

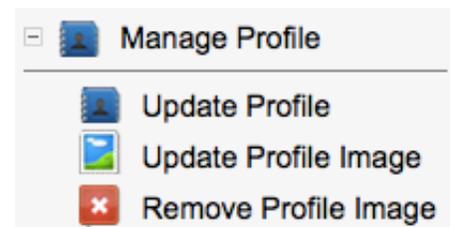


Student Quick Start Guide

The Student Quick Start Guide explains how to use all the basic components of the Arkansas Digital Sandbox, including step-by-step instructions on how to upload media files.

Profile Information

All users are defaulted to their profile page after login. Users can change profile information by clicking on the **Manage Profile** icon on the left-side menu. Here users can make the following changes:



Passwords

Users can change their password by clicking on the **Update Profile** icon and then typing in their new password in the **Password** field and then again in the **Verify Password** field. Then, click **Update** at the bottom of the page. All passwords must be at least six characters in length.

My Activities

Users can determine which activities are displayed on their profile such as latest logins, new friendships, and profile updates by clicking **Update Profile** and then clicking on the **My Activities** tab.

Profile Picture

Users can change their profile picture by clicking the **Update Profile Image** icon. Profile images cannot be larger than 2.5 MB in size.

Connecting with Users

Users on the Sandbox can friend another user within the state (depending on your district's setup). Once you establish a connection with another user, not only does the user appear on your **Buddy List** tab of your profile page, but you are also notified of your buddies' activities on your **My Activities** tab.

A buddy can be added a couple of different ways:

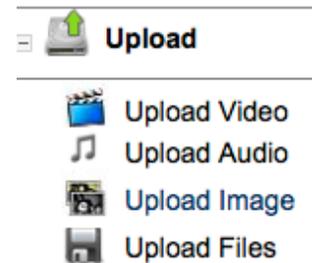
1. Click on the **Find Users** icon on the left side menu. Once there, find the user you would like to connect with and click on the **Add Buddy** icon next to the user's name. This will send a request to the user to confirm the connection.

2. Buddies can also be added by clicking on the **Add Buddy** link located on the **My Buddy** tab on your profile page.

Uploading Media

Users can upload many types of media files on the Sandbox including videos, images, audio files, and document files.

All media files can be uploaded by clicking on the **Upload** icon on the left-side menu. Users will then have a form to fill out before browsing for their video, image, or audio file. Below are a few key items on this upload form:



Title: This is a required field. Users cannot proceed to the next page unless the **Title** field is complete.

Tags: Tags are key words used to describe the media file. Tags are indexed and searchable.

Preferences: By default, all users within the state have ability to view uploaded media. Visibility can be restricted by utilizing the **Permissions** menu, which can be found under the **Preferences** tab.

Once the form is filled out, click on the “Next” button and then browse for the video, image, or audio file.

Uploading Files

Each user has a **My Files** section on the profile page that functions similarly to a digital locker. Users can upload a file and then download the file anywhere they have an internet connection.

To upload a file:

1. Click on the **Upload** icon on the left-side menu.
2. Click on the **Upload File** link.
3. Type in a title, browse for the file, and then click **submit**.

Users can share the files at a group level. To do this:

1. Click on the **My Files** tab.
2. Select the Group Name from the **Add to Group** menu and click **Submit**.

Searching Media

To search for videos, images, and/or audio files, click the All Media link on the left side menu. Users can search for media alphabetically or type in a key word or phrase in the search bar.

Click on the title to view the file. After viewing a video or image, users can rate it (only once!) by hovering over the desired amount of stars they wish to give the file.

Group Pages

Group Pages are a great way to stay up to date on classes, extra-curricular activities, and topics of interest.

To Search for Groups

1. Click on the **Groups** icon on the left-side menu.
2. Click on the **Join a Group** icon.
3. Search for groups using the search feature in the upper right-hand corner or by browsing through all groups. To join a group, click on the **Join this Group** link.
4. A request will then be sent to the group creator for approval. Once approved, your group will appear on the **My Groups** tab of your profile page.

Support

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