

Annotations from ninaa_jofa3-2.pdf

Page 2

Annotation 1; Label: John O'Farrell; Date: 30/10/1999 17:53:51

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1st Floor
21-23 Dyke Road
Brighton
BN1 3FE

Annotation 2; Label: John O'Farrell; Date: 30/10/1999 17:57:07

Wherever you see any text that has been highlighted, or this small note symbol to the left, please double click the area to see the attached note. Thank you.

Annotation 3; Label: John O'Farrell; Date: 30/10/1999 18:07:50

I have replaced draft with jofa in the file name as I will in subsequent files. Hence ninaa_draft3.pdf becomes ninaa_jofa3.pdf. This way you can open both your version and mine and select Tools Compare Pages to see the suggested changes that I make. I hope that you agree this provides a simple way forward. John

Page 3

Annotation 1; Label: John O'Farrell; Date: 30/10/1999 18:02:53

I think that the contents would look better with the invisible rectangle choice rather than visible thin blue line. People will realize that a link exists when then hover over the link. Equally they will learn as they use the pdf files more often. I really do feel that the present look is far too busy.

Page 5

Annotation 1; Label: John O'Farrell; Date: 30/10/1999 18:09:49

It would appear that there is an extra carriage return in the word document that has resulted in this additional blank page. Unless of course you have left it intentionally?

Page 6

Annotation 1; Label: John O'Farrell; Date: 30/10/1999 18:16:14

I have added to invisible links to the relevant web sites on these first two mentions of NINAA to www.ninaa.net and SchoolNet to www.schoolnet.org.uk. Nothing will show in the printed version of the manual, but it is my intention to make this pdf available from the web site.

Annotation 2; Label: John O'Farrell; Date: 30/10/1999 18:24:30

"Email for every student, using a web-based mail client which is compatible with standard mail client." Might better read as:

The built in mail server provides email for all students and staff alike. It is compatible with standard mail clients in addition to the new ldap mail clients. NINAA also has a built in web based mail service.

Then again, maybe not, too long winded, Sam Eaton should have a better suggestion. Does this give you a better idea of what is available? I know that you are borrowing some of this from our own rather poor sales literature.

Annotation 3; Label: John O'Farrell; Date: 30/10/1999 18:28:28

Safe, curriculum-based material — targeted web site lists.

Safe, curriculum based material through targeted web site lists — green lists.

Annotation 4; Label: John O'Farrell; Date: 30/10/1999 18:32:15

Easy publishing of local and external web pages.

Easy publishing of local Intranet web pages.

While there is an equally easy method of retrieving the public or external Internet web pages, this would not be referred to as publishing.

Annotation 5; Label: John O'Farrell; Date: 30/10/1999 18:38:15

Publish their own publicity and information on the World Wide Web.

Publish their own work on the World Wide Web.

I mean students with publicity? Are we trying to scare the teachers to death?

Annotation 6; Label: John O'Farrell; Date: 30/10/1999 18:42:27

Delete this line, perhaps replace with another later but it is weak as we've already said it on the line above. I'm also not keen to highlight communicating with anyone online. There are many cases where teachers will have legitimate concerns over this.

Annotation 7; Label: John O'Farrell; Date: 30/10/1999 18:49:49

I'm not sure about all this. We need to discuss with Sam Eaton, is this a NINAA manual or a SchoolNet sales brochure?

I suppose we need to discuss what SchoolNet is so that they know the difference between the internal and external services.

Hmm.....

Page 7

Annotation 1; Label: John O'Farrell; Date: 30/10/1999 18:51:31

One advantage of shortening the SchoolNet on the previous page is that this might then all fit on the one page?

Page 8

Annotation 1; Label: John O'Farrell; Date: 30/10/1999 18:55:56

An example?

Perhaps Simon could provide?

like ninaa.school.authority.sch.uk

Annotation 2; Label: John O'Farrell; Date: 30/10/1999 19:14:49

I can't help thinking that while this is all completely correct, we need to illustrate this process with the relevant screen shots. After all we need to show how to add at least one user, I'd have thought that this is the most important one. Use a full teacher's name as an example and tick the relevant administrator box with filter 9. I realise that this may need to come further on after the conventions section on the next page, but we can refer to the relevant section from here.

Annotation 3; Label: John O'Farrell; Date: 30/10/1999 19:16:23

Annotation 4; Label: John O'Farrell; Date: 30/10/1999 19:17:12

We need an update of this image with the new graphics.

Page 9

Annotation 1; Label: John O'Farrell; Date: 30/10/1999 19:21:37

Something about, as you click on each of the sections from the menu on the right the relevant screen or material will be shown on the right. This kind of instruction really needs to be on the same page as the image to be effective. In fact perhaps this should all reside under conventions below?

