



SEVERI

GUIDE FOR STUDENTS

[updated 10.10.2007]

Severi is an online learning environment, which is designed as easy to use.

You can use Severi on any computer with an Internet connection. Your teacher will give you your own username and a password.

With Severi you can send messages and discuss with your teacher and your group. In Severi, your teacher can give you different tasks, materials and links.

In Severi, you have your own calendar and a learning diary. If you find writing hard, you can have a list of important words to support you.

This is your guide for using Severi. Welcome!


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HOW TO ACCESS SEVERI

- 1) Open your Internet browser (for example Internet Explorer).
- 2) Write on the address bar: **open.forms.fi/severi20** and press the enter button on your keypad.
In the opening page there is a picture link to Severi.
It opens a log-in window (see the picture).
- 3) Write your username to the USERNAME field.
Write your password to the PASSWORD field.



SEVERI

USERNAME:

PASSWORD:

OK

ARE YOU HAVING TROUBLE?

- 1) If the page won't open, make sure you had the address right.
If you had the correct address, there may be a temporary break in the Internet connection or service. Please try again later.
- 2) If you get to the log-in page, but cannot access Severi, you may have mistyped your username or password. Please try again.

THE FRONT PAGE OF SEVERI

In the front page you can see:

- 1 Your picture and your name
- 2 Links with different colours to Severi's sections.
- 3 Listen to buttons.
By pressing these buttons you can hear instructions about how to continue.
- 4 A **LOG OUT** button for leaving Severi.

At the top of the page you can usually see the address bar of the Internet browser and some buttons, but they are not a part of Severi.

The screenshot shows a web browser window displaying the Severi front page. The browser's address bar shows the URL: `http://open.forms.fi/Severi20/bin/valikko.asp?Action=START&OSIO=valikko&O_ID=187814004`. The page header is blue and contains a 'LOG OUT' button with a person icon, a 'MENU' button, a user profile picture and name 'JOHANNA DOE', and the 'SEVERI' logo with a bar chart. Below the header is a grid of five rows, each representing a different section. Each row has a green button with a speaker icon on the left, a text description in the middle, and a colored button with an icon on the right. The rows are: 1. READ YOUR MESSAGES (green), 2. CHECK YOUR CALENDAR (orange), 3. STUDY IN THE LIBRARY (dark blue), 4. COMPLETE YOUR TASKS (light blue), and 5. TAKE PART IN DISCUSSION (red). Red arrows with numbered callouts point to: 1. The user profile picture and name; 2. The 'LIBRARY' button; 3. The speaker icon for the 'STUDY IN THE LIBRARY' row; 4. The 'LOG OUT' button.

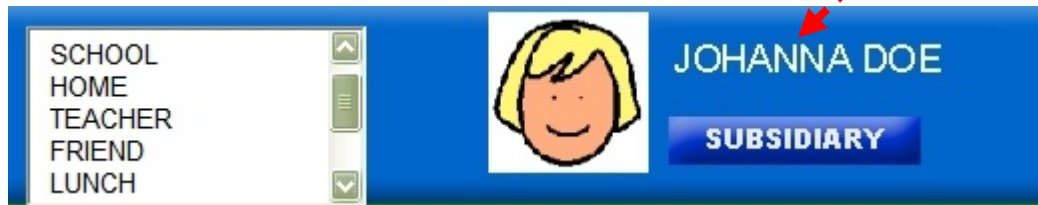
Section	Text	Color	Icon
1	1. READ YOUR MESSAGES	Green	Messages icon
2	2. CHECK YOUR CALENDAR	Orange	Calendar icon
3	3. STUDY IN THE LIBRARY	Dark Blue	Library icon
4	4. COMPLETE YOUR TASKS	Light Blue	Tasks icon
5	5. TAKE PART IN DISCUSSION	Red	Discussion icon

OTHER PAGES IN SEVERI

All the pages in Severi have the same top bar as on the front page. In other pages, instead of a LOG OUT button there is a **RETURN** button, which takes you back to the starting page.



If you have the list of important words, you can see a **SUBSIDIARY** button at the top bar, which you can click and view the list or hide it. The **list** opens at the top bar.



If you don't have the word list, you can ask for one from your teacher.

MESSAGES

The first section of Severi is **MESSAGES**, where you can read messages from your teacher and reply to them.

You can see the teacher's picture, name and message on the left. Write your reply to the field on the right. Press the **OK** button.


