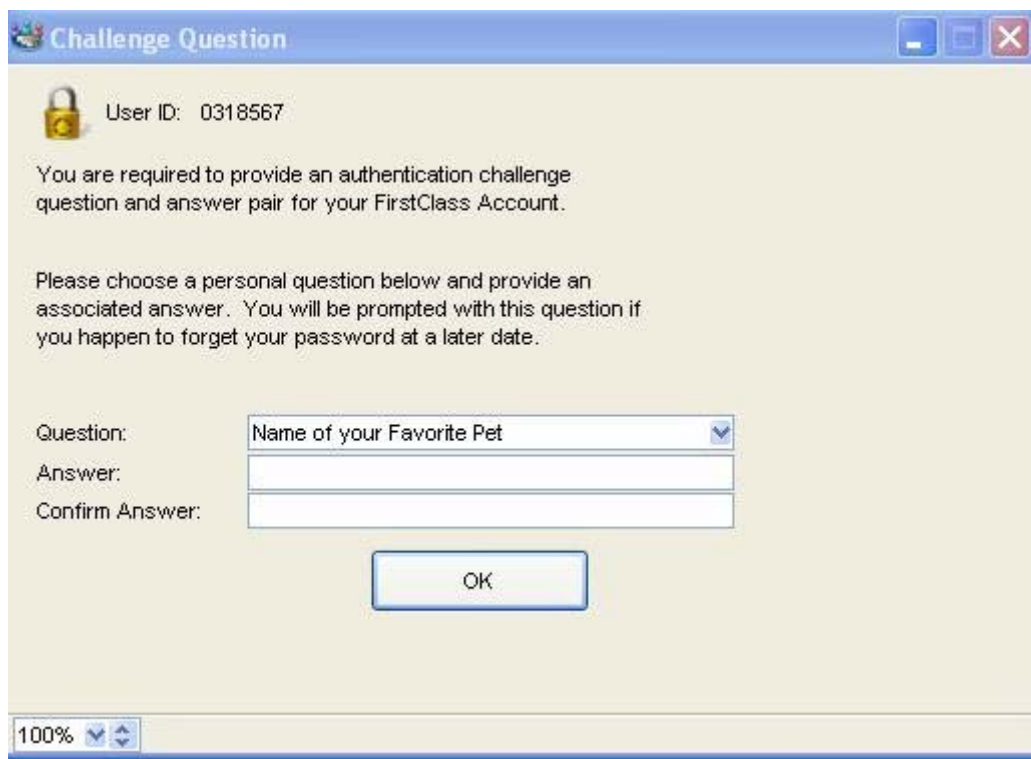
**To send a message to a conference:**

- 1) Open the conference
- 2) Go to **New**, then choose **New Message**. Your name appears in the “**From**” field, and the name of the conference appears in the “**To**” field.
- 3) Type a subject for the message in the “**Subject**” line.
- 4) Type the body of the message.
- 5) Choose **Send**.

## Resetting Passwords

If you forget your password you can reset it at any time. First you’ll need to log in to the link below:  
<http://fc.antioch.edu/cgi-bin/anepwchange/login.php>

All current FirstClass users will be asked to choose a “Challenge” question and an answer, next time they log into the FirstClass Client (see the picture below.)



Please choose an answer that is easy for you to remember.

All new users will provide their question and answer during the activation process.

For help with basic FirstClass features, contact the AUS Library at 206-268-4120 or [library@antiochseattle.edu](mailto:library@antiochseattle.edu).

For more help, please go to <http://helpdesk.antioch.edu> or email [helpdesk@antioch.edu](mailto:helpdesk@antioch.edu). The Help Desk is available 24/7 at 866-662-0056, toll free.