

Neptun Meet Street (NMS social space)

Student Guide

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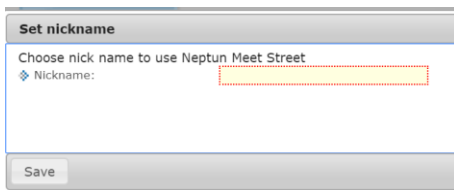
1. Introduction

With the NMS social space, Neptun provides students and teachers a possibility to communicate and share documents with each other regarding their courses with the use of virtual spaces.



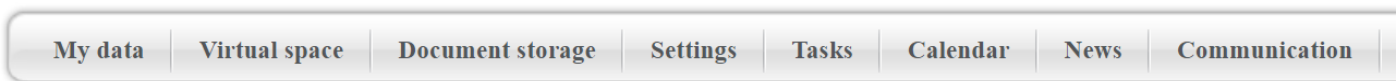
You can log into NMS with the button located in the header.

You will have to provide a nickname the first time you log in. You can change your nickname under My data - Settings - Nickname.



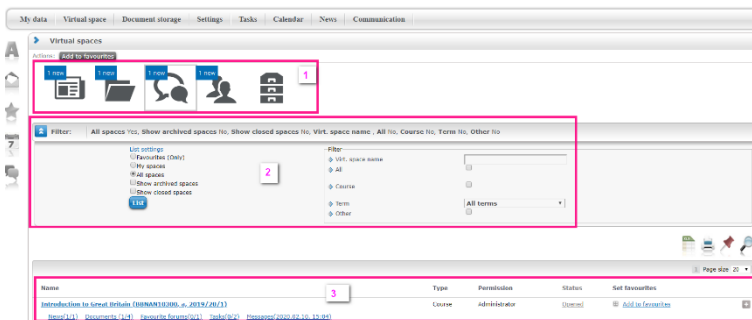
2. Virtual space

Virtual space is an online space within the Neptun program where teachers and students can share their opinions regarding their courses in the semester, create forums, comment on existing forums, upload documents, write blog entries, news, and messages regarding given topics, create voting platforms and registration lists, and submit tasks required during the semester.



In the Virtual space menu item, users can view the Course related virtual spaces and access the functions in connection with all virtual spaces.

After you choose the Virtual space menu item, you will be greeted by the following screen.



The top part (part 1) provides information about news. In the screenshot, the pictograms indicate “1 new news, 1 new document, 1 new forum and 1 new member.”

The middle part (part 2) can be used to customize the virtual spaces listed below. Use the Filter: button in the top left corner to hide/unhide the filter panel.

My spaces: All virtual spaces are displayed in which you are a member, regardless of privileges.

All spaces: Displays all own (both private and public) and all public virtual spaces.


By default, course related virtual spaces are not public (private), so it can happen that you will see only your own spaces here (spaces where you are a member). Public spaces are also displayed even if you have no privileges, i.e. spaces where you are not a member. Private spaces are not listed here, only if they are your own.

Favorites (Only): Displays only the virtual spaces that you have added to your favorites.

Show archived spaces: checking the box displays archived spaces as well.

Show closed spaces: checking the box displays closed spaces as well.

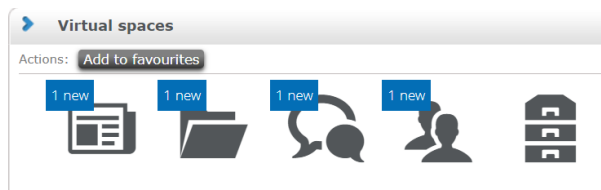
You can use the tools on the right side to fine tune the filter for the semester or search for a word or a combination of letters in the name of a space.

The bottom part (part ) displays the list of virtual spaces filtered with the use of the filter.

2.1. News icons

The top part of the Virtual spaces menu item displays some icons that symbolize the various item types used. The top left corners of the icons indicate the number of new items that have been added to the spaces in which you are a member since you last logged in. The last icon lists the total number of new items.

You can view all the new items in the given type of virtual space (or, for students, for the current semester) by clicking on any of the icons.




