

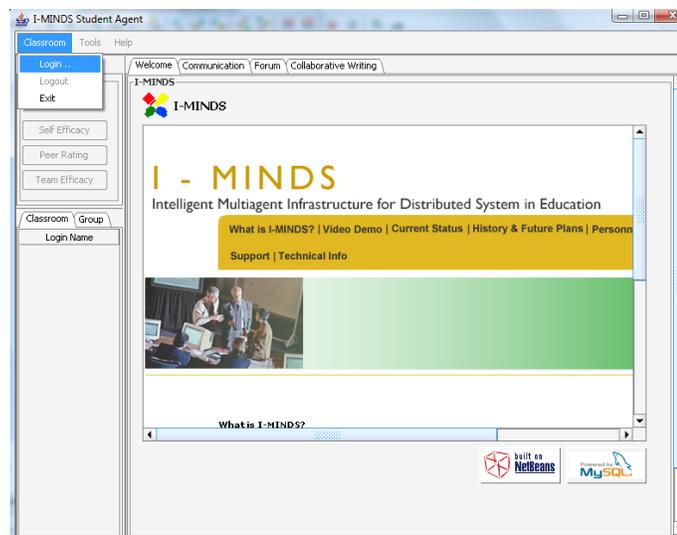
I-MINDS USER MANUAL

Download and Install I-MINDS

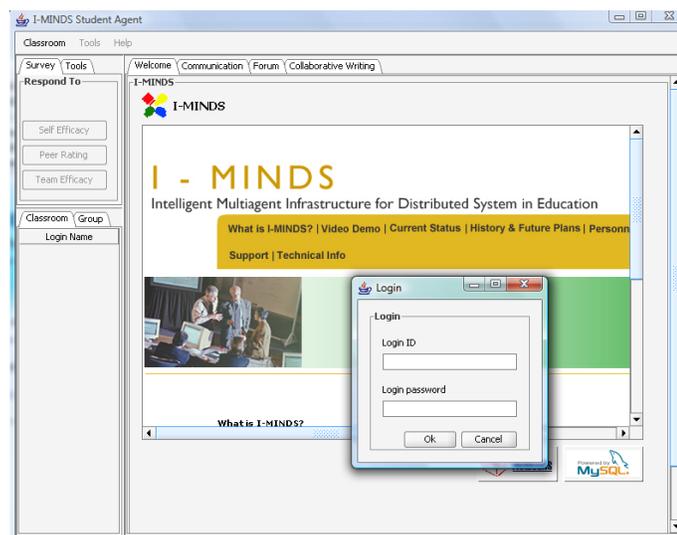
- Download the I-MINDS Student Agent from <http://cse.unl.edu/~knobel/i-minds>
- Unzip the downloaded file in your local drive (Your **Z:** drive if using a computer in the Avery Hall)
- Double Click the **I-MINDS_Student_2.0.jar** file in the unzipped iminds folder to launch the I-MINDS application

Running I-MINDS

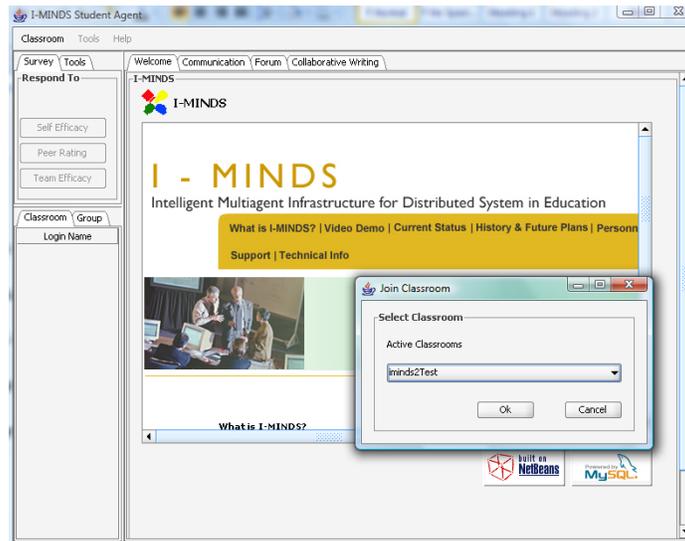
- Click on the **Classroom** menu and Select **Login..**



