

NIHSS

Virtual Doctoral School

Help Manual

Comprehensive User Guideline

Document Version 1.4

Date: 23 September 2024

This manual contains guidelines on the use of the NIHSS Virtual Doctoral School.

The NIHSS Virtual Doctoral School (VDS) is an online platform provided by the National Institute for the Humanities and Social Sciences (NIHSS) to support and facilitate doctoral studies:

- It offers various tools and resources to enhance the learning and research experience for doctoral candidates. This includes access to collaboration tools and discussion forums.
- The platform aims to create a comprehensive and interactive environment for students to engage with studies, connect with peers and keep abreast of everything NIHSS.

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1. Getting Started

As a member of the NIHSS you have access to The NIHSS Virtual Doctoral School (VDS). The virtual doctoral school is available on the web at <https://vs.nihss.ac.za> on Android via the Play Store and on IOS via the App Store. To get started you must login to VDS

Joining the Virtual Doctoral School

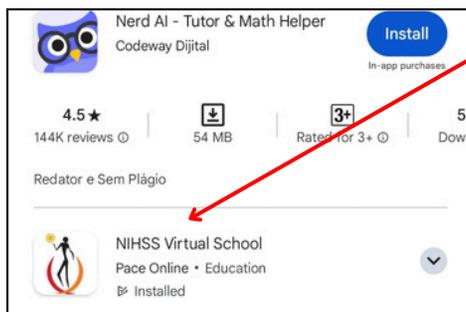
As a member of the NIHSS your details are kept on record including your email address. These details are used to login to the Virtual Doctoral School. Your username is First name Last name, your password is P@22w0rd and your email address is the email that you gave the NIHSS. Use these credentials to login to the website or mobile app, or reset your password.

A) Downloading the App

On an Android phone or tablet

Find the Google Play Store and enter the search string "the NIHSS" you will see a list of search results.

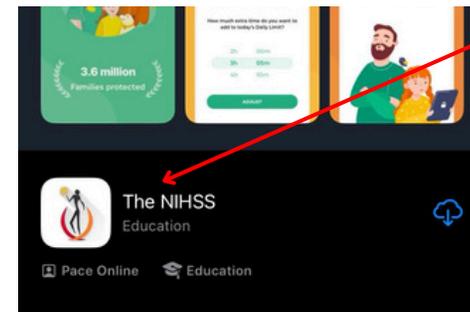
https://play.google.com/store/apps/details?id=za.ac.nihss.vs&pcampaignid=web_share



On an Apple phone or tablet

Find the App Store and enter the search string "the NIHSS" you will see a list of search results.

<https://apps.apple.com/us/app/the-nihss/id1608774216>



1. Getting Started (... continued)

B) Logging In to VDS

On the website

Open your browser and enter the URL: <https://vs.nihss.ac.za>

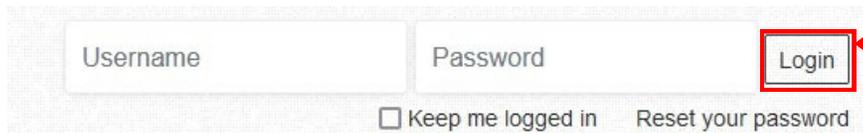
Press enter or click go to load the site. Look for the login section at the top of the loaded site

1) Enter your username or email and password.



A screenshot of a login form. It features two input fields labeled 'Username' and 'Password', followed by a 'Login' button. Below the input fields are two links: 'Keep me logged in' (with an unchecked checkbox) and 'Reset your password'. A red rectangular box highlights the 'Username' and 'Password' input fields. A red arrow points from the text '1) Enter your username or email and password.' to the 'Username' field.

Note: If this is your 1st login attempt and you have not reset your password you can use the email you gave the NIHSS and the password; P@22w0rd.



A screenshot of the same login form. A red rectangular box highlights the 'Login' button. A red arrow points from the text '2) Press enter or click the login button.' to the 'Login' button.

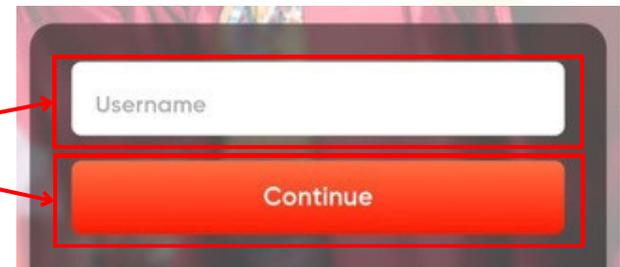
2) Press enter or click the login button.

B) Logging In to VDS (... continued)

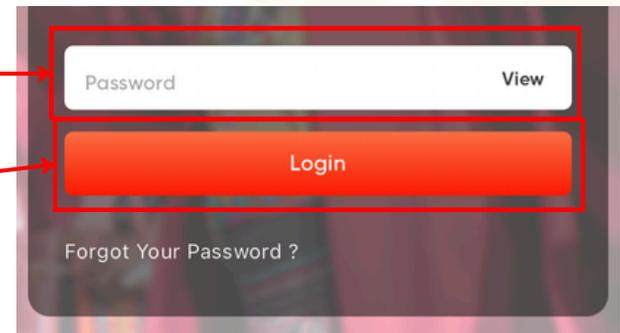
On the app

Once you have downloaded and installed the mobile app on your device open it by clicking on the app icon.

1) Enter your username and click the continue button



2) Enter your password. If you haven't changed your password it will be the default password which is P@22w0rd.

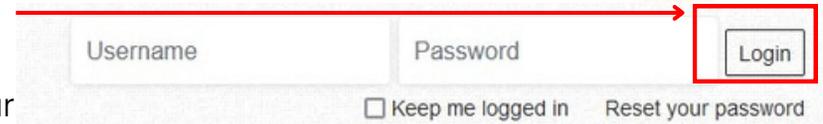


3) Click login

C) Resetting your Password

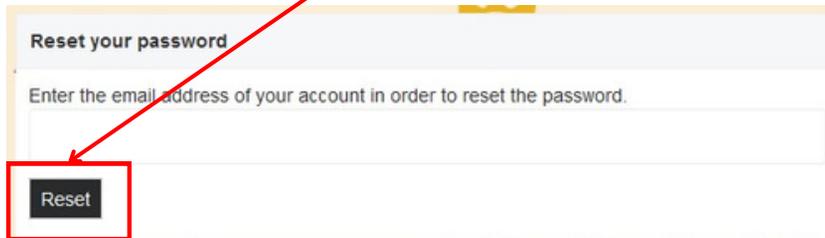
On the website

1) You can reset your password should you lose your details or fear your credentials for the VDS have been compromised. This can be done on the web provided you know your email. Click the “Reset your password” link on the website home page.



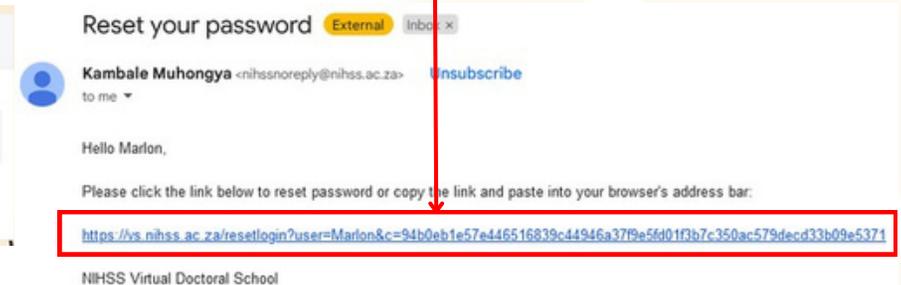
A screenshot of a login form with fields for Username and Password, a Login button, and links for Keep me logged in and Reset your password. A red arrow points from the text above to the Login button.

2) Enter your email address and click the reset button



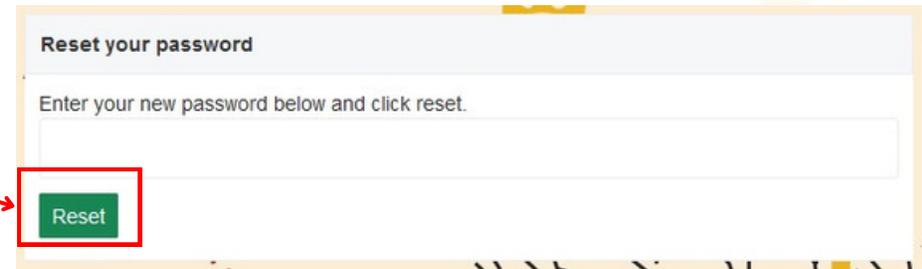
A screenshot of a 'Reset your password' form with a text input field and a Reset button. A red arrow points from the text above to the Reset button.

3) Check your inbox for an email and Click the password reset link



A screenshot of an email from Kambale Muhongya with a password reset link highlighted in a red box. A red arrow points from the text above to the link.

4. Enter your new password and click the rest button



A screenshot of a 'Reset your password' form with a text input field and a Reset button. A red arrow points from the text above to the Reset button.

2. Profiles

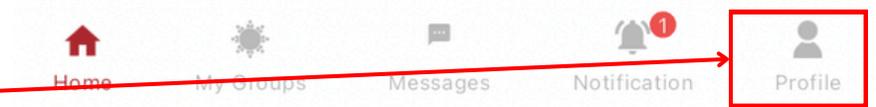
Each member of the virtual doctoral school (VDS) maintains a user profile. Your user profile contains everything about you as a member.

A) Editing your profile

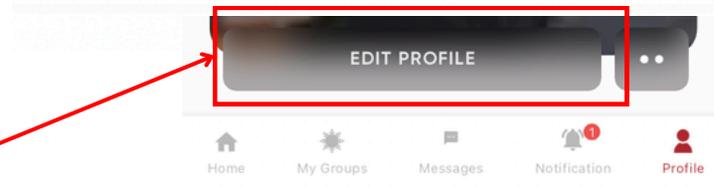
On the app

Once you have logged into the mobile app.