2.2. Course type virtual spaces

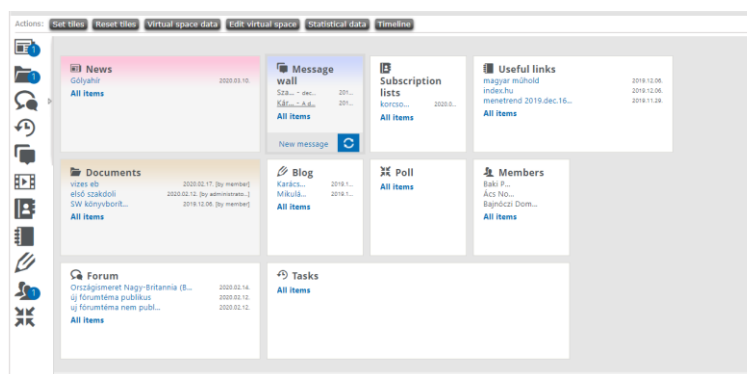
Students and teachers can use the virtual spaces for the courses to share the information and documents pertaining to the current semester and applicable to the given course. The virtual space is created when the course is announced. The format of Course type virtual spaces is Subject name (Subject code, Course code, Semester). By default, the Administrator is the teacher for the course. When students register for a course, they are automatically added as members to the virtual space for the course, and are removed from the virtual space if they drop the course.

You can enter the selected virtual space by clicking on its name.

2.3. Items in the virtual space

- News
- Forum
- Documents
- E-Learning materials
- Subscription lists
- Tasks
- Useful links
- Blog
- Messages wall
- Members
- Poll

Use the  button in the virtual space to customize the appearance of the space. You can change the appearance of the items at any time.



A double-headed arrow appears when you hover the mouse over the item name in an item/panel header. Click and drag the item with the left mouse button to move it to the location of another item.

Click on “All items” to view the given panel in full screen mode.

The  icon in the top right corner of the page returns you to the previous page.

2.4. Visibility of communication in the virtual space

A virtual space can be either Public or Private.

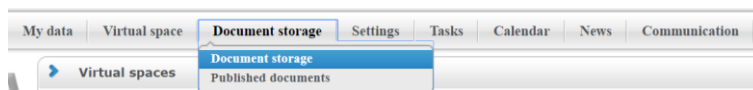
The contents of a Public space’s items can be viewed by anybody and not just its members; however, only members (News), members and guests (Forum topic, which also depends on the topic’s settings), or the persons

with the appropriate privileges for the item can react to a specific individual item. **By default, course type spaces are created as Private.**

Private spaces are visible to members only.

3. Document storage

This page shows the documents uploaded to the user's **own** Document storage, where the users can view and edit document data, upload new documents, and delete documents.



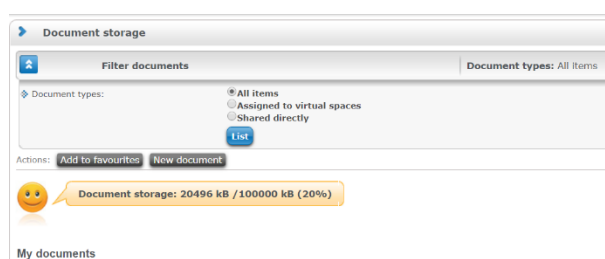
Contrary to the usual usage of the term, in NMS the word document refers not to just a single file, but also to folders that may contain a number of files!

3.1. Requirements

A requirement for uploading a document is that the institution define and set the storage space available to the student. By default, the institution setting for students is 100 MB, i.e. 102400 kB.

By clicking on the Document storage menu item, you can see your available storage space. (This includes the documents added to Tasks, though these are displayed at the given Task and not on this page.)

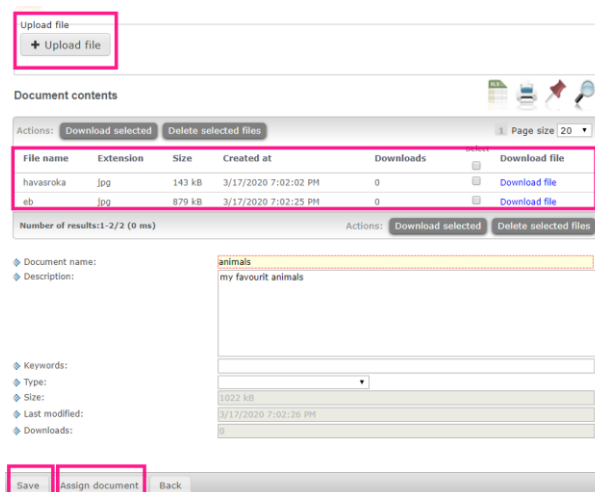
A document can be assigned to any number of virtual spaces and comments, and this does not affect the storage space available to the user.