- Type in the supplied **User Id** and **Password** and Click **OK**

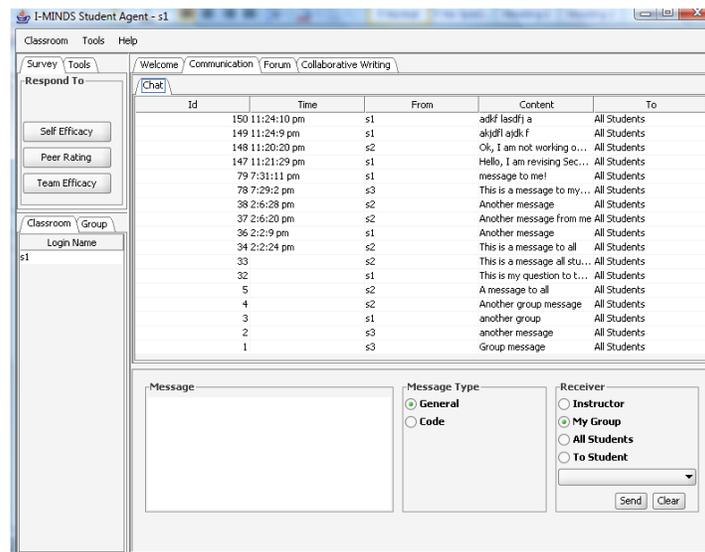


- Then select your classroom and click Ok.



Using I-MINDS Chat to exchange messages with logged in students

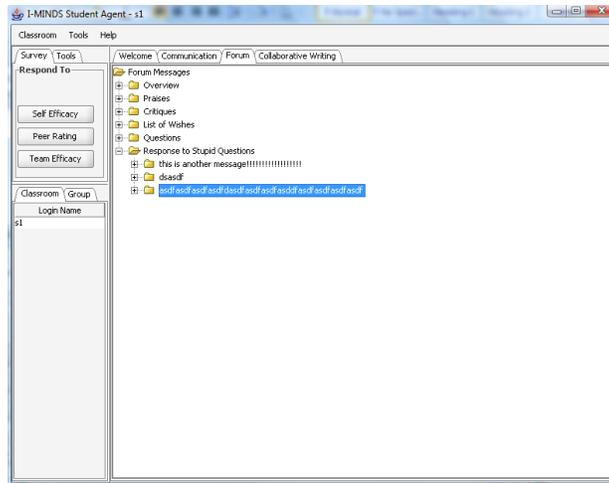
- Click on the **Communication** tab to open the chat pane



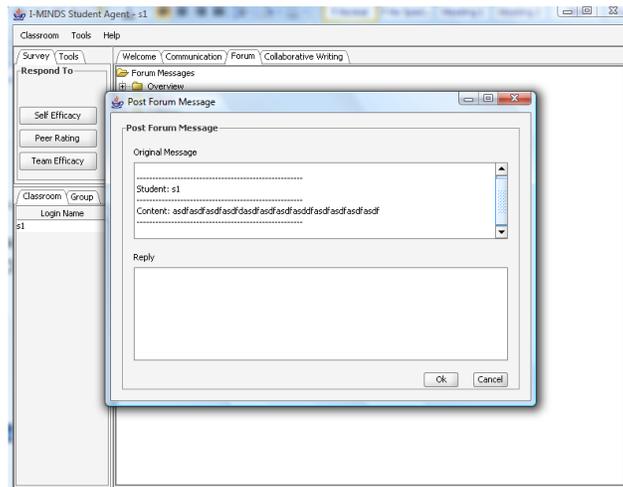
- Type your message in the message text pane, select sender (all students, your group, etc.) and click send.

Using I-MINDS Forum

Click on the **Forum** tab to open the I-MINDS forum.

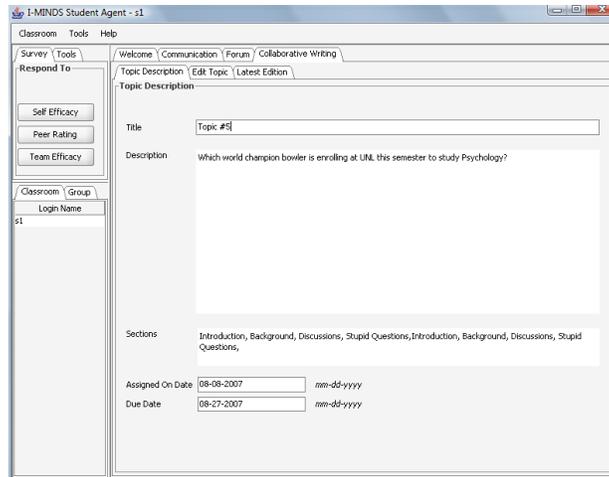


- To Post a message in the forum, *Click* on a topic to open the *Post Forum Message Window*. Type your message and *Click Ok*.