MESSAGES

SCHOOL
HOME
TEACHER
FRIEND
LUNCH

JOHANNA DOE
SUBSIDIARY

SEVERI

OPETTAJA 11.03.2008


MIRJA NISKALA

Hello Johanna,
Have you learned new things today?
I will see you tomorrow and we can talk about
your tasks and check if there has been some
words you don't understand.

WRITE A MESSAGE TO THE TEACHER

NIMI:

OK

< PREVIOUS MESSAGE

NEXT MESSAGE >

TIP!

At the bottom of the page you can find the "Previous message" button. By clicking it you can read older messages.

ARE YOU HAVING TROUBLE?

- 1) If you see an error message instead of the teacher's message and the reply field, your teacher hasn't sent you any messages yet. The first message is always sent by the teacher.
- 2) If you can see the teacher's message but not the reply field, you have already replied to the message. You can only send one reply to each message.

CALENDAR

The second section of Severi is the **CALENDAR**,
The calendar has two parts:
the actual calendar and a learning diary.

The picture on the left is the link to the **calendar**.
The picture on the right is the link to the **learning diary**.

The screenshot shows the top navigation bar of the Severi system. On the left is a blue arrow icon. In the center is a blue button labeled 'CALENDAR' with a small calendar icon. To the right is a user profile for 'JOHANNA DOE' with a 'SUBSIDIARY' button and the 'SEVERI' logo.

Below the navigation bar are two calendar views:





- MY CALENDAR**: A monthly calendar for March 2005. The days of the week are color-coded: TI (blue), KE (orange), TO (yellow), PE (green), LA (purple), and SU (red). A red dashed arrow points from the 'CALENDAR' button to the date '14' in the calendar.
- MY LEARNING DIARY**: A weekly learning diary for week 48 of 2005. The days of the week are color-coded: MA (orange), TI (yellow), KE (green), TO (purple), PE (red). A red dashed arrow points from the 'SUBSIDIARY' button to the 'TI' column in the diary.

At the bottom right of the learning diary, there is a small icon and the text 'TULOSTA TÄMÄ SIVU'.

CALENDAR

Severi's **CALENDAR** is a bit like a wall calendar. You can see the days of the week, dates and week numbers. You can browse the calendar back and forth by clicking **PREVIOUS** or **NEXT**.

◀ PREVIOUS 3. MARCH 2008 NEXT ▶

	MON	TUE	WED	THU	FRI	SAT	SUN
9						1	2
10	3  TRIP TO ZOO	4	5	6	7	8	9
11	10	11	12	13	14	15  BIRTHDAY	16
12	17	18	19	20  EVALUATION	21	22	23
13	24	25  DO YOUR SEVERI TASKS	26	27	28	29	30
14	31						

You can make entries to the calendar by clicking the **number** of the day.

MAKING ENTRIES TO THE CALENDAR

The screenshot shows a 'CALENDAR EVENT' form with the following fields and options:

- Calendar Day:** Wed, 12.3.2008
- Text:** A large text input field.
- Colours:** Two dropdown menus labeled 'Text' and 'Background', both set to 'Select'.
- Location:** A dropdown menu set to 'Select'.
- Attach the teacher's picture:** A dropdown menu set to 'Select'.
- Attach an icon:** A row of seven icons: a bus, an exclamation mark, a telephone, a person at a desk, a laptop, a star, and a box labeled 'POISTA KUVAKE'. Each icon has a small circle below it.
- Pop-up:** A large text input field.
- Save:** A button at the bottom left.

Numbered steps (1-6) with red dashed arrows pointing to the corresponding fields:

- 1: Points to the 'Text' input field.
- 2: Points to the 'Text' and 'Background' dropdown menus.
- 3: Points to the 'Attach the teacher's picture' dropdown menu.
- 4: Points to the 'Attach an icon' row of icons.
- 5: Points to the 'Pop-up' input field.
- 6: Points to the 'Save' button.

1 Text: write a short calendar entry here.

2 Colours and Location: you can change the settings for the text and the background by selecting colours etc. from the drop-down menu.

3 Attach the teacher's picture: If your calendar entry is connected to a certain teacher, you can add his or her picture to the calendar. Only teachers with a user account in Severi are shown in the list.

4 Attach an icon: You can add these icons to your calendar. Click the circle under the icon you want to attach.

5 Pop-up: You can write additional information about your calendar entry here. This text won't show in the calendar directly, but it opens as a pop-up note.