Annotation 2; Label: John O'Farrell; Date: 30/10/1999 19:25:54

We haven't described how to perform a single step in this section yet. See note above.

e.g. When we say click Server, we mean click the navigation button from the menu along the left side of the screen in your Browser as above.

How about the back and forward button in the browser for that matter?

Page 10

Annotation 1; Label: John O'Farrell; Date: 30/10/1999 19:31:39

All occurrences of the words:

"your router" or "the router" need to be replaced with the single term NINAA.

You will find that the sentence reads correctly. It is friendly, and more accurate.

NINAA provides a proxy service strictly speaking she does not provide routing. All of which is overly technical and irrelevant to the teacher concerned.

Annotation 2; Label: John O'Farrell; Date: 30/10/1999 19:37:53

I had hoped that we could try and be friendlier than this. While accurate it sounds like one of our technical people talking. How about:

Configure the parts of the local internal school web site (Intranet) that you wish to be published and the times at which you wish this to take place?

Annotation 3; Label: John O'Farrell; Date: 30/10/1999 19:44:40

In this chapter we will discuss how to:

Can we try and win the hearts and minds of our audience? Okay so let's just try to warm a little, be less cold, and clinical?

I do realise that we also need to sound authoritative and you are doing that well.

Annotation 4; Label: John O'Farrell; Date: 30/10/1999 19:41:49

Perform regular backups or archives of the server?

Page 11

Annotation 1; Label: John O'Farrell; Date: 30/10/1999 19:48:45

Discuss with Sam Eaton. While this is the correct location for this information following on the order of the menu, I believe that it should be located nearer the end of the documentation. It is the most frightening and is the least likely area to be modified.

Starting with how to add a user would be far more relevant and a much easier point for the user to start with.

Annotation 2; Label: John O'Farrell; Date: 31/10/1999 13:52:32

<school name>.<geographical area>.sch.uk

see <http://www.nic.uk/news/schoolnamesonthenet.html>

Annotation 3; Label: John O'Farrell; Date: 30/10/1999 19:53:44

delete? I feel that it is sufficiently clear as (Note that enabling Real Audio Proxy may reduce your system's security.)

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Annotation 1; Label: John O'Farrell; Date: 30/10/1999 19:57:16

use nnn.nnn.nnn.nnn or perhaps xxx.xxx.xxx.xxx might be better still. My point is show that there are four sets of three digits.

Annotation 2; Label: John O'Farrell; Date: 30/10/1999 20:01:45

The most common configuration in a school environment is for two network cards, one for the administration network and another for the curriculum network. This provides for optimal security, as NINAA does not allow any communication between the network cards.

Annotation 3; Label: John O'Farrell; Date: 30/10/1999 20:05:05

incorrect not four digits 1.2.3.4 but four sets of three digits separated by dots or twelve digits in total.

Annotation 4; Label: John O'Farrell; Date: 30/10/1999 20:13:55

I have tried to delete this annotation on the left. I refer to the word Subnet in highlight to the left. It does not seem to want to comply. I apologise for any confusion. John

Annotation 5; Label: John O'Farrell; Date: 30/10/1999 20:15:36

NINAA

Annotation 6; Label: John O'Farrell; Date: 30/10/1999 20:21:16

This section needs work. Perhaps Sam Eaton can simplify for all of us. I have a reasonable idea of how subnets work and this has left me confused. How is a teacher to cope? Do they need to?

Also we have used "NetMask is:" in the image above rather than Subnet. Should we not be consistent?

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Annotation 1; Label: John O'Farrell; Date: 30/10/1999 20:29:53

NINAA

Annotation 2; Label: John O'Farrell; Date: 30/10/1999 20:30:28

NINAA

Annotation 3; Label: John O'Farrell; Date: 30/10/1999 20:30:46

NINAA

Annotation 4; Label: John O'Farrell; Date: 30/10/1999 20:31:08

NINAA

Annotation 5; Label: John O'Farrell; Date: 30/10/1999 20:31:38

NINAA

Annotation 6; Label: John O'Farrell; Date: 30/10/1999 20:31:48

NINAA

Annotation 7; Label: John O'Farrell; Date: 30/10/1999 20:32:50
NINAA

Annotation 8; Label: John O'Farrell; Date: 30/10/1999 20:33:13

Annotation 9; Label: John O'Farrell; Date: 30/10/1999 20:34:06
Please ask for another screen shot, or make one, using the SchoolNet default telephone number 0820 820 0820

Annotation 10; Label: John O'Farrell; Date: 30/10/1999 20:46:20
All ISDN lines are dual channel and therefore capable of 128K access. What changes is the service that they have with their ISP.