3.2. Add a document to your own Document storage

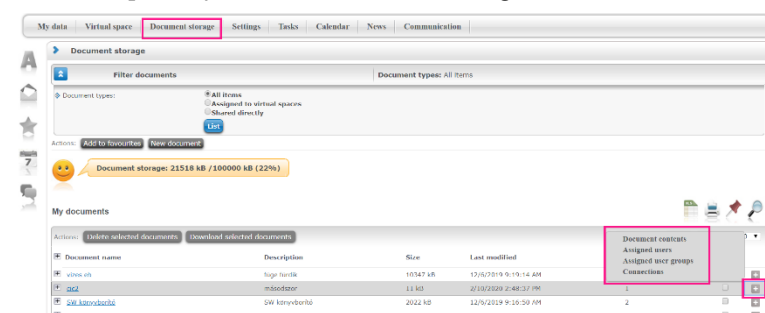
You can upload a new document with the **New document** button in the Document storage menu item.

In the pop-up window, use the **+ Upload file** button to select (one by one) the files to be uploaded to the document (folder). Enter the name of the document in the *Document name* text box. In the *Description* text box, you can specify the contents of the files in the documents. Press **Save** after uploading each file, then press **Assign document** when you are finished.



By clicking on the **+** symbol at the end of the row under *My documents* in the Document storage menu item, a menu is displayed that shows the *Document contents* (i.e. the files in the Document), the *Assigned users and Assigned user group* (the persons who can access the given document), and *Connections* (the virtual spaces or forum comments that the document is assigned to).

Use the *Upload file* button after selecting the name of the document to add new files to the document. If the document has already been assigned to the virtual space, the new file added to the document will also appear in the virtual space.

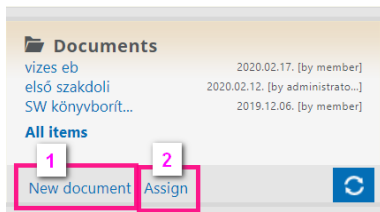


You can assign the documents in your Document storage to virtual spaces after they have been uploaded by using the *Connections* sub-menu item in the menu that opens when you click the **+** sign at the end of the document row, if members are allowed to add documents to the given virtual

space.

3.3. Add a new document to a virtual space

If the **administrator** has allowed members to add documents to the given space, you can upload new documents (folders) previously not uploaded to NSM documents by using the **1 New document** button at the bottom of the Documents panel in the appropriate virtual space. The document thus created is immediately linked to the virtual space where you started the action, and it also appears in your Document storage.



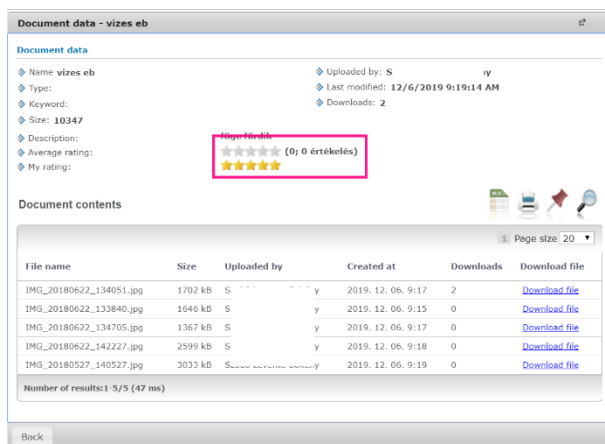
You can use the **Assign 2** button to select documents already created in your own Document storage.

If members aren't allowed to attach documents to the space, these buttons aren't displayed at the bottom of the panel.

Setting the virtual space's Documents panel to full screen allows you to view all the documents assigned to the space (by clicking on **All items**). You can also add files to (your own) documents with the **Upload file** button that becomes available by clicking on the **Edit** menu after using the **+** symbol at the end of the documents row.