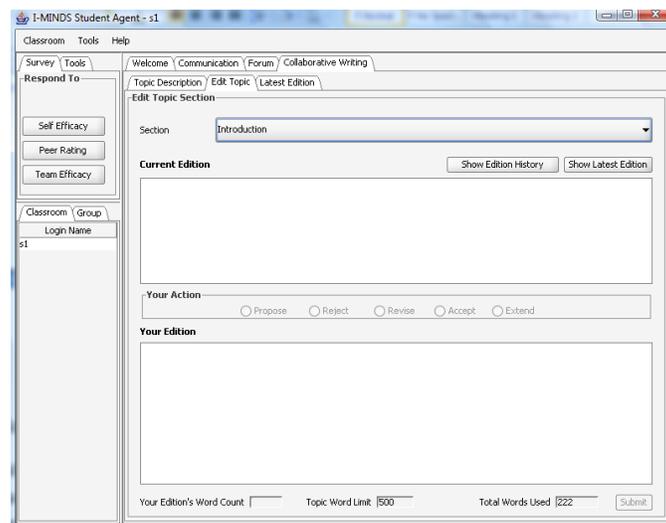


Using I-MINDS for Collaborative Writing

- Click on the ***Collaborative Writing*** to open the collaborative writing panel
- To see the assigned topic, click on ***Topic Description*** tab.



- To edit the topic summary being prepared by your group, click on Edit Topic tab.

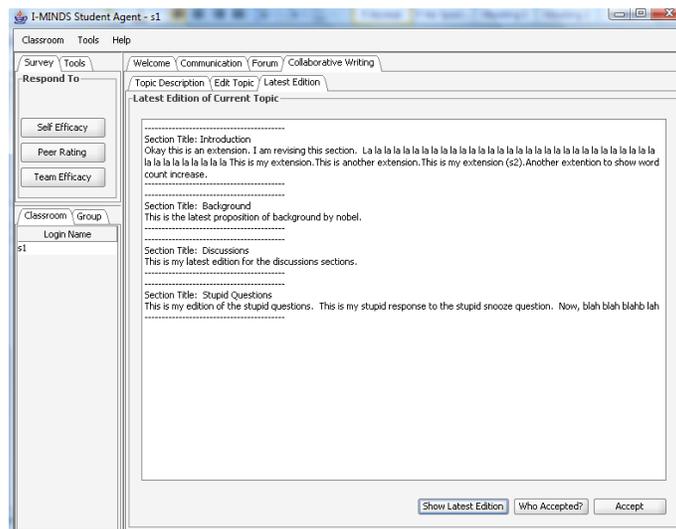


- *Your Edition's Word Count* describes the word count for the edition that you will make
- *Topic Word Limit* describes the maximum number of words that your topic summary can have (imposed by the instructor). However, this is just for informing you, not for enforcing the topic limit on your editions.
- *Total Words Used* describes the total number of words that have already been used in describing the assigned topic.
- To see all the editions done on a section of the assigned topic, select a section from the *Section Dropdown List* and click *Show Edition History*
- To modify/edit the current edition, select a section from the *Section Dropdown List* and click *Show Latest Edition*.
 - *Current Edition* text pane will show you the current edition of the topic that has been prepared by your group. Then you must choose an action by selecting one of the radio buttons in the *Your Actions* panel.

- *Propose* – means you would like to **propose a new** edition for the currently loaded section
- *Reject* – means you would like to **reject** the current edition of the currently loaded section
- *Revise* – means you would like to **revise/modify** the current edition of the currently loaded section
- *Accept* – means you would like to accept the current edition of the currently loaded section **without any change**
- *Extend* – means you would like to **add something** to the current edition of the currently loaded section

Then write your edition in the **Your Edition** text pane and click **Submit**.