6 Save: Remember to save your entry with the **Save** button.

TIP! You can also change your entries by clicking the number of the day. Make the changes you want (see the top of the page) and accept them with the UPDATE button.

LEARNING DIARY


In Severi's **LEARNING DIARY** you can tell about what you have been doing. You can make entries like in the calendar. A window for your entry will open by clicking the **number** of the day.


◀ PREVIOUS WEEK

11. WEEK 2008

NEXT WEEK ▶

WK 11	MON 10.3.	TUE 11.3.	WED 12.3.	THU 13.3.	FRI 14.3.
TODAY I COMPLETED					
THIS WAS DIFFICULT:					
THIS WAS EASY:					
THE DAY WAS					

 PRINT THIS PAGE

← LEARNING DIARY EVENT 




Calendar
Day Wed, 12.3.2008

TODAY I COMPLETED

THIS WAS DIFFICULT:

THIS WAS EASY:

THE DAY WAS

LIBRARY

In the **LIBRARY** you can find the materials that your teacher has sent you. There can be one or many materials. The teacher can change them according to the subject you are studying. The material can be something that is prepared by your teacher or it can be an Internet link. You can open the material by clicking the **title**.

YOUR LEARNING MATERIALS

	The food guide pyramid
	Exercise for kids - movin' and groovin'

In the picture below you can see the opened material. You can return to the library front page by clicking the **LIBRARY** tab.



TASKS

In the **TASKS** section you can find the tasks your teacher has sent you. There are different kinds of tasks, and you may have one or many tasks. In the picture below, the student has two tasks. You can enter the task by clicking the **title**. You can tell which tasks you have already completed by the **tick** in front of it.

← TASKS [User Profile] SUBSIDIARY SEVERI

COMPLETE THE TASKS

X Healthy meal

Crossword

PREVIOUS TASKS

SEVERI OMA NIMI: PÄIVÄMÄÄRÄ: Healthy meal

1) What kind of meal is healthy?

2) What is your typical meal like?

3) Do you think your typical meal is healthy?

Send

Task example. The answer is sent with the **SEND** button.

DISCUSSION

Severi's **DISCUSSION**

is where your own group can meet.

You can see the members of your group on the starting page.

If a member's name is shown as a [blue link](#), you can send e-mail to him/her by clicking the name. Note that this is not always an option.

You can enter the discussion by clicking the **button** at the centre.

The screenshot shows the Severi system interface. At the top, there is a blue header bar with a left arrow icon, the word 'DISCUSSION' in white, a group icon, a profile picture of Johanna Doe, the name 'JOHANNA DOE', a 'SUBSIDIARY' button, and the Severi logo. Below the header is a 'MY GROUP' section with a grid of member profiles. The profiles are: Testing Teacher, John Doe (with a red dashed arrow pointing to his name), Matti Mainio, Maija Meikäläinen, and Testing Student. Below the grid is a profile for Mirja Niskala and a large red button labeled 'TO DISCUSSION' with a group icon. A vertical scrollbar is visible on the right side of the page.



DISCUSSION



SEVERI v2.0
FOR TESTING



Maija Meikäläinen

SUBSIDIARY



SUBJECTS:

	How do you bake a cake? (viestejä 16 kpl, uusin 07.05.2007)
	Rules ar school (viestejä 16 kpl, uusin 02.11.2006)
	Signs of spring (viestejä 5 kpl, uusin 13.03.2008)



Now you can see a list of your group's discussion topics.
Select the title you want by clicking it.



Now you can see a discussion window, where you can read messages sent by others and reply to them.
Write your message and send it by clicking **OK**.

Signs of spring

	Good answers!
Testing: (13.03.2008)	Next week we will go for a walk in the nearby forrest to see what signs can we see there. Wear rubber boots. As it was said, it can be wet at spring.
Maija: (13.03.2008)	It starts to look green outside, grass is growing and everything.
Matti: (13.03.2008)	There is more light since the days are longer now. And it is wet when the snow melts.
Maija: (13.03.2008)	Birds are singing. I like it.
Testing: (13.03.2008)	What signs of spring can you see outside?

WRITE

OTHER SUBJECTS

Empty text input area for writing a message.

OK

LOGGING OUT

When you stop using Severi,
remember to log out.
If you forget to do this,
someone else can use your account.

- 1) Click the **LOG OUT** button.



- 2) The program will then tell you that you have left Severi.
Click the **OK** button.

You have quit SEVERI!



- 3) The program will ask if you want to close this window.
Accept it by clicking the **Yes** button.