3.4. Rating documents

After opening a document in a virtual space, the members of the space can use the **My rating** function to rate the document using a five-point scale. Evaluators can change their rating at any time, but the rating provided by one member will be taken into account only once, at the value it was last given. The **Average rating** field displays the number of persons who have rated the document and the average of their rating.



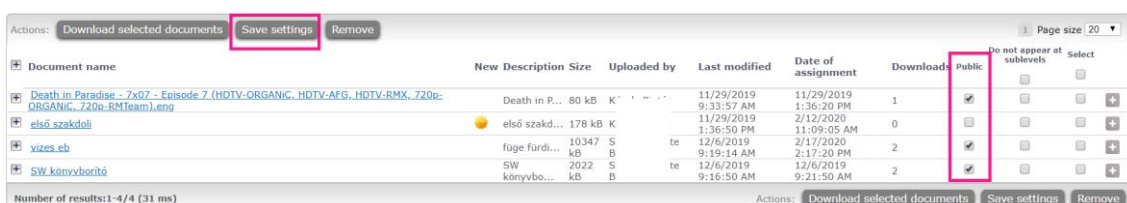
3.5. Editing a document assigned to a virtual space

The **Edit** function is available in full screen mode, in the Documents panel menu accessed by clicking the **+** symbol at the end of the given document's row on the function is active only for your **own** documents that you have uploaded. By clicking on **Edit**, you can change the Document name, Description, Type, and Document contents, and you can download, remove, or add new files in the document.

3.6. The visibility of a document assigned to a virtual space

The **Public** column is displayed in the list of documents when viewing the virtual space's Documents panel in full screen mode. The check box in the column indicates whether the file is visible to everyone (including guests, if the space is also Public) or to members only. In the case of private spaces, whether the document is public or not is of no consequence, as the members of the space will be able to see it regardless of the setting, though it will not be visible to guests.

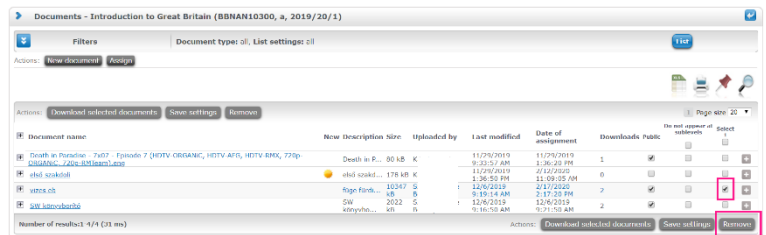
Save the changes to the check boxes by clicking on the **Save settings** button. The **administrator** of the given virtual space can change the visibility of the document. Members can change the visibility of the documents they have uploaded.



3.7. Removing documents from the virtual space

Administrators can delete all documents uploaded to the virtual space, while members can delete only the documents they have uploaded themselves. Removed documents are not physically deleted but are merely removed from being assigned to the given virtual space; these documents are still found in the uploader's own Document storage.

In the list of the given virtual space's documents, select the document you wish to remove and click the *Remove* button to remove its assignment to the virtual space in question.



3.8. Deleting documents from Document storage

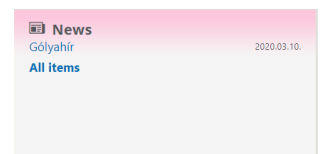
Use the **Delete selected documents** button to delete the documents with checked boxes in the *Select* column under Document storage. Deleting a document makes it inaccessible from all virtual spaces and forum comments where the documents had previously been assigned.

3.9. Published documents

The Document storage - Published documents menu item displays the documents to which the user has been assigned by another user in his or her own Document storage; it also displays the documents of the virtual spaces in which the user is a member.

4. News

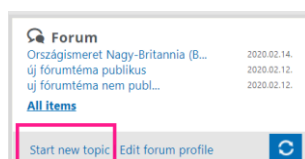
Only the administrator (by default, the course teacher) can add news to a course's virtual space. By clicking on **All items** in the News panel, you can view the News titles in the displayed list. You can then click on the title of the given news item to view and read the entire News item.



Members can comment on News with the use of the *New comment* button at the bottom of the News. Commenters can edit and delete their own comments.

5. Forum

By default, a forum topic is created for the course of each virtual space, the name of which contains the subject name, the semester, and the course code.



You can use the *Edit forum profile* button at the bottom of the Forum panel to edit the forum datasheet, upload a profile picture, etc.

