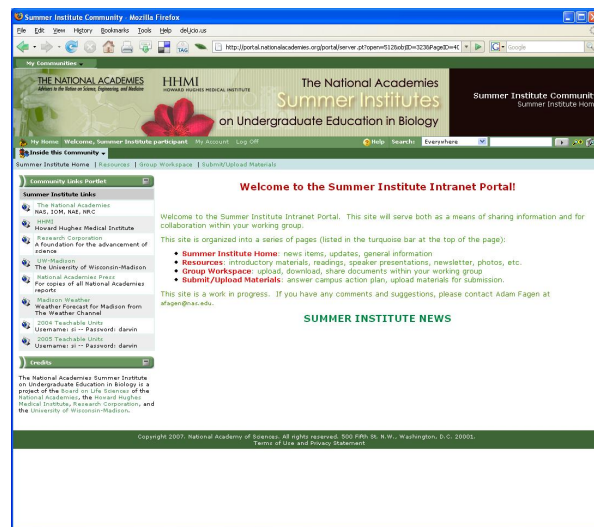




Summer Institute Portal Community <http://portal.nationalacademies.org/>

To facilitate communication and discussion among the Summer Institute community, we have established the Summer Institute Portal Community. It incorporates many features that you will find essential not only during the Summer Institute, but also over the next academic year. The site offers document sharing and collaboration, news items, surveys, polls, and other “portlets.”

We will be making extensive use of the intranet portal during the week, and it is likely that the exact ways we will be using the site will evolve over the week. In addition, the site will continue to remain active and available after the Institute. We hope that all of you will use it to facilitate communication within your groups, to continue discussions from the Institute, to suggest resources, and other tasks.



The site will both serve as a repository of helpful information (such as documents you may have to work with, copies of speaker presentations, and web links) and as a workspace for your group.

Accessing the Site

To access the site, visit <http://portal.nationalacademies.org/> (or follow the link to the “Intranet Portal” from <http://www.AcademiesSummerInstitute.org/>). Accounts have already been set up for all involved with the Summer Institute. Usernames are of the form **lastname** (first initial of complete first name plus entire last name). Passwords for all participants are initially set as **xxxxxx**, but you are welcome to change this by visiting the “My Account” link. At “My Account,” we also encourage you to update your profile, especially by adding your email address.

The portal community is reported to work with Windows and Macintosh versions of Internet Explorer (5.5 and above), Netscape (7.1 and above), and Firefox (1.0 and above). Some users have experienced difficulties using Safari (1.2 and above), but others have been okay.

Because some areas of the site use pop-ups, if you use a pop-blocker, you may need to allow pop-ups from portal.nationalacademies.org. You may also want to check any firewall settings to be sure that you will have no trouble accessing the site from your laptop once you get to Madison.






Site Organization


The portal community is organized into a series of pages (listed in the turquoise bar at the top of the page).

- The [Summer Institute Home](#) page will include news items and updates and general information.
- The [Resources](#) page will serve as a repository for documents including introductory materials (e.g., participant bios), readings, speaker presentations, the daily Summer Institute newsletter, photos, etc. We will also add links to resources as they are mentioned.
- The [Group Workspace](#) page will (hopefully!) provide a space for members of your group to share documents as you work throughout the week. It should allow you to upload and download documents at will so that your group members will have ready access.
- The [Submit/Upload Materials](#) page will be where you go to submit your campus action plan, upload materials for submission, etc. We'll let you know what you need to do when the time comes...

Working with Files

The intranet portal should contain an internal directory and folder structure that you can use to work with files. General resources will be included in the “2007 Summer Institute” project and your group’s workspace will be named for your group (access controls should provide easy access to your group’s files).

- **Uploading a Document:** If a directory structure is available, click on the folder where you’d like to upload your document. Then click on the “Upload” button. A separate window will open. Click “Browse” and select the document you want, then click “Upload” at the top of that window. Your document should now be on the portal.
- **Downloading a Document:** You may download a document simply by clicking on its name. You may also explicitly download the document with the download button.
- **Working with Folders:** You can maintain a folder/directory structure within your group workspace. Just click on the “Add Folder” icon () on the left side of the document explorer. Give it a name and click “Finish”. You can also edit () , copy () , move () , and delete () folders using the appropriate buttons.

You can also access your group workspace and perform other advanced functions with the project view by click on the  button.

Other Features

We will also be incorporating a number of additional features over the week, including forms for you to submit action plans and teachable tidbits, surveys, polls, and lots more. It’s all a work in progress so please continue to check the portal for additional information and instructions.

Please don’t hesitate to talk to Adam Fagen at the Institute or via e-mail to afagen@nas.edu with any questions, problems, or suggestions.