1. Click the profile button to open the profile tab



2. Click the edit profile button to open profile edit



3. Update your details in the form on edit profile

A screenshot of the profile edit form. The form contains fields for Password (with a toggle for visibility), Birthdate (09/09/2000), and Gender (Male/Female). A red box highlights the form fields, and a red arrow points from the text '3. Update your details in the form on edit profile' to it.

4. Scroll to the bottom of the form and press save.

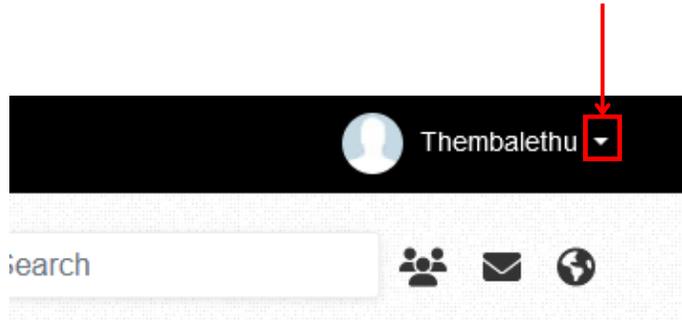
Your profile will now be updated with the details you have changed.

A screenshot of the profile edit screen showing the 'SAVE' button at the bottom. The button is highlighted with a red box, and a red arrow points from the text '4. Scroll to the bottom of the form and press save.' to it.

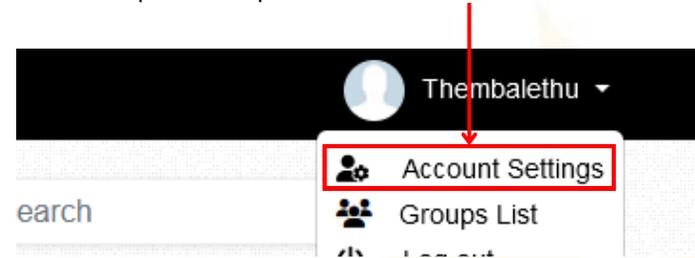
On the website

Once you have logged into the VDS website. Look for your username in the top right section of the website.

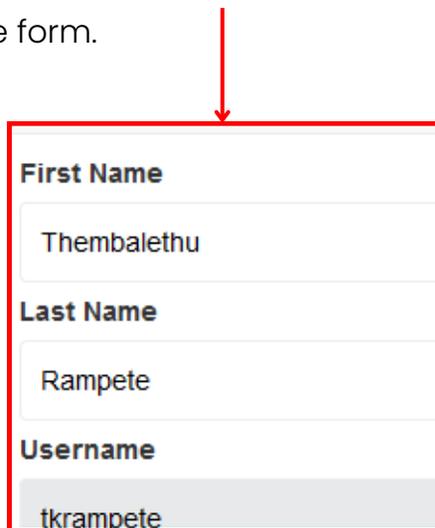
1) Click the drop down arrow to expose your menu



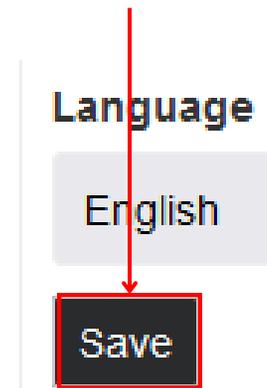
2) Click the account settings link. Your profile will open on profile edit



3. Change the details you would like to update in the form.

A screenshot of a profile edit form. The form has three input fields: 'First Name' containing 'Thembalethu', 'Last Name' containing 'Rampete', and 'Username' containing 'tkrampete'. The entire form is enclosed in a red rectangular box. A red arrow points from the top center of the box down to the 'First Name' input field.

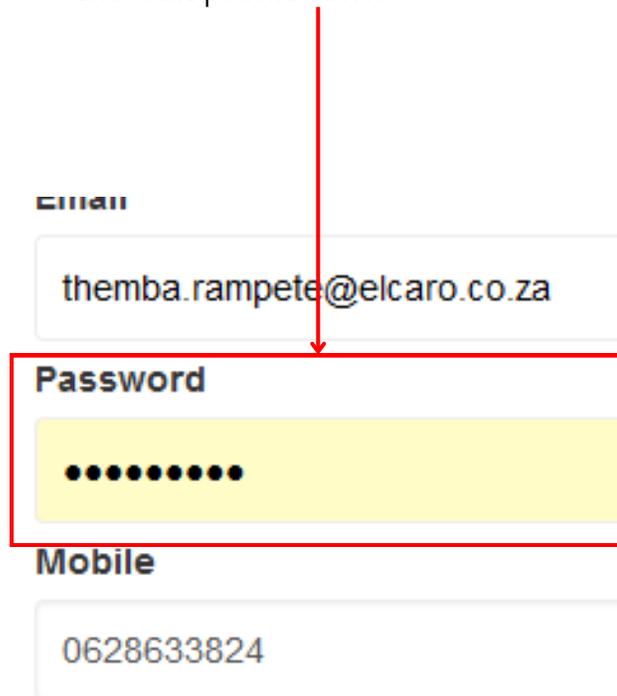
4) Scroll to the bottom of the form and press save. Your profile will now be updated with the details you have changed.

A screenshot of the bottom portion of the profile edit form. It shows a 'Language' dropdown menu with 'English' selected. Below the dropdown is a dark grey 'Save' button. The 'Save' button is highlighted with a red rectangular box, and a red arrow points from the top of this box down to the button.

B) Changing your password

Once you have logged into the VDS website. Look for your username in the top right section of the website.

1) Edit your profile and look for the password field on the edit profile form.



Email
themba.rampete@elcaro.co.za

Password
●●●●●●●●●●

Mobile
0628633824

2) Change your password and press save at the bottom.



Language
English

Save

3. Collaboration

Collaboration is one of the corner stones of the VDS. There are two main ways of collaborating on the VDS; as friends or connections and in a group. Being a friend with another member is a relationship that allows you certain privileges with that member and being in a group of members allows you to use that group to perform collaborative actions and view group content.

A) Friends

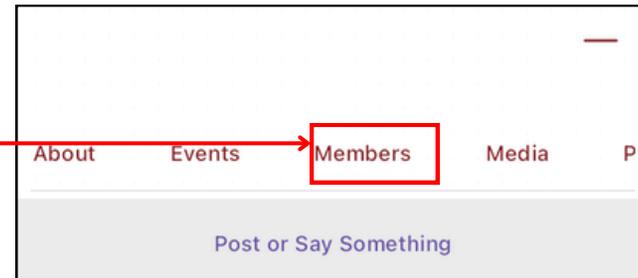
To become friends or connect with another member you must send them a friend or connection request. Once your prospective friend accepts the request you will be connected and be able to send each other messages as well as invite each other to groups and chat rooms.

On the mobile app

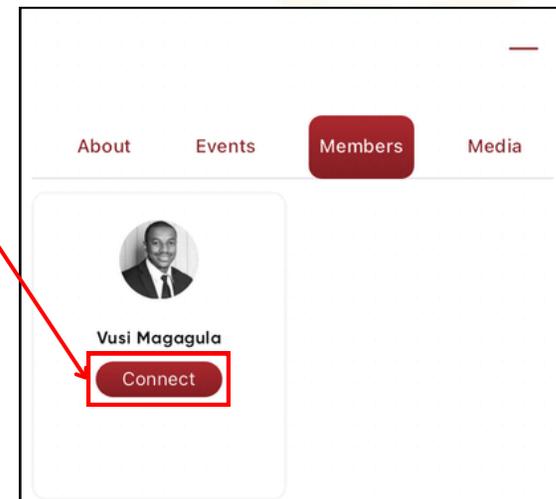
To become friends or connect with another member on the mobile you must be members of the same group. All active VDS members are members of the NIHSS group.

A) Friends (... continued)

1. In the group with your prospective friend, click the members tab.



- 2) From the group member in the tab find the member you want to connect to and click the connect button below their name. Once they accept your request you will become connections or friends.



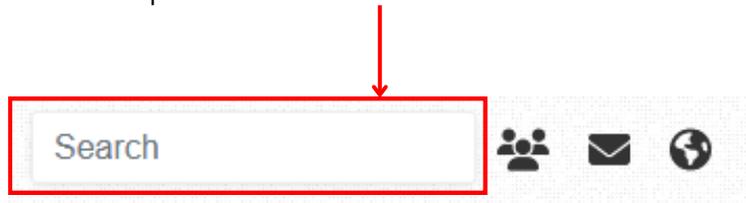
- 3) All your connections are visible in the app by going to home tab and clicking the connections button.

A) Friends (... continued)

On the website

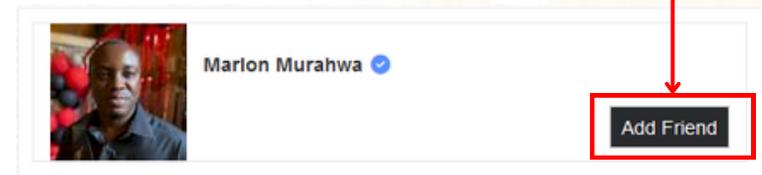
To become friends or connect with another member on the website search for them by name in the search.

- 1) Enter the full name of the person in the search field at the top of the site



- 2) From the group member in the tab find the member you want to connect to and click the connect button below their name. Once they accept your request you will become connections or friends.

- 3) All your connections are visible on the website by clicking the Friends link in the main menu.

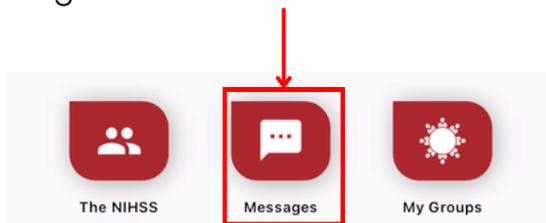


B) Messaging

You can send messages directly to your connections or friends on the website and in the mobile app. These messages can include files you want to share, links you want to post or even a Google Meet for video conferencing.

On the mobile app

1) Click the messages icon to open your direct message conversations.