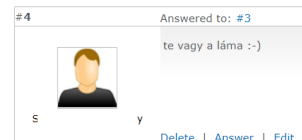
Both students and teachers also use the *Start new topic* button to start a new forum topic.

Setting the panel to full screen (by clicking on **All items**) displays all forum topics. The virtual space's administrator can change or delete the forum. Deleted topics are not visible to members. Administrators can also restore deleted forum topics.

Clicking on the name of the forum topic takes you to the Forum posts window, which displays all of the comments made in the topic. You can add a new comment to the topic by clicking on the **New comment** button. Within a comment, use the **Answer** button to react to an existing comment.

The space's administrator can delete undesired comments and can restore deleted comments.

Members can edit or delete the text of their comments **until** another comment is added to the forum topic. Deleted comments are irrecoverably removed from the site.



Documents can also be added to comments.

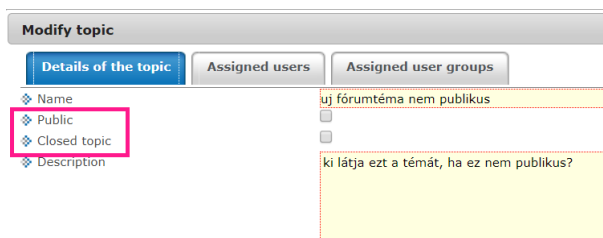
5.1. Forum – Modify topic

Only users with administrator privileges (the user who created the topic) for the **topic** and the user administrator privileges for the virtual space may modify the virtual space's forum topic. If the virtual space's administrator modifies the forum topic, the user who created the topic will no longer have the privileges for modification, and only the virtual space's administrator will be able to modify it from then on.



5.2. Forum – Close topic

If the forum topic is closed by the administrator or the creator of the topic with the use of the *Closed topic* checkbox, comments can no longer be added to the topic. The administrator or the creator of the topic may undo the closure with the *Modify topic* function (display the *Forum* panel in full-screen mode and click the *Edit* button at the end of the given row).



5.3. Forum - Public checkbox

The Forum topic can be set to be either Public or not.

If the forum topic is Public, the members of the virtual space in question can see it and add comments even if nobody adds them as members to the forum topic.

If the forum topic is set as private, it will be visible only to the members assigned to the topic. Users who have not been added to the topic will not see the topic even if they are members of the virtual space. (All forum topics are visible to the virtual space's administrator (course teacher).)

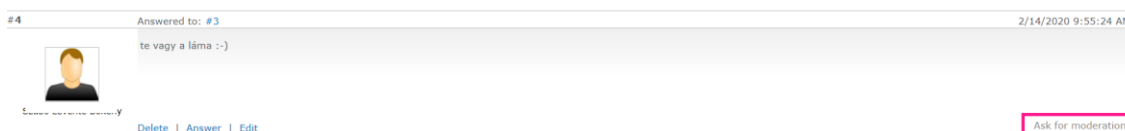
The Public setting of the Forum topic is separate from whether the virtual space is set to Public. If you add a student or teacher to the forum topic who is not a member of the (Private) virtual space (course), the forum topic will not be visible to him/her.

5.4. Forum – Assigned users tab

Use this tab to add or remove users (teachers and students) to and from the forum topic.

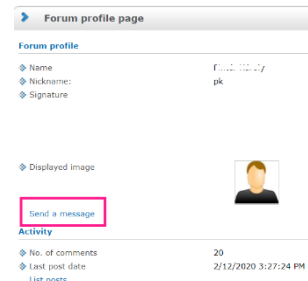
5.5. Forum - Moderation requests

Users can submit a moderation request regarding comments with the *Ask for moderation* function. The administrator (teacher) of the given virtual space can decide on the moderation request.



5.6. Forum profile page

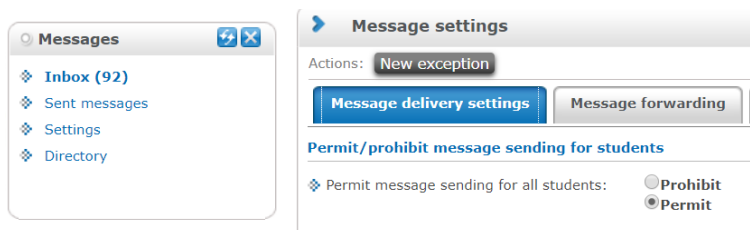
Clicking on the name of the commenter next to the comment displays the user's profile, which displays his/her data, lists his/her comments, and allows you to send a direct message with the *Send a new message* link.



