

## **AQUA-TNET Website HELP Guide**

**November 2006**

**If you have any problems using the website please feel free to contact Marieke Reuver, [marieke@aquatt.ie](mailto:marieke@aquatt.ie)**

### **Introduction to the Website**

The AQUA-TNET website is one of the services that AQUA-TNET, the multidisciplinary Thematic Network for Aquaculture, Fisheries and Aquatic Resource Management, provides. Over the duration of the network it is hoped to continually develop the website to offer resources and information about the network, its organisations and individuals as well as information on the activities of the network. In addition, a range of resources will be added over the course of the project in order to offer services to the AQUA-TNET members. Finally the website will also be the mechanism upon which many of the deliverables of the network are managed via online submissions of data from partner organisations.

We are asking all "Contact Persons" of the network to update their personal and institutional data and by the 17th November, as a major promotional campaign (trade & academic press) will be commencing thereafter to announce the website.

### **Member Section**

Certain sections of the AQUA-TNET website are restricted to **members only**. As the registered contact person for your organisation in the network, you will have access to these restricted sections.

**Your login has been given to you in an email.** If you ever forget your password go to the login section of the website and click on "recover password" and follow the instructions.

In this member section you will be able to edit all the information contained on the portal **about your organisation** as well as **personal profile** information about yourself. Also, educational institutions as partners have committed to participate and are being asked to complete online sections about your institution related to the activities of the networks work packages.

**In addition, as the registered contact person for your institution you are in charge of giving colleagues and students access to the member section of the site so that they can add information and/or access the resources.**

### **EDITING > INSTITUTION INFORMATION**

Information on your institution is **already in the database** (extracted from the proposal information provided by you last year). It is important that you check the information contained on the website as it will be available to visitors of the site via **a dynamic Google map of Europe which shows all partner institutions.**



Go to the following quicklink: <http://www.aquatnet.com/index/19/institution-search/>. On the site you can find this page by selecting NETWORK > INSTITUTION SEARCH on the left banner.

### **LOGIN PAGE**

Once logged in you have two choices;

**a) <Personal profile>** This page allows you to update your personal information. When finished updating, press <SAVE CHANGES> at the end the page and your details will automatically be updated on the database. It is important that you check the information contained on the website as it is available to visitors of the site, see <http://www.aquatnet.com/index/21/search-people/> .

**b) <Member Admin>** This brings you into another page from which you can access the following;

- 1. <Edit institution profile>**
- 2. <Manage contacts>**
- 3. <Manage courses>**
- 4. <Work packages>**

**The administration is self explanatory but is detailed below for you to refer to. When logged in, if you ever get lost you can go back to the main admin menu by clicking on "LOGIN" on the top banner of the web pages.**

- 1. <Edit institution profile>**



This information will be available for visitors on the website. There is already a lot of information in this section based on the information you gave us during the proposal stage. Please keep this section up to date. PLEASE UPDATE THIS INFORMATION BY THE 17<sup>th</sup> NOVEMBER AS

## 2. <Manage contacts>

As a registered contact person you are able to add, edit or delete contact persons for your institution.

You can add, edit and delete staff, users or visitors for your institution.

### **CONTACT DEFINITIONS**

**"Contact Person(s)":** This is the main contact person for the institution and within the website has the top access rights for each institution

**ACCESS RIGHTS OF "CONTACT PERSON":** The contact person has control over who from their institution can be given access rights (contact rights, staff or user) to edit sections as described below or access future restricted sections of the site (currently there are no restricted sections of the site). **IMPORTANT: If you want other staff to help you update the institutional information you can make them a "Contact Person", giving them the same rights as you. It is possible to give "STAFF" or "USERS" temporary "CONTACT PERSON" status so that they can complete sections for you.**

**"STAFF":** These are employees of your institution that are active in the network and you want them to be able to have a profile under your institute information.

**ACCESS RIGHTS OF "STAFF":** These users will be able to add a personal profile to the site under "STAFF", use services and access partner only resources on the site in the future, receive emails and newsletters of AQUATNET). They cannot edit institution or work package details.

**"USERS":** These are other people from your institution who you want to give access to the member admin (e.g. usually students or other staff who you want to be able to access the site). They can also have a profile page under "Users".

**ACCESS RIGHTS OF A "USER":** Can access other restricted sections of the site in the future, will be added to network mailing lists, can add a profile.

## 3. <Manage courses>

In this section we are asking you to list all your current courses related to the network. At this stage we are only asking for basic information. Later in the activities of the network we will ask for more information. Only "Contact persons" can edit this section.

#### **4. <Work packages>**

**Educational Information (Only educational institutions need to answer the questionnaires)**

In the first year of AQUA-TNET each vertical work package designed a questionnaire to help them collect data related to their work from each educational institution.

WP1 - Masters and Masters of Science Curriculum Development

WP2 - PhD Curriculum Development and Assessment

WP3 - Transparency in Teaching and Education – TUNING approach

WP4 - Student Mobility

WP5 - Innovation in Teaching

WP6 - Languages and Linguistic Diversity

**PLEASE COMPLETE THE WORK PACKAGE QUESTIONNAIRES RELEVANT TO YOUR INSTITUTION AS SOON AS POSSIBLE, BY THE 30<sup>th</sup> NOVEMBER 2006 AT THE LATEST SO THAT CORE GROUPS CAN ANALYSE THE RESULTS BEFORE THE END OF THE YEAR.**

To make the questionnaires easy to complete, analyse and present they have been created on the website and linked to all institutional data.

At this stage the work package coordinators and their core group request that you take the time to answer the questions that they have requested. The data from these questionnaires will be analysed by the Working groups and be used to produce reports for each work packages as well as resources for the network, e.g. databases of MSc courses, review of PhD programmes, database of mobility opportunities in Europe all linked to your institution. Hopefully this will be a valuable resource for everyone.

To edit the questionnaires, select which one you want to edit under "Workpackages". There are 6 sections = WP1-6 surveys. Please make sure you save the changes at the end of each page so that the edits are put into the database.

#### **TIPS ON COMPLETING THE QUESTIONNAIRES**

**1) Get some help from your colleagues or students**



Given the wide range of topics, it is unlikely that one individual in an institution will be able to answer each question, thus we suggest you ask the most appropriate and/or willing colleagues to help you. FOR THEM TO EDIT THE WORK PACKAGE QUESTIONNAIRES YOU WILL NEED TO MAKE THEM A "CONTACT PERSON" under "edit contacts". You can later change their user rights back to normal once they have helped you complete the sections.

## **2) Save as you go**

Some questionnaires are quite long. If you don't have time to finish a section in 1 visit you can SAVE CHANGES. Then go back another time to complete the section. MAKE SURE YOU SAVE BY GOING TO THE BOTTOM OF THE PAGE AND CLICKING ON "SAVE CHANGES"

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