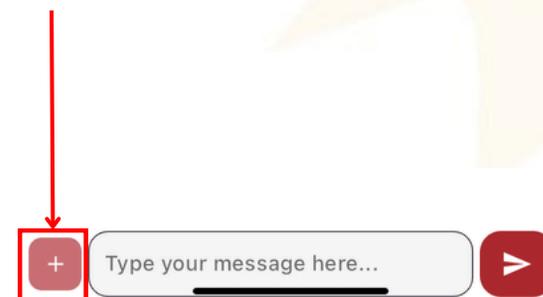
2) To start a new conversation with a friend click the Plus icon on the top right.



3) Select the friend from the list of connections and you will enter the conversation



4) Attach images, files or pictures by clicking the plus icon on your bottom left.



B) Messaging (... continued)

On the mobile app

5) Start a Google meet with your friend by clicking the video button on the top right.

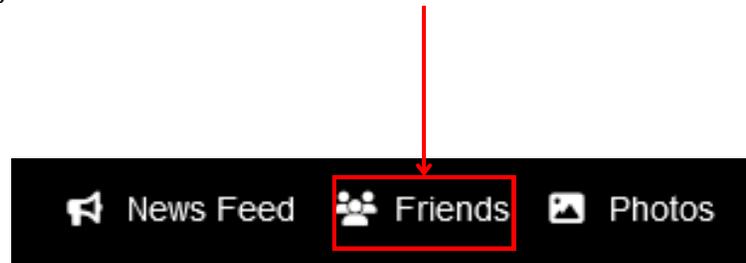
6) Press send by clicking the send button on your bottom right.



B) Messaging (... continued)

On the website

1) Click the Friends link in the main menu of the website.



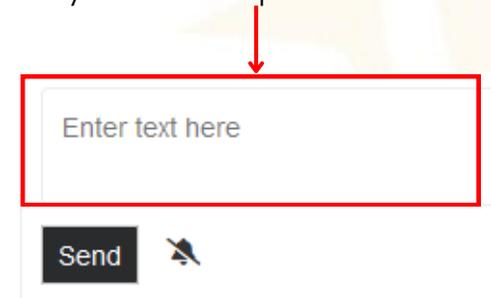
2) Select the friend you would like to send a message to and click their name to open their profile



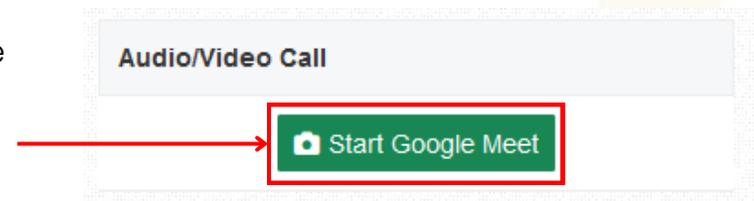
3) Click the message button



4) Enter your message text in the text area where you see the phrase "Enter text here".



5) To start a Google Meet go back to the friends profile and click the Start Google Meet button underneath Audio / Video Call.



Note: To send files or images use the live chat feature

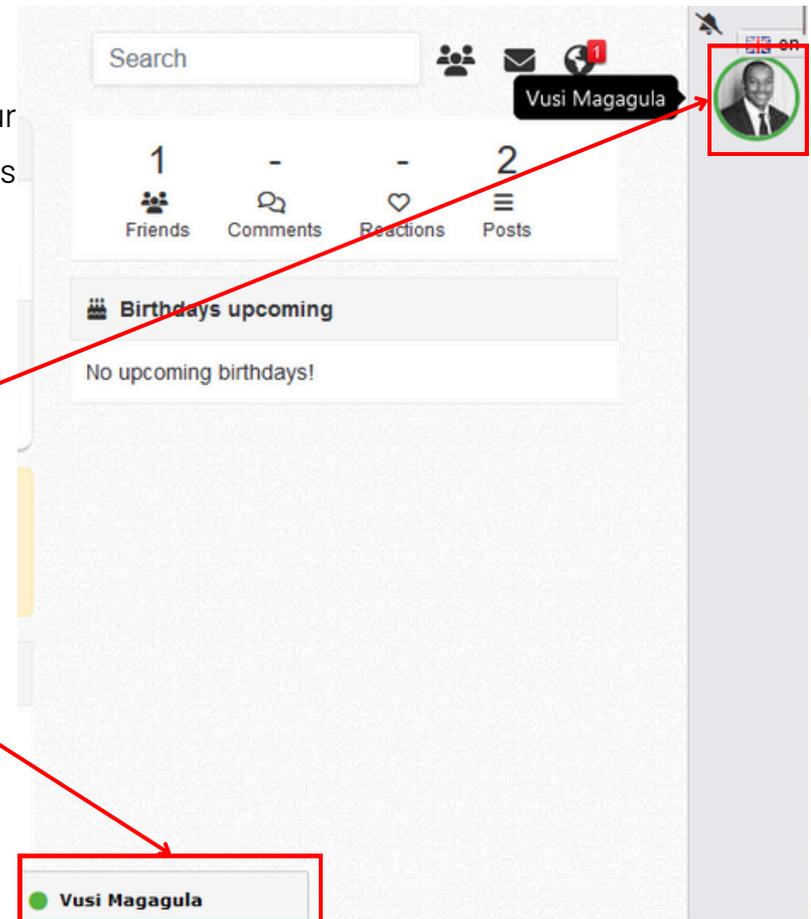
C) Live Chat

On the website

The live chat feature is available on the web for your online connections. You cannot live chat with friends that are not online.

1) Select a friend to live chat with from the online sidebar on the right

2) Click the chat box with the friends name at the bottom of the site.



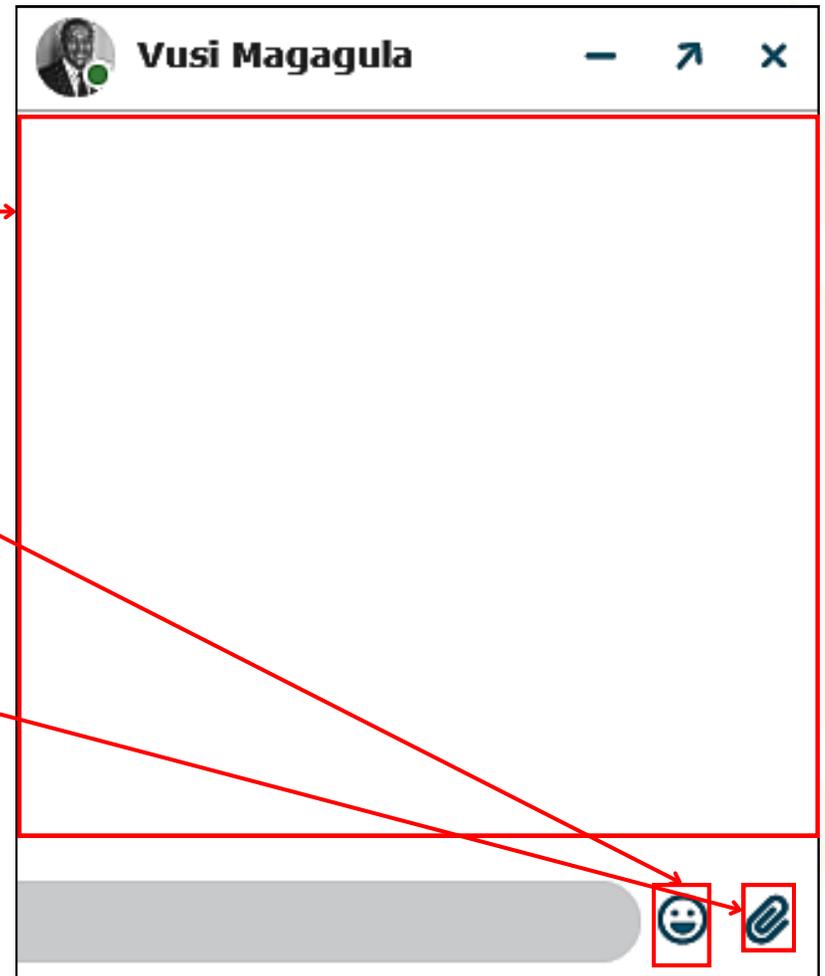
C) Live Chat (... continued)

3) Enter your text in the text area.

4) Add emoji with the emoji button.

5) Attach photos and files using the attachment button.

6) Press enter to send.



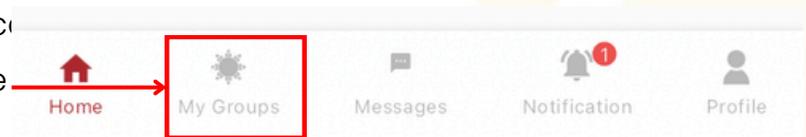
D) Groups

Your groups are collections of members who share a purpose with you on the VDS. Members from the same university are in the university's institutional group. Members from the same region are in that region's regional group and members of the same theme are in the thematic group.

These groups are moderated by NIHSS selected mentors champions and staff. All active members of the VDS are members of the NIHSS group. You can create your own custom groups on both the web and the app and invite your connections to join the groups on the web.

On the app

1) To create a group on the app click the my groups icon on the navigation bar to open the groups tab. These are all the groups of which you are a member.



2) Select whether the group is public or private. Public groups can be joined freely by any NIHSS member without your approval.



3) Enter the name of the group.



D) Groups (... continued)

4) Add a description for the group for example the purpose of the group.

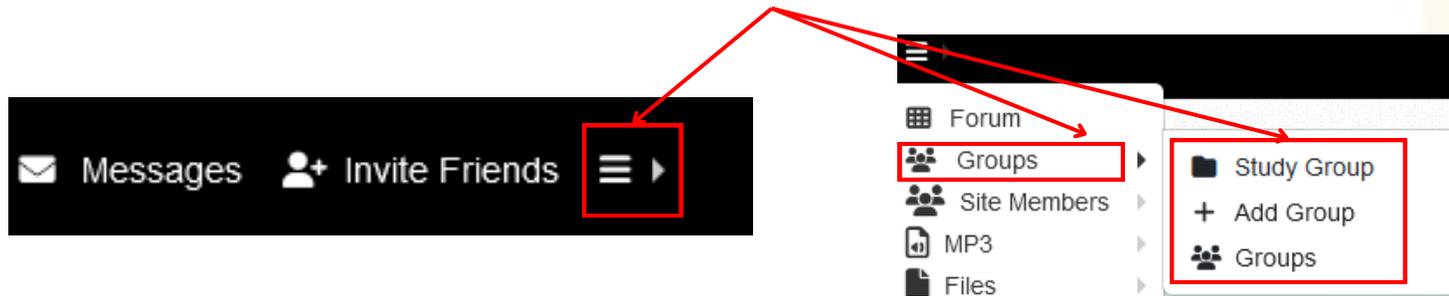
5) Press the submit button in the bottom right.

