

Antioch University Seattle

FirstClass Conferences

What is a Conference?

The term conference is used to refer to a “public access” area of FirstClass. Conferences can be thought of as electronic bulletin boards, containing messages and documents you can browse and respond to. They are created by the FirstClass Administrator to foster discussion on particular topics. For example, each course at AUS has its own conference. Conferences are represented by icons, many of which appear as “folders.”

There are two types of conference- public and private.

Public conferences

- Public conferences may be accessed by all FirstClass users, including students, staff, faculty, and administrators.
- Anyone may post to a public conference, but you may only delete mail that you sent – you cannot delete anyone else’s post.
- Examples of public conferences include Official Announcements, the Lobby, and the Suggestion box.



- Public conferences may be accessed from your FirstClass desktop.

Private conferences

- Private conferences are restricted to specific users or groups.
- You may post to a private conference if you have access to it, but you may only delete mail that you sent – you cannot delete anyone else’s post.
- Examples of private conferences include course conferences, or conferences that staff may create in order to communicate about work issues with each other.
- Private conferences may be accessed from your FirstClass desktop .

Course conferences

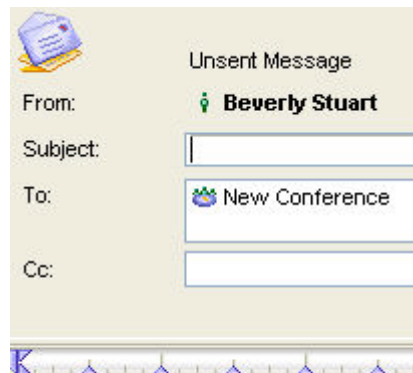
- Every course that is offered at AUS each semester has a FirstClass area (course conference) that has been created for it.
- Instructors use these course conferences in different ways. Some do not use them at all. Your instructor should let you know if he/she will be using the conference.
- Instructors may post a syllabus and/or other basic information in this location.
- All students in a course will automatically have access to the course conference, meaning you will be able to read and post to the conference.
- To find your course conference, double click on MyCourses on your FirstClass desktop, and then choose the conference for your course (if you have taken more than one course you will have a conference for each course.)



Sending Messages to Conferences

To send a message to a conference:

- Open the conference.
- Choose **Message > New Message**. A new blank message will appear, with your name in the “From” field and the name of the conference in the “To” field.
- Enter a subject for the message in the “Subject” field.
- Type the body of the message.
- Choose **Message > Send OR** press “Send” in the tool bar. Your message will be received by everyone who has access to this conference.
- You can also post a message to a conference from your own mailbox. Open a new message and type the name of the conference in the “To” field.



Replying to Messages in Conferences

Perhaps someone in your course has posted a comment and you wish to reply to it. You can send a reply to that person only, or you can reply so that everyone in the course can see your reply.

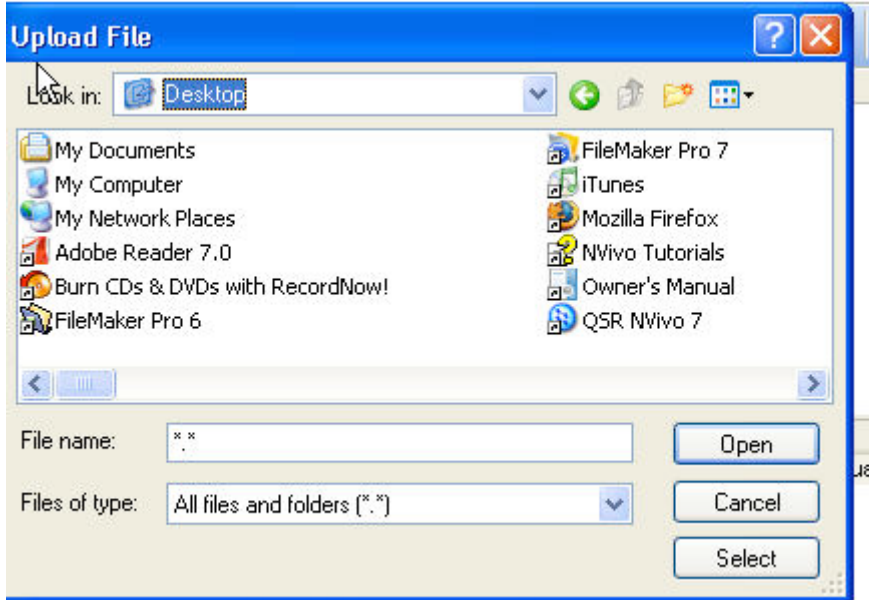
- To reply only to the sender of the message, choose **Message > Reply Special > Reply Sender**.
- To send a reply that all can see, from the menu choose **Message > Reply Special > Reply Conference**.
- Type the message as usual and send.

Sending Files to Conferences

You can send a file to a conference. For example, perhaps you have written a paper and you want everyone in your course to read it. There are two ways to do this: upload the file, or send it as an attachment. To upload the file:

- Open the conference.

- From the menu bar choose **File > Upload**. The Upload File dialogue box will open.



- Navigate to the file you wish to post. Select the file by clicking on it, then choose open, or select the file and double click on it.
- The file transfer dialogue box opens, just as if you were sending an attachment.
- When the file has been uploaded to the conference, you will see the file in the message list of the conference.

| Subject | | | | Name | Size | Last Modified |
|---------------|--|--|--|-----------------------|------|---------------|
| Uploaded File | | | | Library procedures... | 58K | 8/25/2006 5 |
| test | | | | Beverly Stuart | 2K | 8/25/2006 5 |

To send the file as an attachment:

- Open the conference.
- Start a new message (see **Sending Messages to Conferences**, above).
- Choose **File > Attach** or click on the paper clip icon. The Upload File dialogue box opens.
- Navigate to the file you wish to post. Select the file by clicking on it, then choose open, or select the file and double click on it.
- The file transfer dialogue box opens. When the file transfer is complete, the file appears in the **Attachments** section of the message.
- When you are ready, press **Send**.

Opening Files in a Conference

- Your instructor may post the course syllabus to your course conference. There are two ways to open the syllabus (or any other file uploaded to the conference).
- **Double click** on the file from the message list to open it. You can save it to disk and print it also. **OR**

- **Select** the file, and go to **File > Open > Open selected**. Proceed as above.
- If the file was sent as an attachment, open the message to which the file is attached (in the list of messages, you will see the paper clip icon next to the message, which indicates that the message has an attachment).
- **Double click** on the attachment to open it. You can save it to disk and print it also.

More Help

- For more help with FirstClass, see the tutorial located on the FirstClass Help Desk. You can find this on your FirstClass desktop.



- For help with basic FirstClass features, contact the AUS Library at 206-268-4120, or via email, library@antiochseattle.edu.
- For more in-depth help, email the Help Desk, helpdesk@antioch.edu or call 866-662-0056, toll free. Help Desk staff are available 24/7.