Using eCommunity in Your Web Course

**eCommunity** will allow you to see the names, e-mails, photos, and biographies of the students in your class, but there are a few important things to know about the tool:

- The e-mail addresses used in eCommunity are based on information in MyUCF, therefore, you will probably want to ask your students to verify they are still correct.
- The biography of the students will only be available if the students complete that section. While some may have done it already (in a previous class), you may want to ask all your students to complete it.

**Accessing eCommunity:**

1. Go to: [http://ecomunity.ucf.edu](http://ecomunity.ucf.edu) or go to your course and click the **eCommunity** button in the left navigation panel.
2. Click the **Enter** button.
3. The Login window will appear. Enter your **NID** and **Password**.
   - **NID:** If you do not know your NID, go to [http://my.ucf.edu](http://my.ucf.edu) and select “whats my PID and NID”
   - **Password:** the password you provided your instructional designer
4. Click the **Login** button.

**Roles:**

1. As a participant in IDL6543, you will have two roles in eCommunity: Student and Faculty. This is indicated by the pie icon below the buttons in the left navigation panel.
2. During IDL6543 you will be using your student role, so click on the green portion of the pie. When you use eCommunity for your courses, you will be using your faculty role so you will need to click on the blue portion of the pie (After IDL6543 is over you will no longer have a student role)

**Help:**

Help is just a click away in the eCommunity. Look for the question mark icons throughout the community. Click on the icon for detailed information on the eCommunity feature.
Features:

**Profile:** allows you to share your personal information with other students. You can share your e-mail address, Web page address, a biography and picture.

**Communities:** lists all your courses, and provides biographies and e-mail addresses for the other students in your class. E-mail can be sent to an individual student, a subset of students or to the whole class.

Sending E-mail:

There are two possible settings for e-mail within eCommunity:

- **Internal:**
  - This is the default setting for faculty and students
  - It will allow e-mail to work no matter what computer you are using
  - You can **NOT** send attachments with this setting
  - You will **NOT** have record of e-mails you send with this setting unless you send a copy to an external e-mail account

- **External:**
  - You must have the e-mail setting of your browser configured to use your GroupWise account or other preferred e-mail program.
  - You **CAN** send attachments with this setting
  - E-mails will be saved in the **Sent** folder of your preferred e-mail program.

We encourage you to use the "External" setting within eCommunity so you can send attachments and so you can keep track of e-mails you send to your students.

To set up the 'External' setting, follow the 3 step process detailed in the following pages.
Installation Instructions GroupWise 6.5.7
(If GroupWise is already installed you may skip this step.)

- Access the GroupWise Support Web site (http://support.mail.ucf.edu).
- Click on the Download button in the left navigation panel.
- Download the installation software for GroupWise 6.5.7 and the Installation Instructions (http://support.mail.ucf.edu/gwise/documents/GWStub2.doc)
- Follow the instructions carefully. If you have any questions, please feel free to contact support@mail.ucf.edu.

Making GroupWise Your Default E-mail Program in Internet Explorer

NOTE: Before doing this, you must have GroupWise installed on your computer.

1. Open Internet Explorer.

2. Click on Tools in the menu bar and select Internet Options from the drop-down menu.

3. Click on the Programs tab at the top of the window.

4. Click on the E-mail drop down box and select the GroupWise option.

5. Press OK.
3 Setting eCommunity to use GroupWise

1. Login to eCommunity (http://ecomunity.ucf.edu) using your NID and password.

2. Click on the Profile button in the left navigation panel.

3. Scroll down to E-mail Program: and select External

4. Scroll to bottom of screen and select Update

NOTE: If you have more than one role (i.e. you have the pie icon in the left navigation panel below the buttons), you will need to repeat steps 2 through 4 for each role.