The screenshot shows a mobile application interface for creating a group. At the top, there is a back arrow, the logo of the National Institute for the Humanities and Social Sciences, and the title "GROUP INFORMATION" with a help icon. Below the title is a red header with the text "Fill form field to go to next step". The form contains several fields: a dropdown menu currently set to "Public", a text input field labeled "Name of the group" with a red "T" icon, and another text input field labeled "Group Description" with a red "i" icon. The "Group Description" field is highlighted with a red border. At the bottom of the screen, there is a progress indicator "STEP 1 OF 1" and a green "SUBMIT" button, which is also highlighted with a red border. Two red arrows point from the text instructions on the left to the "Group Description" field and the "SUBMIT" button.

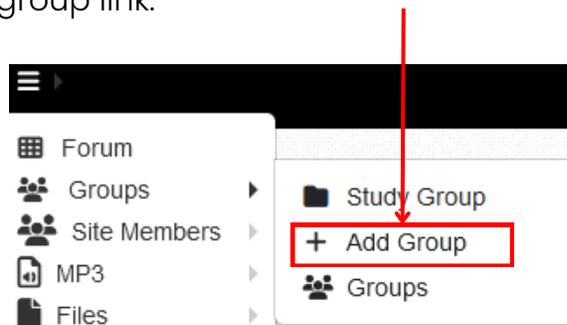
D) Groups (... continued)

On the website

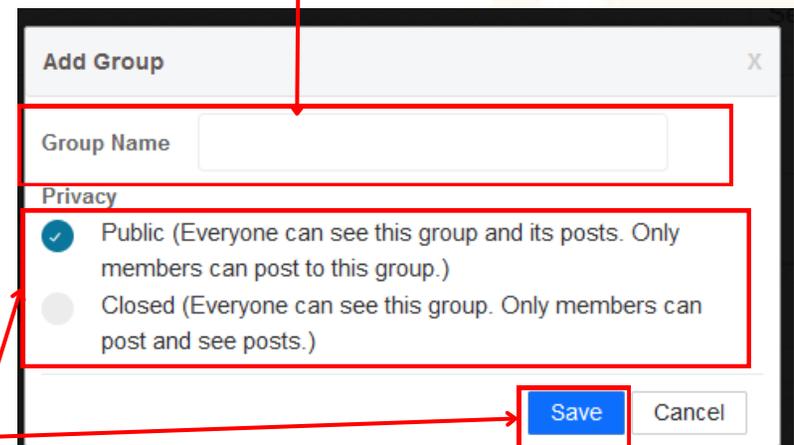
- 1) To create a group on the website mouse over the hamburger icon in the main menu and highlight the groups link. You will see a list of the groups you are a member of.



- 2) Navigate to the bottom of the list and click the add group link.



- 3) Enter the name of the group.



- 3) Select whether the group is public or closed and press the save button.

E) Posting

On the app

Group members share information by posting. When someone posts something in a group all the members receive a notification so they can check what has been posted. In this way, groups are able to collaborate.

1) On the group's Activity tab, click the Post or Say Something button



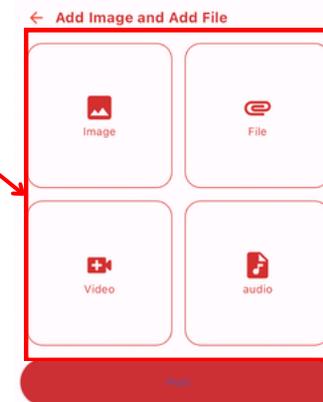
2) Enter the text you would like to post in the textbox under the phrase "Whats on your mind...".



3) To add an image, file, video or audio click the add attachment button.

a. Enter a title for the file

b. Enter a description for the file



E) Posting (... continued)

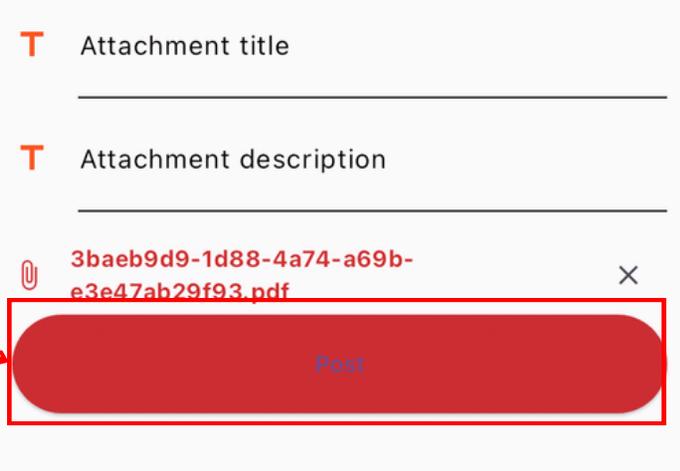
4) To post a file click the File button and select a file from your device and repeat step 3 section a and b

6) To post a video click the Video button and select a video from your device and repeat step 3 section a and b

8) Click the post button.

5) To post an image click the image button and select an image from your device and repeat step 3 section a and b

7) To post an audio click the audio button and select an MP3 from your device and repeat step 3 section a and b



The screenshot shows a form for creating a post. It includes two text input fields labeled 'Attachment title' and 'Attachment description'. Below these is a file attachment section showing a PDF file with a red paperclip icon, a file name '3baeb9d9-1d88-4a74-a69b-e3e47ab29f93.pdf', and a red 'x' icon for removal. At the bottom of the form is a prominent red button with the word 'Post' in white text. A red rectangular box highlights the 'Post' button, and a red arrow points from the text '8) Click the post button.' to this button.

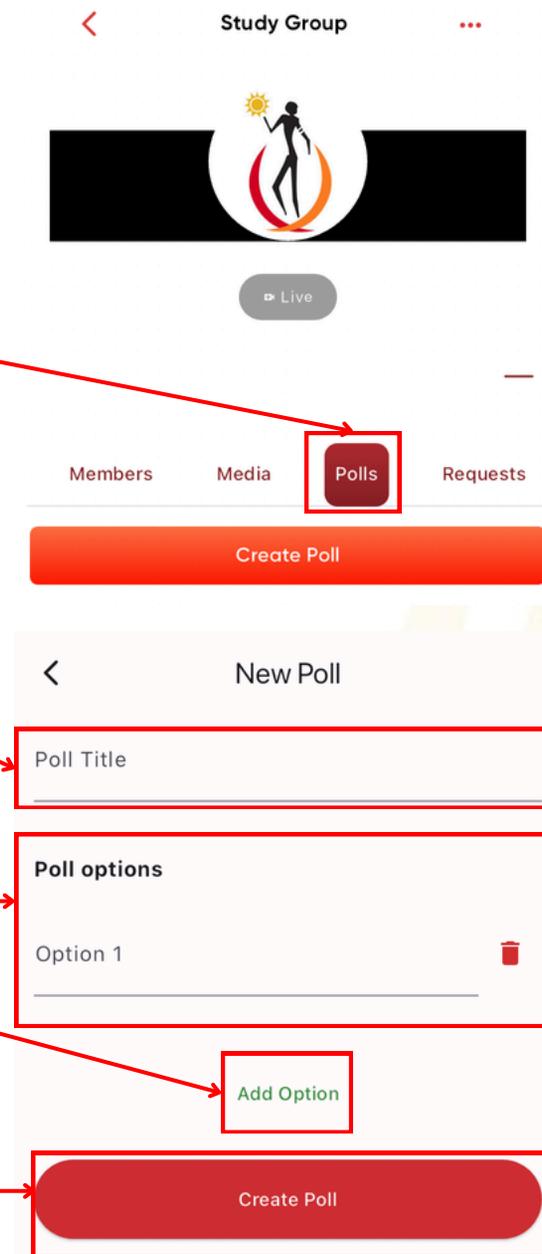
E) Posting (... continued)

9) To post a poll, click the Polls tab and then click the Create Poll button at the top of the tab.

10) Enter the question or title for the poll.

11) Enter each acceptable answer as an option, one after the other by entering the text of the answer and clicking the add option button. If you want to remove an option use the trash icon next to the option to delete it.

12) Click the Create Poll button.



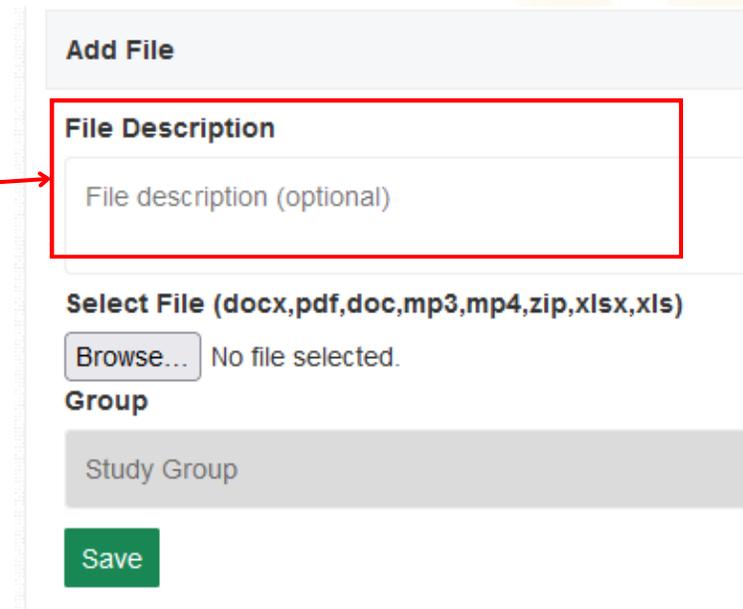
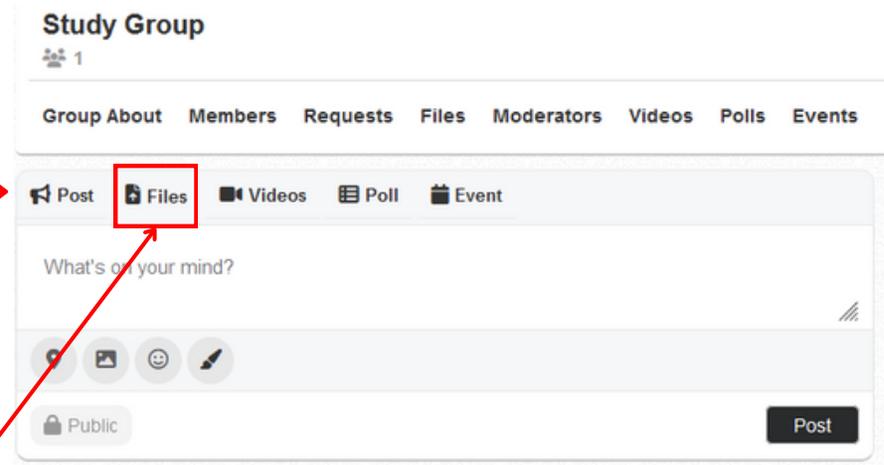
E) Posting (... continued)

On the Website

Open the group and you will see the group post area. Enter text you would like to post in the text area where you see the phrase "Whats on your mind?" To add an image, emoji or background click the button under the text.

