

A student's guide to using Fronter at UiO

You must log into Fronter with this URL: **fronter.com/uio**. There are other portals to Fronter, but this is the only one you have access to. Make sure that you use to the right URL.

If you are asked to choose which institution you belong to, please choose "Universitetet i Oslo", or "the University of Oslo".

Log in to Fronter

You can choose language at log in, in the top right corner, just press "English" (note: this is just for the login page). For reference:

Brukernavn = Username

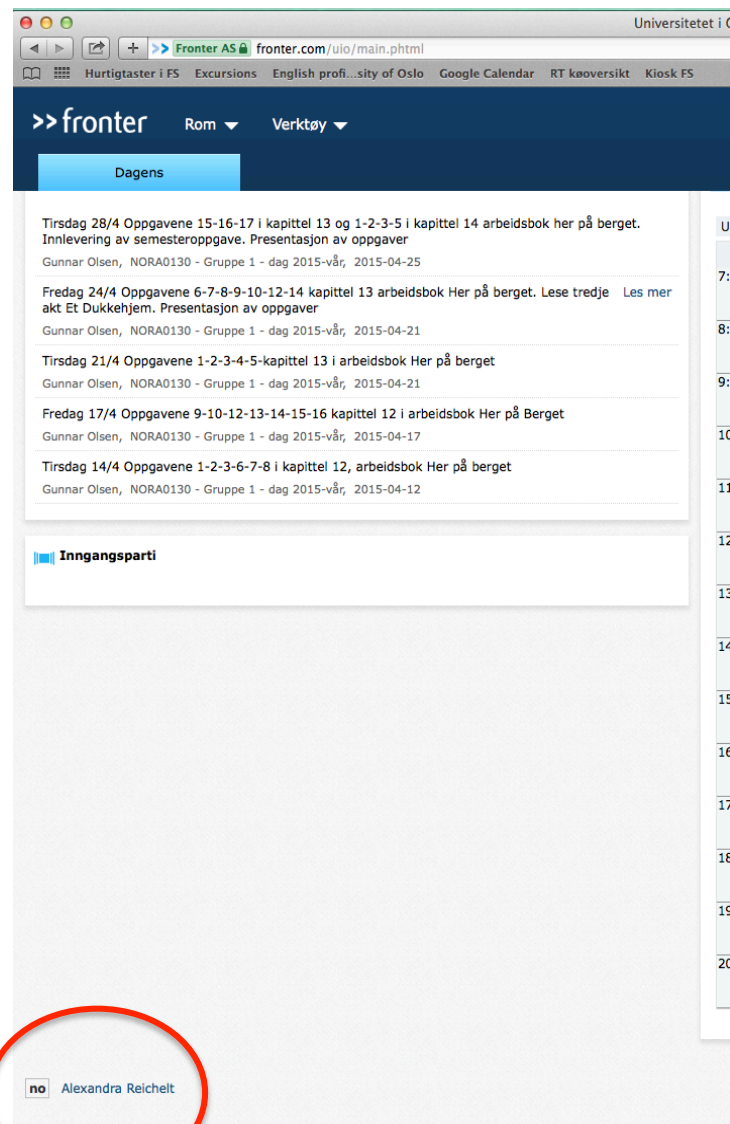
Passord = Password

Språk = Language



The screenshot shows the Fronter login interface. At the top left is the Fronter logo with the text ">> fronter". At the top right are language links: "English | Bokmål | Nynorsk | Sámeigiella". The main heading is "Pålogging gjennom Feide". Below it, a message states: "Fronter har bedt om at du logger inn. Valgt tilhørighet er **Universitetet i Oslo**. Endre?". There are two input fields: "Brukernavn" (Username) and "Passord" (Password). A "Logg inn" (Log in) button is positioned below the password field. To the right of the input fields is a large circular graphic with a keyhole. At the bottom right of the login area is a link: "Glemt brukernavn og passord?". At the bottom of the page are three links: "Hjelp", "Personvern", and "Mer informasjon".