"Choose 128 if you have a 128K dual channel service from your ISP or 64 if you have a single channel service."

If we are going to discuss the A and B channel, shall we explain the D channel as well? I think not.

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Annotation 1; Label: John O'Farrell; Date: 30/10/1999 20:46:51
NINAA

Annotation 2; Label: John O'Farrell; Date: 30/10/1999 20:50:00
Not necessarily. It would only stay up if there were continual requests for an outside service. For instance if someone kept making requests to the mail server, or was using ICQ or a host of other possibilities. The point is that it is not NINAA that would be keeping the line up, but a local workstation.

Annotation 3; Label: John O'Farrell; Date: 30/10/1999 20:54:11
Change from: "If dial on demand is set on outside of these hours, though, you can run up very large bills since the connection will stay up once it's been made by the router."

To: However do be careful outside these times, as you will incur local call charges. These charges can mount up very quickly. All call charges are the Schools responsibility.

Annotation 4; Label: John O'Farrell; Date: 30/10/1999 20:57:25
In these special cases you would not modify the dial on demand settings! Rather you would bring up the line manually for the evening class and then remember to close the line at the end of the class.

We need to show the relevant screen and describe how this would function.

Annotation 5; Label: John O'Farrell; Date: 30/10/1999 21:00:51
Wrong! A warning by all means, but one explaining that this should not be done.

We must link to the page of the manual where we describe how to do this properly.

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Annotation 1; Label: John O'Farrell; Date: 31/10/1999 12:36:40
This makes it publicly available to other schools on SchoolNet, the NGfL, in fact the whole world.

Annotation 2; Label: John O'Farrell; Date: 31/10/1999 12:41:26
(between 08:00 and 18:00)
if you are referring to the free access times as provided under the BT schools internet caller tariff?

After all the line should not be available at 07:00 if they have done as the manual suggests in the previous sections.

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Annotation 1; Label: John O'Farrell; Date: 31/10/1999 13:01:41

use tape labelled A or Grandfather.

use tape labelled B or Father.

use tape labelled C or Son.

Page 17

Annotation 1; Label: John O'Farrell; Date: 31/10/1999 13:03:40

Is this page intentionally blank or the result of an extra carriage return on the previous page in Microsoft Word?

Page 18

Annotation 1; Label: John O'Farrell; Date: 31/10/1999 13:04:57

In this chapter we will show you how to:

Annotation 2; Label: John O'Farrell; Date: 31/10/1999 13:08:05

"application, such as the SIMS database."

The schools information management system is the default database in use.

Annotation 3; Label: John O'Farrell; Date: 31/10/1999 13:09:28

"application, such as Microsoft Excel."

Annotation 4; Label: John O'Farrell; Date: 31/10/1999 13:11:04

Students can also change their own passwords from the web mail interface after they login to the system for the first time.

Annotation 5; Label: John O'Farrell; Date: 31/10/1999 13:12:39

is this eight letter limit valid?

no numbers? no special characters? not 10 letters?

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Annotation 1; Label: John O'Farrell; Date: 31/10/1999 13:15:09

from the drop down list ---

Page 20

Annotation 1; Label: John O'Farrell; Date: 31/10/1999 13:21:02

Warning: if the selection spreads across several pages only those on the current page will be changed. This is why it is important to adjust the display number above correctly.

Check that this is still the case with Simon Loader.

Annotation 2; Label: John O'Farrell; Date: 31/10/1999 13:28:03

see warning above, I believe that the same rule applies, again check with Simon Loader.

Annotation 3; Label: John O'Farrell; Date: 31/10/1999 13:32:44
See Shares section? with a link to the Shares section?

Annotation 4; Label: John O'Farrell; Date: 31/10/1999 13:34:54
Would a screen shot not help to illustrate all of this more clearly?

Page 21

Annotation 1; Label: John O'Farrell; Date: 31/10/1999 13:36:11
to the ... what?
filename xxx.txt?

Annotation 2; Label: John O'Farrell; Date: 31/10/1999 13:39:27
There is no file containing the user data, that is what is what we are trying to do, create a file into which we can export the user data.

I think you are trying to show that they can select an existing file? which would then be overwritten?

Annotation 3; Label: John O'Farrell; Date: 31/10/1999 13:44:36
<school name>.<geographical area>.sch.uk

Annotation 4; Label: John O'Farrell; Date: 31/10/1999 13:45:11
<school name>.<geographical area>.sch.uk

Annotation 5; Label: John O'Farrell; Date: 31/10/1999 13:46:45
<school name>.<geographical area>.sch.uk

Annotation 6; Label: John O'Farrell; Date: 31/10/1999 13:50:06
<school name>.<geographical area>.sch.uk

This is the convention agreed by Nominet who are responsible for all .uk domains. We have to be precise about such things. You have also accidentally inserted a dot between the @ and school

Page 22

Annotation 1; Label: John O'Farrell; Date: 31/10/1999 13:56:48
to ? typo?

perhaps "to a green list of just 50 strictly educational sites".