1. To post a file, click the Files button above the text area.

2) Enter a description for the file that will allow group members to understand the file's contents.

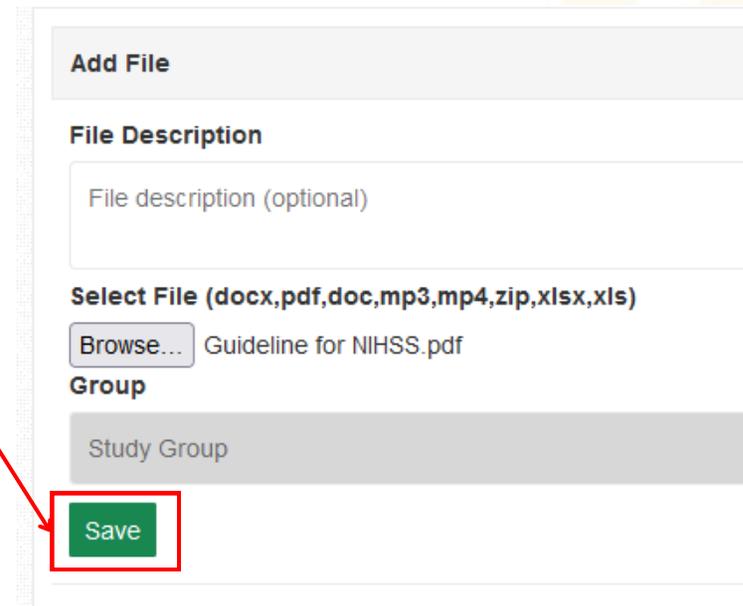
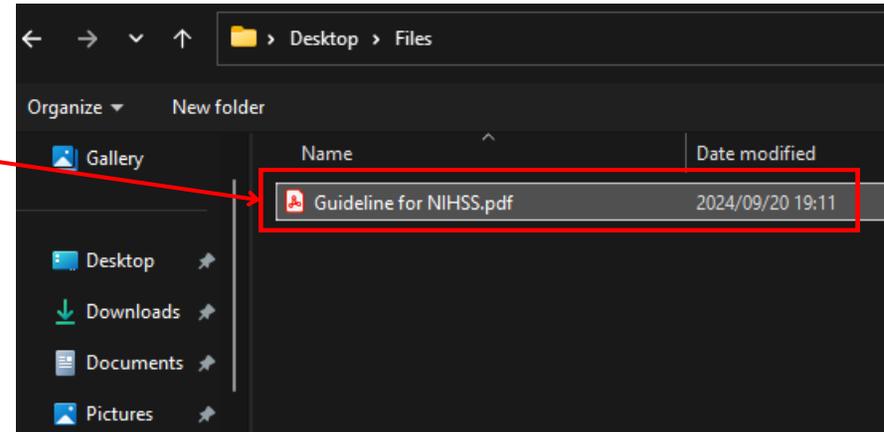


E) Posting (... continued)

On the Website

1) Select the file from your computer using the file chooser by pressing the Browse button.

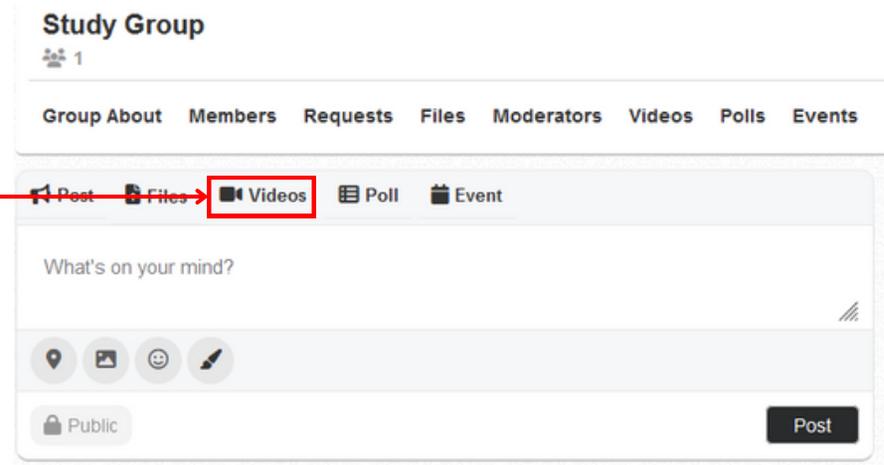
2) Click the Save button.



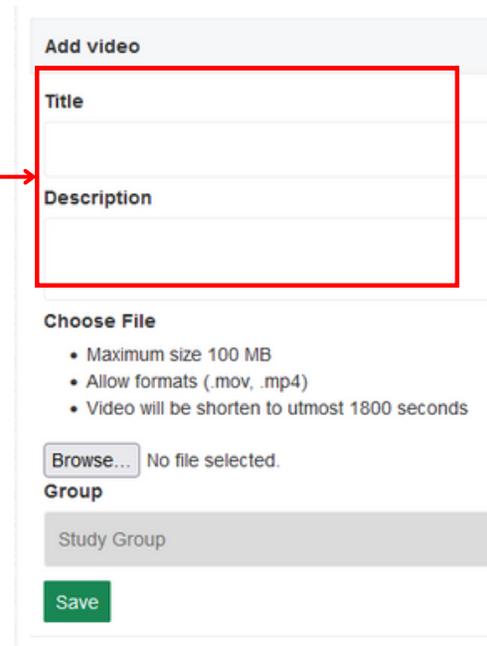
E) Posting (... continued)

On the Website

1) To post a video, click the Videos button above the text area.



2) Enter a Title and description for the video

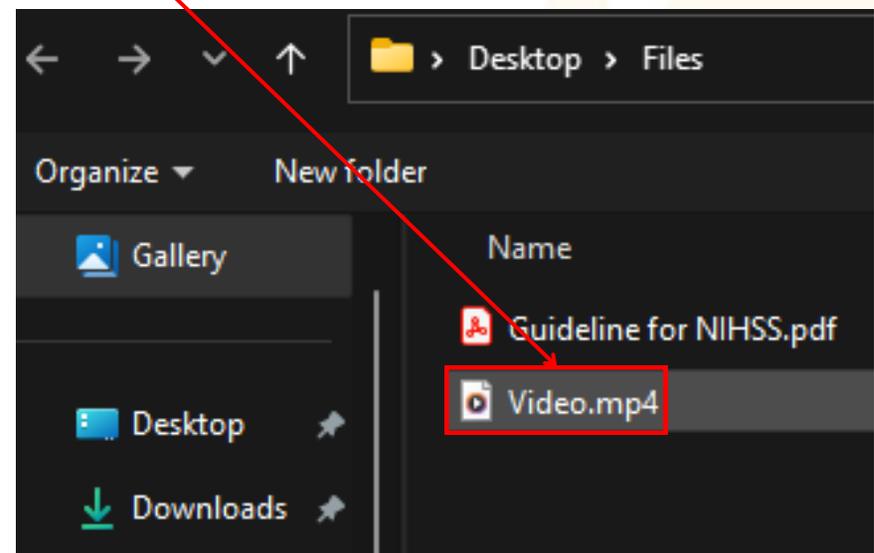
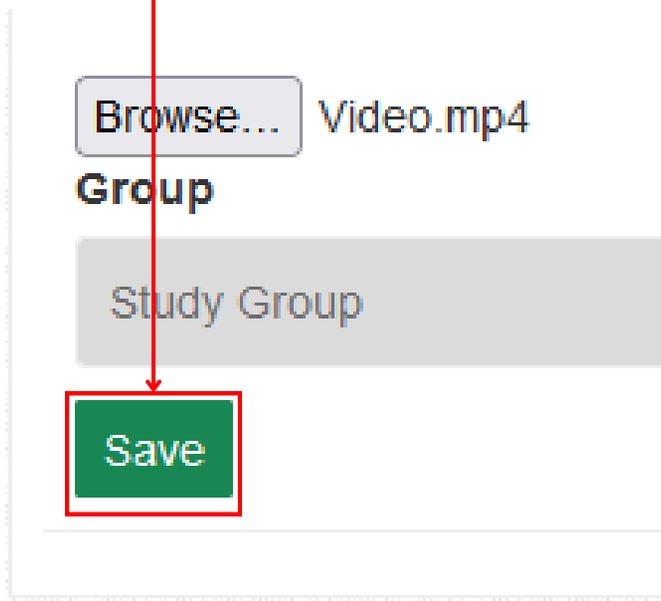


E) Posting (... continued)

On the Website

3) Select the video file from your computer by clicking the Browse button. Pay attention to the limits of the video. If the video is larger than the maximum size or not in the allowed formats it may fail to upload. If the video is longer than the time limit it will be cut short.