Changing the language

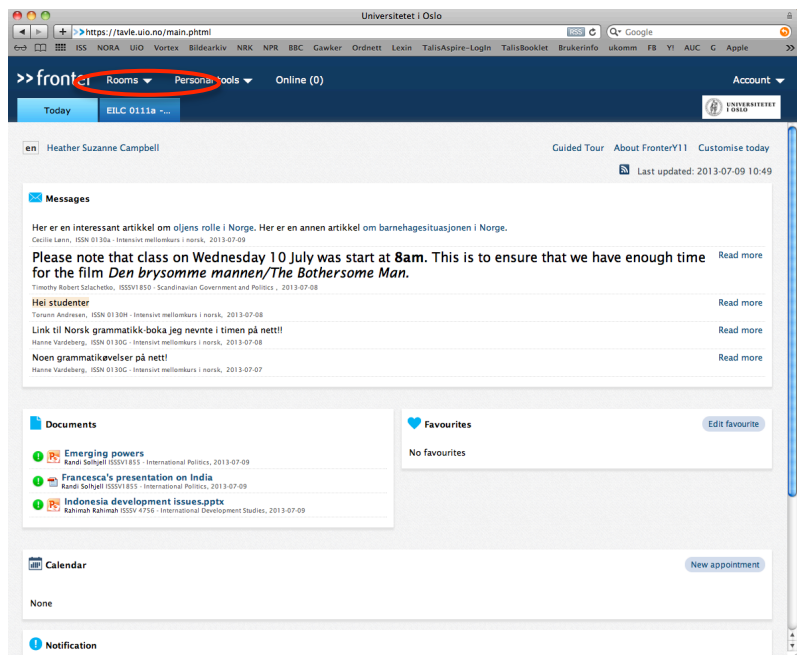


In the bottom left corner of the Fronter main page you see your name, and a two-letter button (here “no”), indicating which language Fronter is currently using. To change the language: press the button, and choose your preferred language.

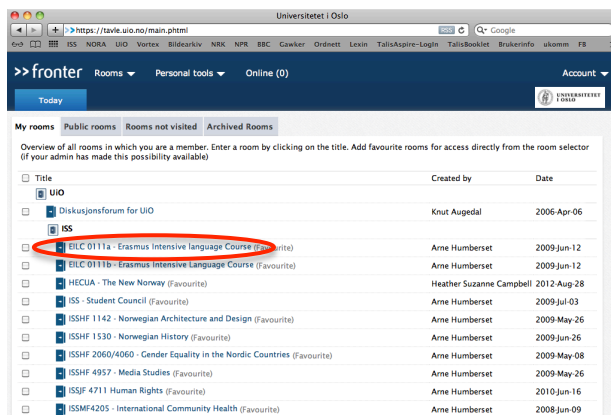
Using Fronter

* In the pull-down menu “Rooms”, choose the selection “Display all rooms” / “vis romliste”.

This will show all the Fronter rooms you have access to. For most of you, this will only be one room (depending on how many courses you are taking).

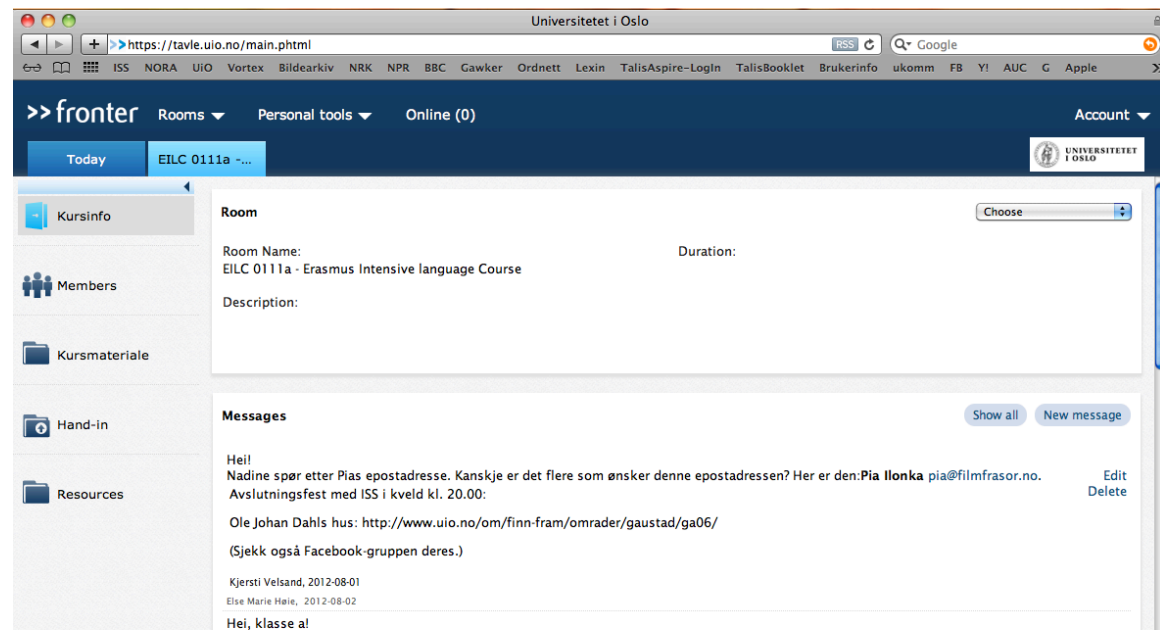


* Select the Fronter room for your course (here “EILC 0111a”)