Messages thus sent can be found under *Sent messages* in the *Messages* panel. Similarly to all other messages, the addressee will find the message in his/her *Inbox*.



The receiving of messages can be set in the *Messages* panel – *Settings* menu item.

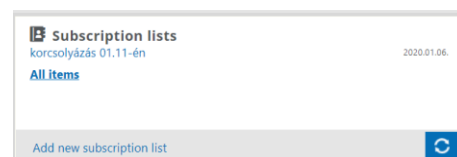


6. E-learning materials


If the teacher uses SCORM-compatible e-learning materials in the given virtual space, they will be displayed in the space's E-learning materials panel.

7. Subscription lists

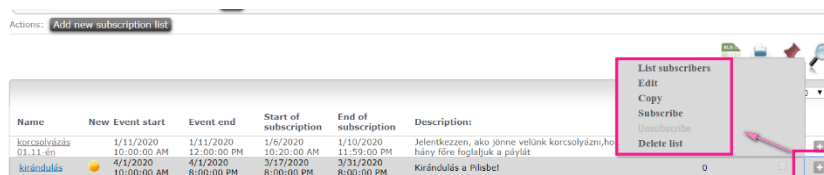
Subscription lists are used to organize programs for the members of the virtual space, such as study circles, consultations, course field trips, etc.



Members and administrators of the virtual space can create Subscription lists by clicking on the *Add new subscription list* button on the Subscription lists panel. If the virtual space is private, the subscription list is accessible only to members of the virtual space; if the space is public, the list will be accessible and available for use to everyone who can access the virtual space (guests).

By setting the Subscription list panel to full screen (with the *All items* button), you can access the *Subscribe*, *Unsubscribe*, *Edit*, *Copy*, *List subscribers*, and *Delete list* functions by clicking on the  symbol at

the end of the subscription list row.



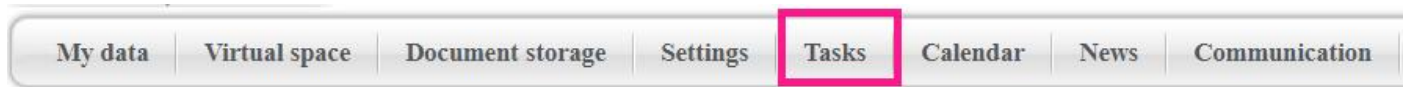
8. Tasks

This function adds to the Mid-term tasks displayed in the Education System part and assigned to courses, and allows teachers to upload documents to the given task or part task. It also allows students to upload their assignments via the NMS.