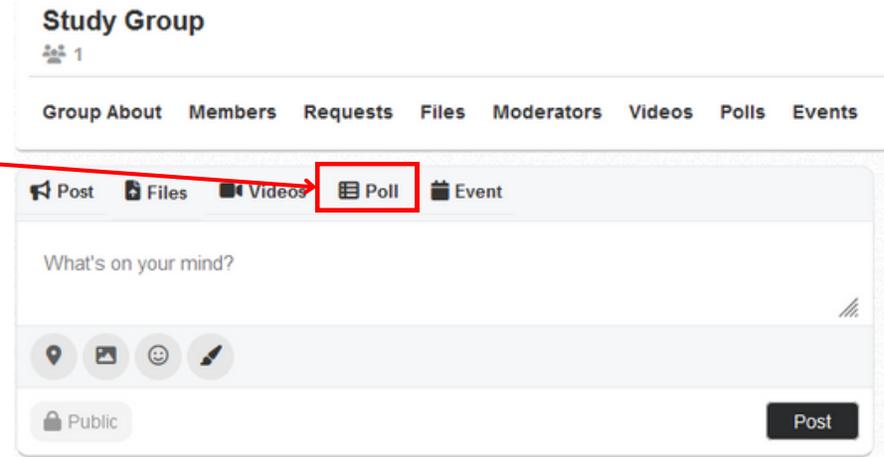
4) Click the save button



E) Posting (... continued)

On the app

1) To post a poll, click the polls button above the text area.



2) Enter a title or question for the poll in the title textbox.

3) Enter each acceptable answer or option for the poll by entering the text for the option and clicking the blue Add Option button. Repeat this for each option.

A screenshot of the 'Add Poll' form. It has a title input field, an 'Options' section with an 'Add Option' button, and a 'Group' dropdown menu. The 'Publish Poll' button is at the bottom. Red boxes highlight the title input field, the options input field, and the 'Publish Poll' button. Red arrows point from the text instructions to these elements.

4) Click the Publish Poll button.

E) Posting (... continued)

On the Website

- 1) To post an event, click the Event button above the text area. Events can only be posted from the website.
- 2) Enter the title of this event
- 3) Enter a description for this event. If you are going to add a link to the online event be sure to explain that in the description as you can online add links in the event's comments section.
- 4) Enter the start time for the event by either selecting a time from the buttons that appear in the textbox or by typing the exact time in the box.
- 5) Enter the end time for the event by either selecting a time from the buttons that appear in the textbox or by typing the exact time in the box.

The screenshot shows the 'Study Group' interface with a navigation bar containing 'Group About', 'Members', 'Requests', 'Files', 'Moderators', 'Videos', 'Polls', and 'Events'. Below this is a toolbar with icons for 'Post', 'Files', 'Videos', 'Polls', and 'Event'. The 'Event' button is highlighted with a red box. Below the toolbar is a text input area with the placeholder 'What's on your mind?' and a 'Post' button. Below the text area is a form for creating an event, with the following fields highlighted by red boxes and arrows:

- Event title ***: A text input field.
- Event description ***: A text input field.
- Start Time ***: A text input field.
- End Time ***: A text input field.
- Location ***: A text input field.
- Date ***: A text input field.

E) Posting (... continued)

On the Website

- 6) Enter the location of the event in the Location field.
- 7) Enter the date of the event in the date textbox by choosing the correct date in the date picker.
- 8) If there is an admission fee for the event enter the fee in the price area.
- 9) Choose whether comments are allowed for this event or not. (If you are going to have an online link for the event you must allow comments so you can add the link in the comments)
- 10) Choose a poster image for this event by clicking the Browse button and selecting an image from your computer. there after click save

The screenshot shows a portion of a web form for posting an event. The form includes the following fields and options:

- End Time ***: A text input field.
- Location ***: A text input field, highlighted with a red box and an arrow from step 6.
- Date ***: A date picker, highlighted with a red box and an arrow from step 7.
- Price (if any)**: A text input field, highlighted with a red box and an arrow from step 8.
- Allow comments & likes**: A dropdown menu with the option "Allowed" selected, highlighted with a red box and an arrow from step 9.
- Image ***: A section containing a "Browse..." button, the text "No file selected.", and a green "Save" button. This section is highlighted with a red box and an arrow from step 10.

F) Groups Moderation

As a group owner or moderator you have special permissions to moderate your group. Use these permissions to manage your group, its members and its content. Groups are mainly moderated on the website.

Requests

All requests that require moderator approval can be found in the requests tab of a group. This tab is only visible to moderators.

Members

You can view group members from the members tab. On the website as a moderator you can change the group owner to any of these members by clicking the change to group owner button.

Group Settings

The group's settings are available on both the app and the web. To change the settings of the a group as a moderator of the group.

F) Groups Moderation (... continued)

On the mobile App

1) Click the three dots at the top of the group next to the group name.

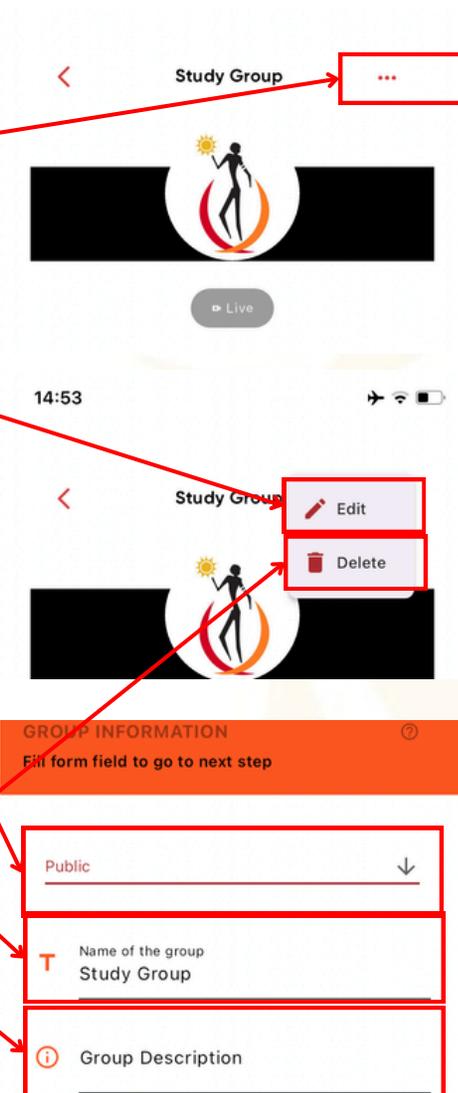
2) To Edit the group settings choose edit in the menu that appears.

3) Select whether the group is public or closed in the form.

4) Change the name of the group in the form.

5) Change the group description in the form.

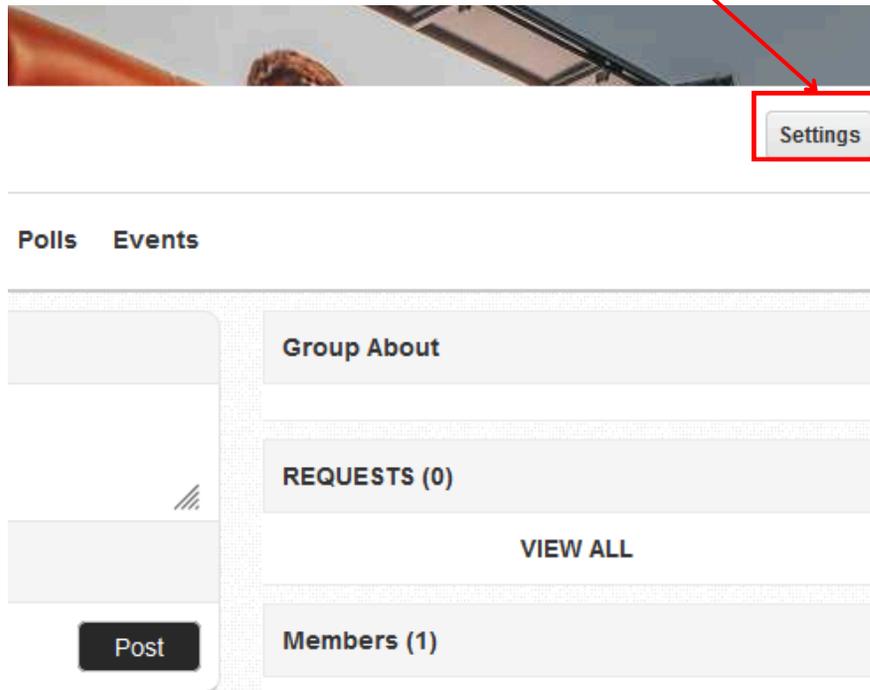
6) To Delete the entire group and its data choose delete in the menu that appears and confirm.



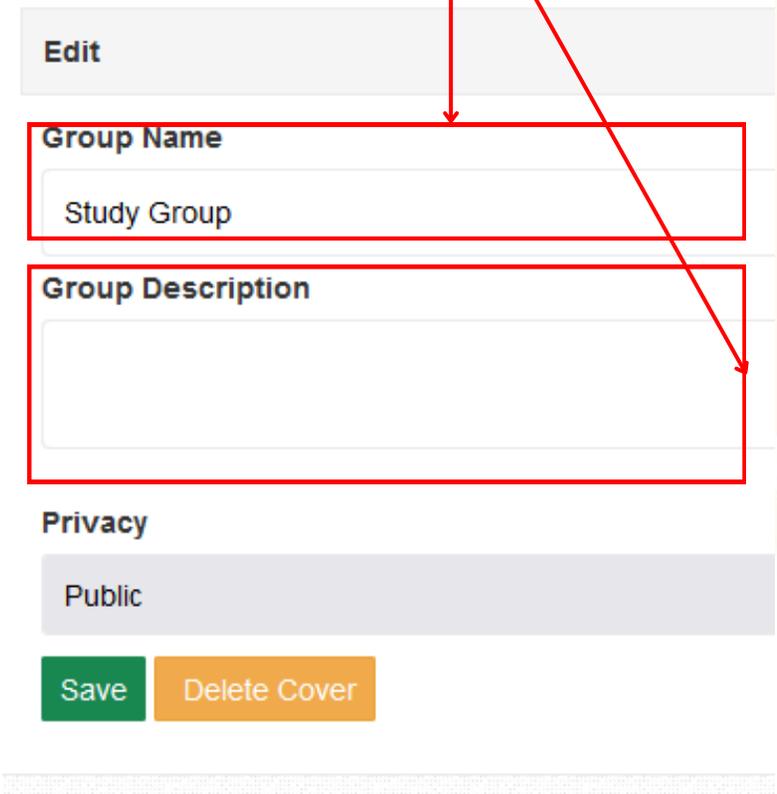
F) Groups Moderation (... continued)

On the website

- 1) Click the settings button on the top right of the group page just under the cover.