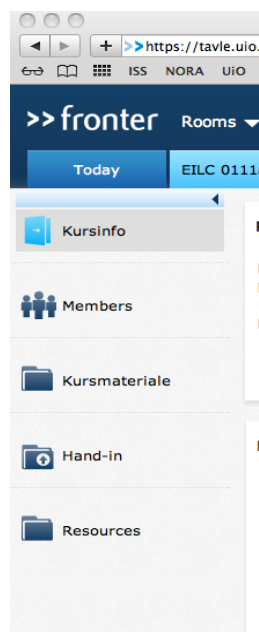


After accessing the room, it will be listed as a “favorite” in the pull down menu.

The actual Fronter room for your course looks something like this:



The Fronter room for each class will be different depending on what your teacher posts into the room. Consult your course leader if you have any questions.



The Main Menu

A. Kursinfo/Course info: Is the front page of the Fronter room. This is what shows as a default when you enter the room and this includes a room description and messages from your teacher.

B. Deltakere/Members: Lists all the participants in the relevant Fronter room.

C. Course Material/Kursmateriale: The teacher will be able to upload documents and create folders to distribute course material to the students.

D. Innlevering/Hand-in (not in all rooms): The innlevering/hand-in tool can contain a folder in which the students submit written assignments or drafts to the teacher.

E. Resources: The portfolio tool can show the teacher what documents/elements are most used by the participants in the room.

A. Kursinfo / Course Info

Course info/kursinfo is the front page of the Fronter room. This page

will show the (“A”) basic information about the Fronter room and (“B”) messages from the teacher to the students in the class.

The screenshot shows the Fronter interface for the 'EILC 0111a' room. The left sidebar contains links to 'Kursinfo', 'Members', 'Kursmateriale', 'Hand-in', and 'Resources'. The main content area is divided into two sections: 'Room' and 'Messages'. The 'Room' section displays the room name 'EILC 0111a - Erasmus Intensive language Course' and a description. The 'Messages' section shows a list of messages from the teacher to the students, including a message about the room's location and a message about the course's duration. A red 'A' is placed over the room information, and a red 'B' is placed over the messages.

B. Deltakere / Members

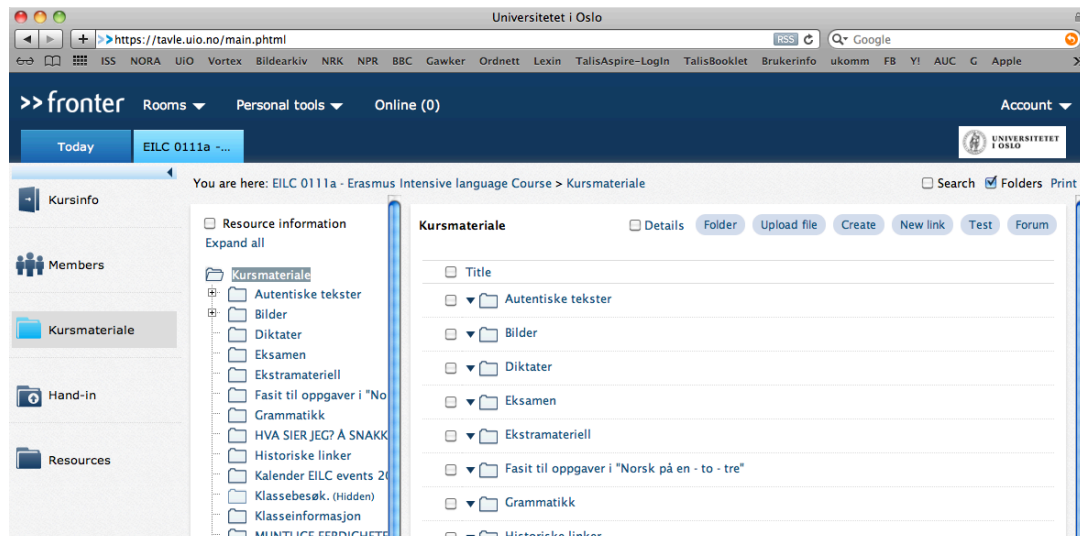
Under the heading “Deltakere/Members” you can see the participants listed.