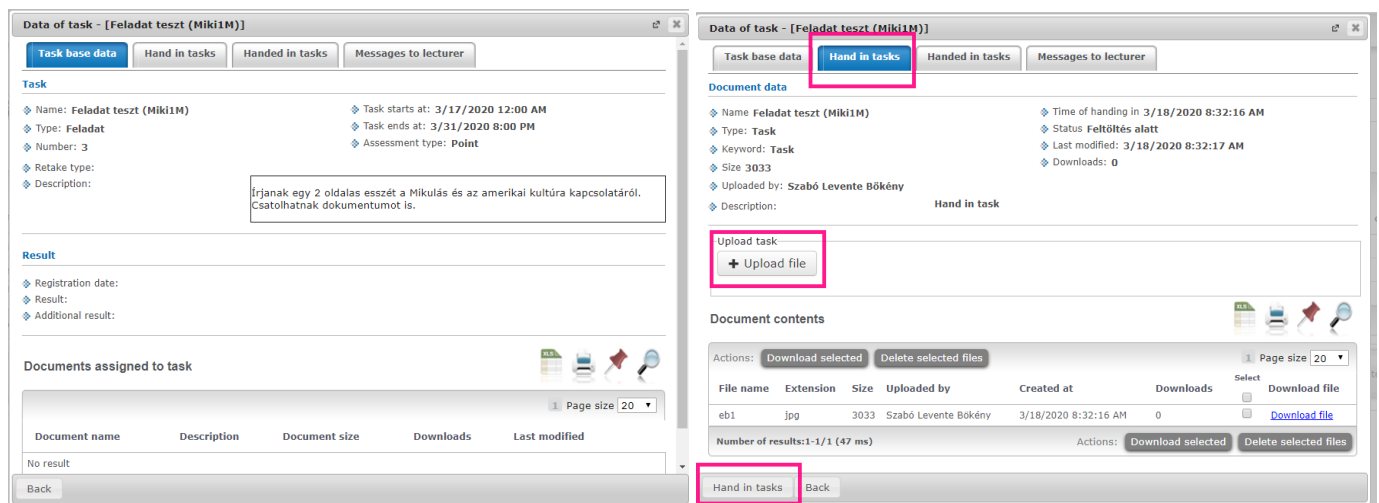
8.1. HWEB – Tasks

The HWEB student interface also contains a Tasks panel which can be used to access the tasks in the given space.

In the main menu, mid-term tasks can be listed in the Tasks menu item regardless of the virtual space.



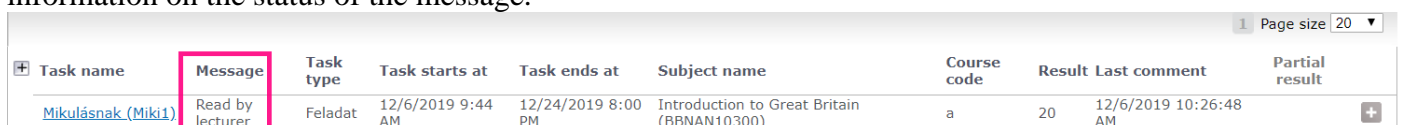
Clicking on the given task displays the Description, Task end at, Assessment type, and Result information on the Task base data tab.



You can upload files on the Hand in tasks tab. After uploading a file, you can hand in a task by clicking on the *Hand in tasks* button.

The Handed in tasks tab displays tasks already handed in. Tasks can be handed in more than once.

Use the Messages to lecturer to send a message to the teacher and read replies. The task list window provides information on the status of the message.



The screenshot shows a table with columns: Task name, Message, Task type, Task starts at, Task ends at, Subject name, Course code, Result, Last comment, and Partial result. The 'Message' column is highlighted with a pink box. The table contains one row for the task 'Mikulásnak (Miki1)'. The 'Message' cell contains the text 'Read by lecturer'.

Task name	Message	Task type	Task starts at	Task ends at	Subject name	Course code	Result	Last comment	Partial result
Mikulásnak (Miki1)	Read by lecturer	Feladat	12/6/2019 9:44 AM	12/24/2019 8:00 PM	Introduction to Great Britain (BBNAN10300)	a	20	12/6/2019 10:26:48 AM	

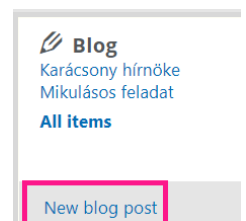
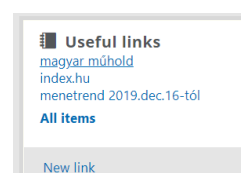
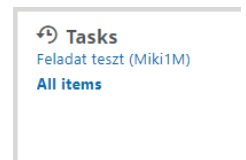
9. Useful links

This panel allows both administrators and members to save links related to the virtual space.

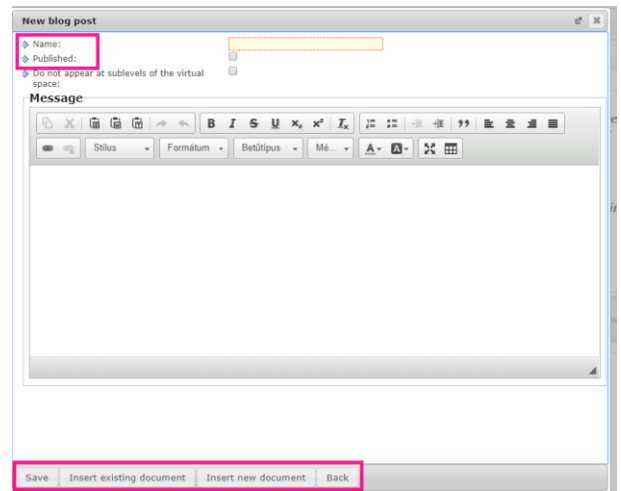
10. Blog

Blog entries can be saved in connection with the virtual space. (Each virtual space has only one blog and blog topic, where members can add their comments.)