- 2) Edit the name of the group in the form
- 3) Edit the group's description in the form



F) Groups Moderation (... continued)

On the website

4) Choose whether the group is public or closed in the form

5) To delete the cover photo of the group click the Delete Cover button.

6) To delete the entire group and all its contents click the red Delete button.

The screenshot shows a 'Study Group' moderation interface. At the top, there's a header with the group name 'Study Group' and a '1' icon, and buttons for 'Settings' and 'Change Cover'. Below this is a navigation menu with links: 'Group About', 'Members', 'Requests', 'Files', 'Moderators', 'Videos', 'Polls', and 'Events'. The main content area is titled 'Edit' and contains three sections: 'Group Name' with a text input field containing 'Study Group', 'Group Description' with a large text area, and 'Privacy' with a dropdown menu currently set to 'Public'. At the bottom of the form, there are three buttons: a green 'Save' button, an orange 'Delete Cover' button, and a red 'Delete' button. Red arrows from the text above point to these buttons: one from '4)' to the 'Save' button, one from '5)' to the 'Delete Cover' button, and one from '6)' to the 'Delete' button.

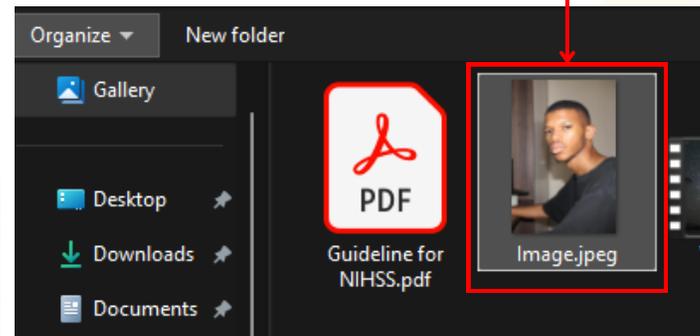
F) Groups Moderation (... continued)

On the website

7) To change the group's cover image click the Change Cover button on the top right of the group page just under the cover.



8) Choose an image from your computer.



F) Groups Moderation (... continued)

Posts

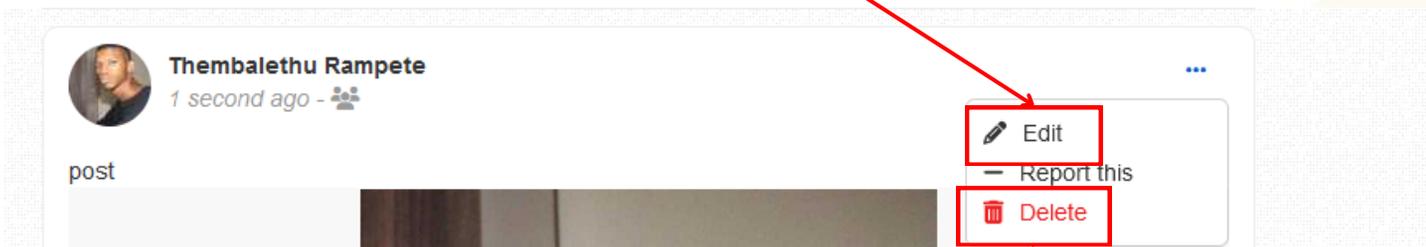
To moderate a post, navigate to that post in the activity tab on the website and in the app. You can moderate your own posts whether you are a group moderator or not.

On the website

1) Click the three dots at the far right and the top of the post.



2) Click the edit button to edit the text of the post.



3) Click the delete button to remove this post from the group.

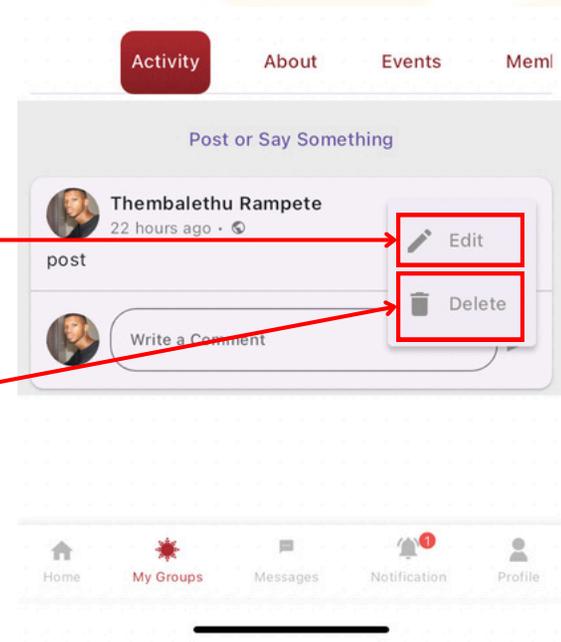
F) Groups Moderation (... continued)

On the app

1) click the three dots at the far right and the top of the post.



2) To edit the post choose Edit in the menu that appears.



3) To remove the post choose Delete in the menu that appears

F) Groups Moderation (... continued)

On the app

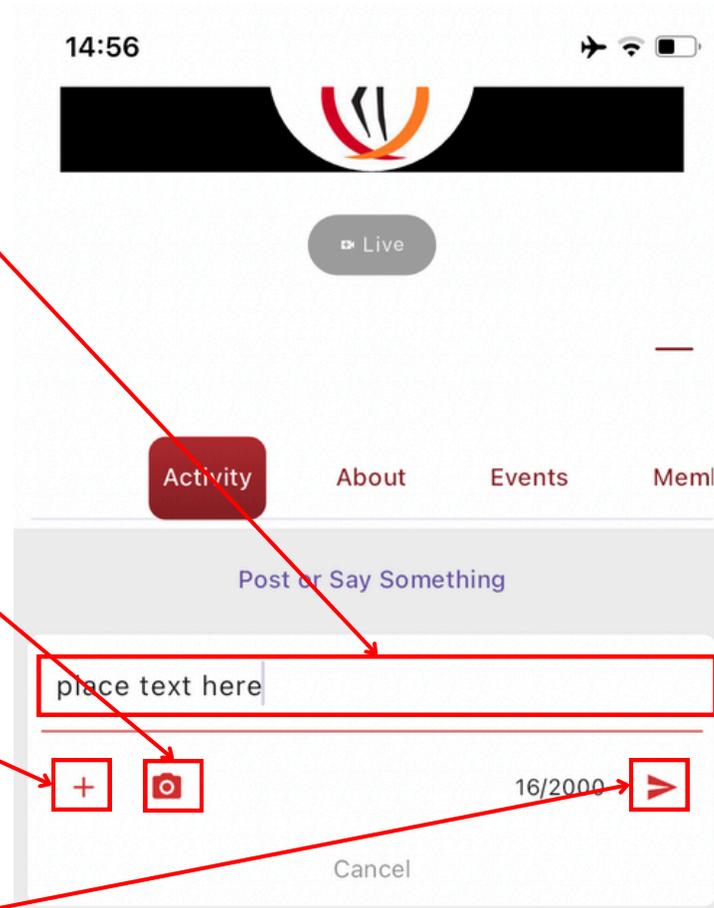
3) Enter new text in the text area for the post.

4) Use your camera by clicking the camera icon.

5) Change the file attached by clicking the plus button and selecting a new file from your device.

6) Press the send button to complete the edit.

7) click the send icon to post

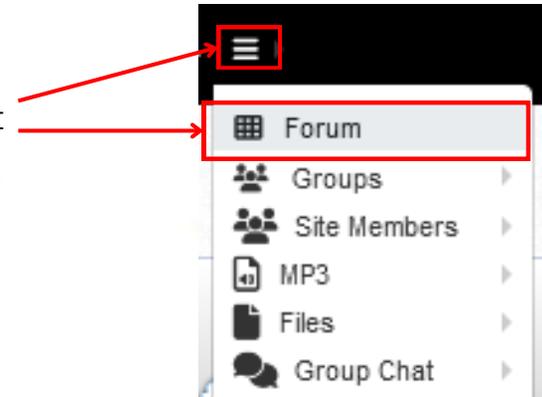


4. Discussion

On the VDS, discussion tools are currently available on the website.

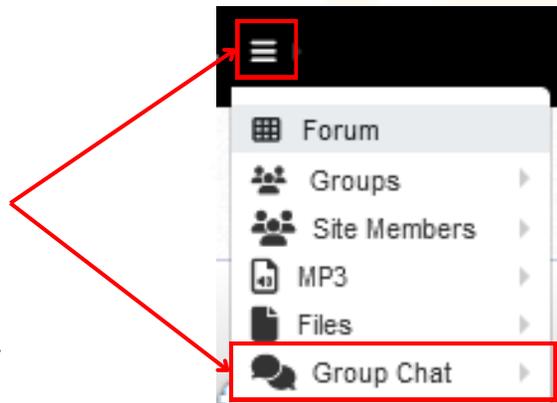
A) Forum

The discussion forum on the virtual doctoral school is a persistent resource of information that is intended to continue evolving with each generation of the NIHSS. It is found only on the website in categories and topics that are searchable for the website search bar. To access the forum click the Forum link in the hamburger menu of the main menu.



B) Chat Rooms

Chat rooms are informal discussion areas where a continuous unstructured discussion is ongoing. Members can invite their friends to the chatroom at any time and leave the chatroom at any time. To access chat rooms select Group Chat in the hamburger menu of the main menu of the website and click the rooms link. The VDS chat rooms are only available on the website.