The screenshot shows the 'Members' section of the Fronter interface. The left sidebar is the same as in the previous screenshot, but the 'Members' link is highlighted with a red circle. The main content area shows a list of members with columns for 'Surname', 'First Name', 'E-mail', and 'Access'. The list includes six members: Campbell, Heather Suzanne; Halvorsen, Thomas; Høie, Else Marie; Jelinek, Matous; Reichelt, Alexandra; and Velsand, Kjersti. At the bottom of the list, there are buttons for 'Add to favourites', 'Send e-mail to selected', and 'Send sticky'. A search bar is also present at the top of the list.

Note that the e-mail addresses listed by the participant name is always the University of Oslo e-mail address for the student/teacher, and that this address is not always used by the participant.

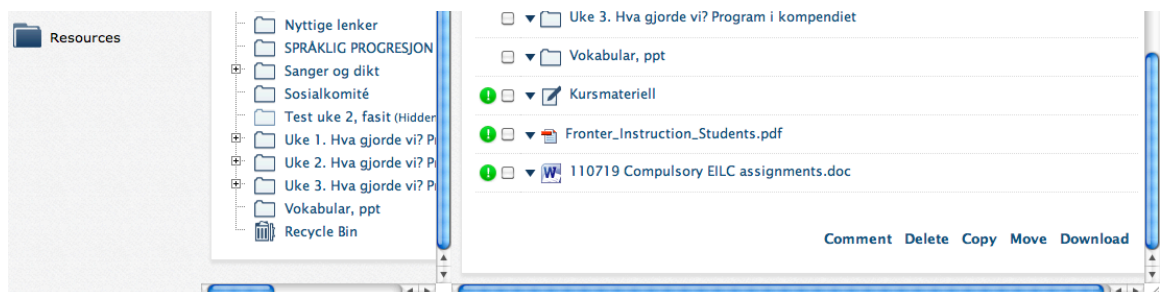
C. Kursmateriale/ Course Material

You will find material posted by your teacher in “Kursmateriale/ Course Material”. Depending on your teacher, this may include lecture notes, links, information about exams or assignments, and other relevant information.



When you open the “kursmateriale / course material” folder, the teacher may have also added several sub-folders. Next to each new/unread document uploaded by your teacher you will see a red flag. If you open the file, the red flag will disappear.

As you can see, the bottom menu says that you can comment/delete/copy/move and download the files in Fronter. In reality, students are only allowed to download files to their own computer.



You may open the file by clicking on the file name. Depending on your computer, this file may open in the appropriate program or download on your computer. After this, you may print it out in the ISS PC-lab.

D. INNLEVERING / HAND-IN

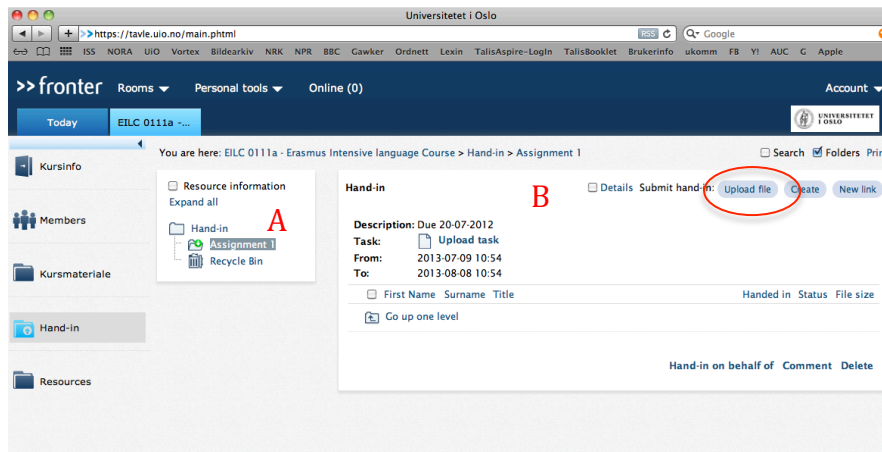
Some classes may use Fronter to submit drafts or assignments to the teachers. If so, the Fronter room will include a folder called “innlevering / hand-in”. The hand-in folder can have varying properties depending on the preferences of the teacher.

Typically, each hand-in folder will include a sub-folder for each participant in the Fronter room. Each student will only be allowed to

access his/her personal folder and can upload the assignment/draft to this folder. The teacher can then read/print the document from Fronter and store it for later.

The hand-in folder will only be accessible within the deadline for submitting the assignment/draft. After the deadline the folder will disappear from view or become closed for further submittals.

If your Fronter room has a hand-in folder, ask your teacher to describe how this will be set up. A typical hand-in folder will look like this:



Uploading assignments/drafts

To submit (upload) your assignment in the hand-in folder, you may click on the link “Upload task” (“A”) or use the menu on the right (“B”) to choose “upload file”.

You will then get a new window to select the file you wish to upload (below):