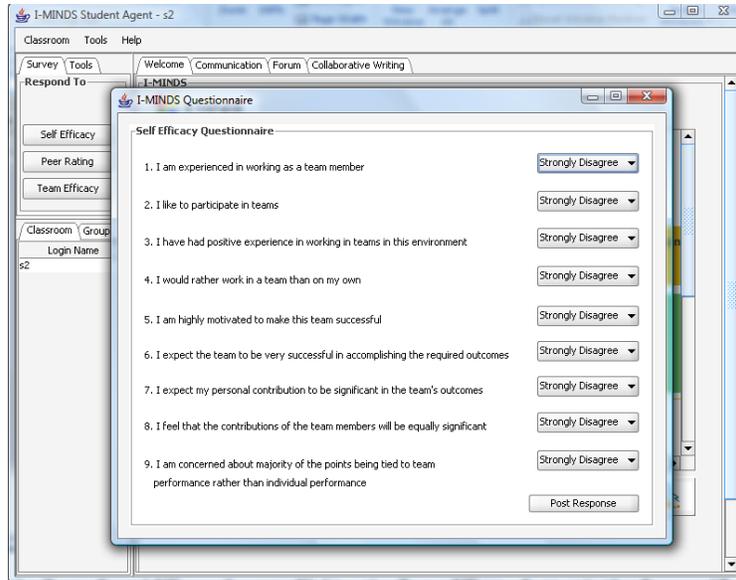
- To view the whole collaborative writing topic, Select the **Latest Edition** tab and click **Show Latest Edition**.



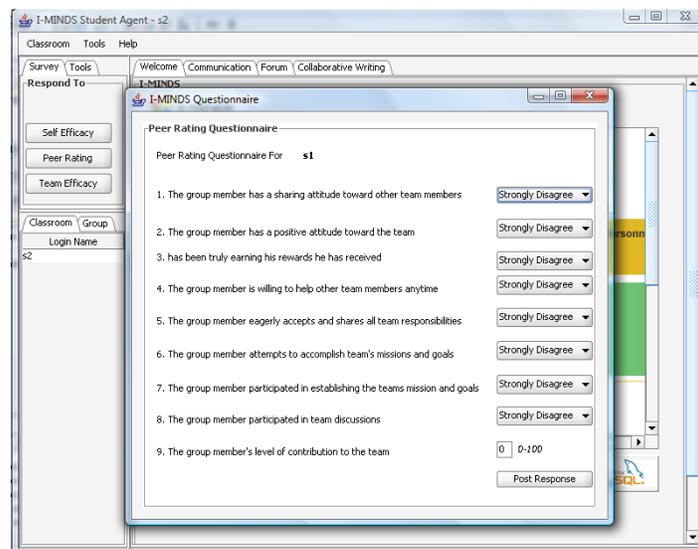
- To accept the whole edition as a whole, Click on the **Accept** button. You can accept the final edition *once*. However, if someone edits the topic *after* everyone has accepted, every group member will have to accept the final version of the topic again.
- To See who else in your group has accepted the current edition, click **Who Accepted?** Button.

Using I-MINDS Surveys

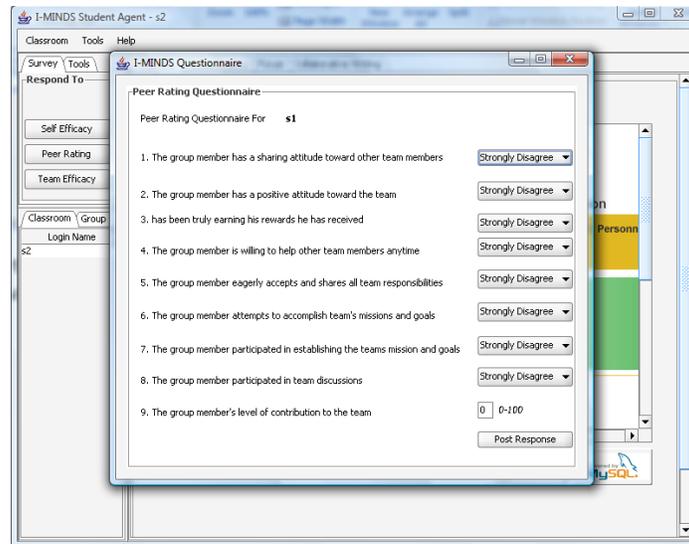
- To respond to the Self Efficacy Survey, *Click on the Self Efficacy* Button in the *Respond To* panel under survey.



- To respond to the Peer Rating Survey, *Click on the Peer Rating Button in the Respond To panel under survey.*



- To respond to the Team Based Efficacy Survey, *Click on the Team Efficacy Button in the Respond To panel under survey.*



- To respond to the Team Based Efficacy Survey, *Click on the Team Efficacy Button in the Respond To panel under survey.*