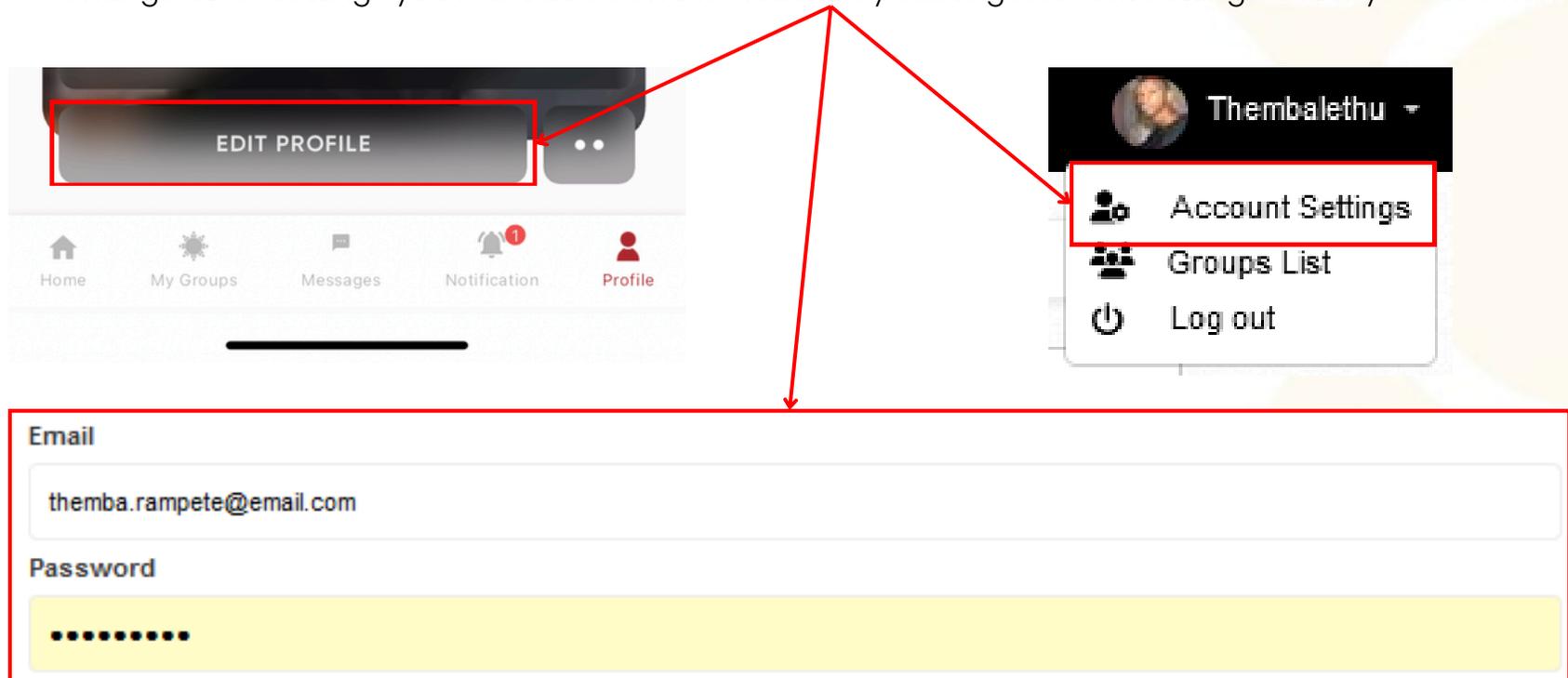


5. Account Settings

As a member, your user account maintains your access to the VDS. Your account details include your role in the VDS as well as your credentials for access.

A) Changing Your Settings

You can change your email address and your password on both the website and the app however to change other settings you must do so on the website by clicking Account Settings under your Username.

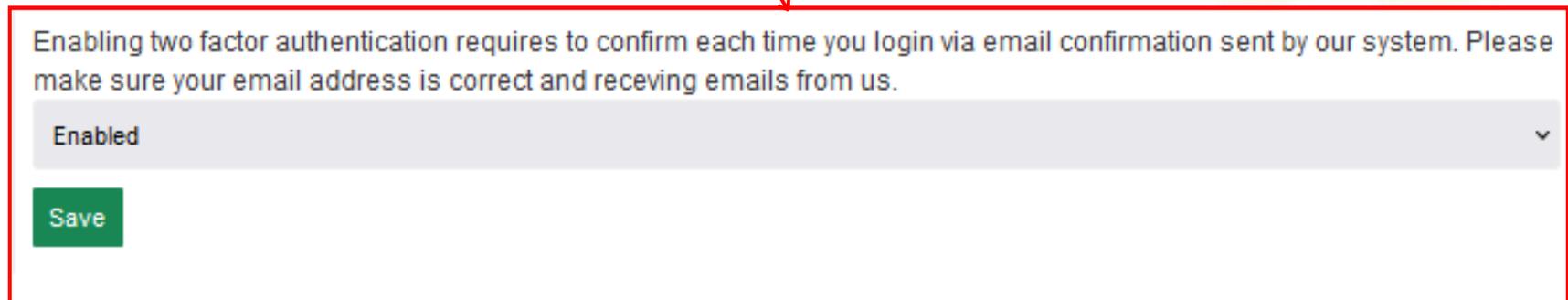
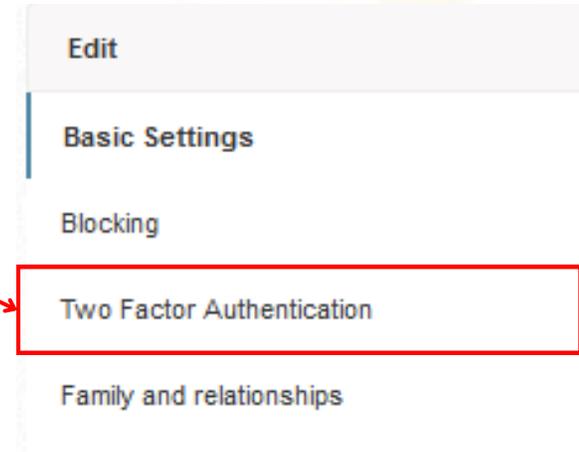
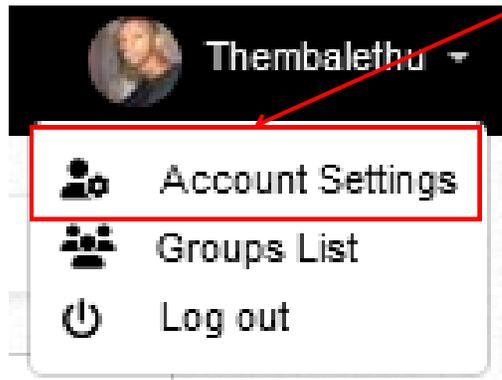


5. Account Settings (... continued)

B) Two Factor Authentication

To enable Two Factor Authentication for the web you must click the Account Settings link under your Username.

- 1) Navigate to the Two Factor Authentication section on the left.
- 2) Select Enable in the drop down on the right.
- 3) Click Save



5. Account Settings (... continued)

C) Blocking

In the Blocking section of your account settings you can manage the VDS users that you have blocked. These users cannot contact you on the VDS. To unblock a user and remove him from this section of your account settings.

- 1) Select the user from the list of blocked members.
- 2) Click the unblock button next to the members name.



6. Trouble Shooting

A) A member is able to login to the website but cannot login to the app.

- 1) Check that the member's profile is complete.
- 2) Add the member's mobile number, gender and correct their email.
- 3) Log the member into the website again.
- 4) Log the member into the mobile app.

First Name
User 1

Last Name
User 1

Username
tkrampete

Email
themba.rampete@email.com

Password
.....

Mobile
011 802 1460

Birthdate
15/09/2000

Gender
 Male
 Female

Language
English

Save

Username Password Login

Keep me logged in Reset your password

 Username
tkrampete

Password View

Login

Forgot Your Password ?

6. Trouble Shooting (... continued)

B) Uploading a file is not working after multiple attempts.

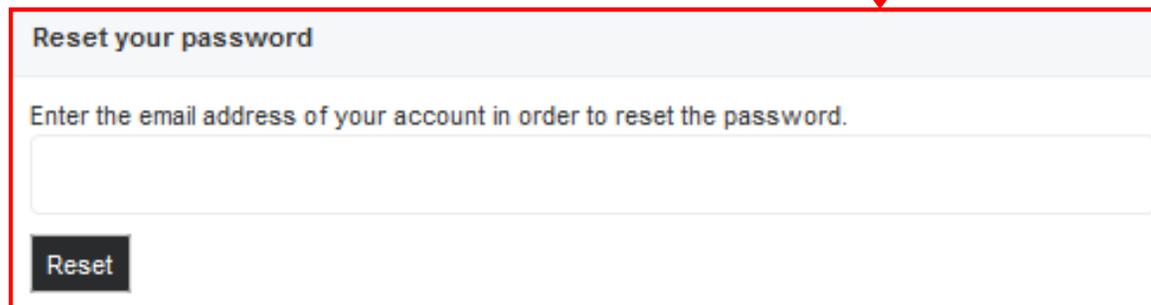
1) Check that the file is either a mp3, jpeg, jpg, png, bmp, xls, xlsx, ppt, pptx, doc, docx, mp4, mpeg or pdf file. These are the only supported formats.

2) Upload the file onto Google drive and share the link instead.



1) Check that the email that you provided the NIHSS is the same email you are entering on password reset.

2) Email kambale@nihss.ac.za to help.

A screenshot of a 'Reset your password' form. The title 'Reset your password' is at the top. Below it, the instruction reads 'Enter the email address of your account in order to reset the password.' There is a large text input field for the email address. At the bottom left, there is a 'Reset' button.

7. Help and Support

The NIHSS offers help and support to members of the NIHSS Virtual Doctoral School. Should you require assistance as a member you can take the following steps;

A) Contact Staff Members on the VDS

While logged in to the VDS open this link in your browser - <https://vs.nihss.ac.za/u/Kambale>

- 1) Click the message button on the members profile and send your query as a message.
- 2) Wait 48 hours for a response.



B) Email NIHSS IT

If you cannot login to the VDS or cannot reset your password, send an email with your query to kambale@nihss.ac.za