You can create new blog entries with the [New blog post](#) button on the Blog panel or by using the *All items* button to set the window to full screen and clicking on the [New blog post](#) button.



The *Name* and *Message* fields are required; the others are optional. Documents can also be uploaded to the blog entry; they will be displayed as links in the *Message* field. The blog entry is recorded by clicking on the *Save* button. Both members and administrators can create blog entries related to virtual spaces. Until the blog entry is published (by checking the *Published* checkbox or when making changes), only the creator will see the entry and will have the privileges to amend and publish it.



The user who created the blog entry can modify the blog entry; the creator and the administrator of the virtual space can delete an entry.

You can read the entire entry by setting the Blog panel to full screen (by clicking on the *All items* button on the panel) and clicking on the title of the given entry.

You can add a comment to the entry and read previous comments at the bottom of the page.


11. Message wall

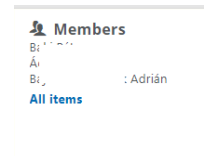
You can record entries regarding the virtual space on the Message wall item. Create a new message for members of the virtual space by clicking on the *New message* button on the Message wall panel. The writer of the entry will see the *Modify* button when viewing the window in full screen mode (by clicking on *All items* on the panel). Only the virtual space's administrator (teacher) can delete the message.

Contrary to News items, replies and comments cannot be made to Messages. However, (similarly to News), both the administrator and members of the virtual space can write messages.



12. Members

Viewing the Members panel in full screen mode (after clicking on *All items* in the panel), displays all users assigned to the virtual space. This window shows the member's name, nickname, and membership type. The  icon indicates members who are currently logged on. If the member of a virtual space is logged on in the system, the icon is green; otherwise, it is grey (depending on the Institution's settings).



You can send a Neptun message by clicking on *Send message* in the sub-menu accessible by clicking on the + sign at the end of the member row, if the given member has enabled the receipt of messages from students. (Teachers are able to send messages regardless of this setting.)

12.1. Leaving and entering the virtual space

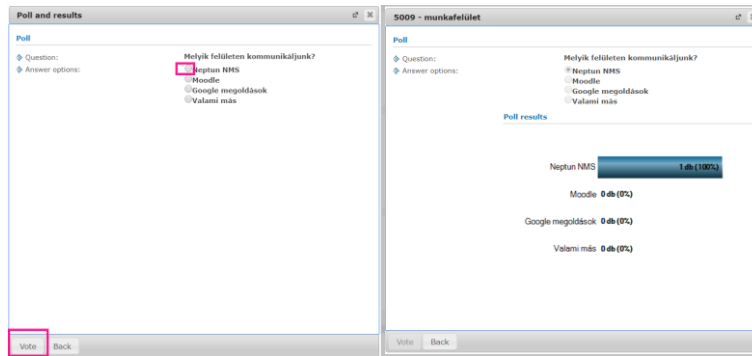
Members cannot voluntarily leave Course type virtual spaces. Only the space's administrator can delete members from and add new members to the virtual space. The deletion of a student from the course's virtual space does not remove the student from the course! If the administrator adds a member to a course type virtual space who is not a student taking the given course, the member will not become a student of the given course by entering the virtual space.

However, members may not be added to the NMS's initial introductory section, meaning it contains only the course's students and teachers.

13. Poll

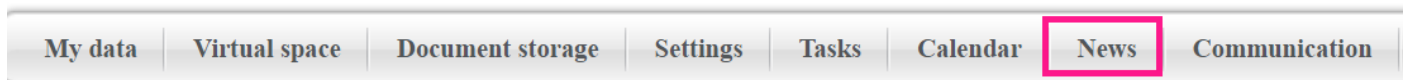
The Poll panel provides access to the polls created by the virtual space's administrators. All members may vote only once, and votes may not be modified after submission.





14. News

The point of the News menu item in the main menu is to allow students to view news regardless of their virtual spaces. News pertaining to *Closed* or *Archived* spaces will also be displayed while the news is within its validity period.



15. Communication

The Communications menu item is the aggregated interface used to displays the NMS module's Forum, Blog, and Poll items.