This would introduce them to the terms that NINAA uses early.

i.e. "green" and "red" lists

Annotation 2; Label: John O'Farrell; Date: 31/10/1999 14:00:21
link to an image of the default banned screen. All access are of course logged for future analysis, with a link the log section.

Annotation 3; Label: John O'Farrell; Date: 31/10/1999 14:02:37
shows?
will show, will illustrate?

Annotation 4; Label: John O'Farrell; Date: 31/10/1999 14:04:34
Bad example, all numeric addresses are banned by default.

www.playboy.com is a URL that everybody understands and yet does not cause offence.

Annotation 5; Label: John O'Farrell; Date: 31/10/1999 15:51:12

NINAA has 10 filter positions (0 through 9) to choose from. Filter 0 represents zero or no access to any outside resource. Students on Filter 0 can still access the local resources within the schools Intranet. At the other end of the scale is filter position 9. This is generally for staff as it provides unlimited access to all resources or no restrictions or filtering of any kind.

Filter positions 1 through 8 can hold any filters that you wish. You will see that you can create filters lists for all kinds of uses. The point is that only eight filters can be running simultaneously at any one time. You can load or import filters at will.

NINAA comes with two default filters, which are loaded into positions 1 and 8. Filter 1 is our standard green list and filter 8 is the standard red list. Green lists are like a virtual library, they contain addresses that we can safely visit. Red lists on the other hand are lists of undesirable web site such as those of a pornographic nature.

All of this is explained in greater detail below.

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Annotation 1; Label: John O'Farrell; Date: 31/10/1999 14:08:55

green or red
allow or deny

g before r
a before d

let's stay consistent.

Annotation 2; Label: John O'Farrell; Date: 31/10/1999 14:10:17

Wrong way around, should be:

(allow for a green filter, deny for a red filter).

Annotation 3; Label: John O'Farrell; Date: 31/10/1999 14:11:26

Excellent!

Annotation 4; Label: John O'Farrell; Date: 31/10/1999 16:22:01

Negative, of course they will find them for themselves.

Ready-made green list of sites, which are designed to give you a safe starting point.

Previous line Ready-made red list of banned sites

NOTE: list not lists plural we only provide one of each. The default filter 1 green and default filter 8 red.

Annotation 5; Label: John O'Farrell; Date: 31/10/1999 14:19:28

As discussed in my note above:

The default filter 1 is green and default filter 8 is red.

Why is the image to the left showing filter 1 as red? We need to fix this to maintain consistency.

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Annotation 1; Label: John O'Farrell; Date: 31/10/1999 15:18:06

Annotation 2; Label: John O'Farrell; Date: 31/10/1999 15:21:01

How did an IP number, an invalid one at that, get into a filter?

The only way IP numbers are ever entered are as exceptions to the rule "all IP numbers are banned" and are therefore always green.

Our examples must be realistic.

Annotation 3; Label: John O'Farrell; Date: 31/10/1999 15:25:37

Would be more accurate as:

To add sites to this filter, click New or to add from another filter or from a file, click Import.

Page 25

Annotation 1; Label: John O'Farrell; Date: 31/10/1999 15:30:22

This format is complete gibberish. We are an ISP, we simply can't get away with such nonsense.

for example

"bbc.co.uk/animalzone"

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Annotation 1; Label: John O'Farrell; Date: 31/10/1999 16:00:43

For example if you wanted to import a green list of history sites into filter position 6 and it was set to red (as it is by default) you would convert it to green first. If it held a modified red list for the sixth form art group you would save it off for future use first.

Annotation 2; Label: John O'Farrell; Date: 31/10/1999 16:04:17

If we are showing an image of the Import screen, why not show a screen shot of the Export screen as well. I found myself looking for the filename box on the Import Screen below.

Annotation 3; Label: John O'Farrell; Date: 31/10/1999 16:07:39

"from another filter or from a file."

I realise that it is an unnecessary repetition of the word filter from an english usage standpoint but it is clearer for the reader.

Annotation 4; Label: John O'Farrell; Date: 31/10/1999 16:08:20

colour or type

Page 28

Annotation 1; Label: John O'Farrell; Date: 31/10/1999 16:13:46

I assume that on the final draft we will adjust the layout to avoid such small overruns or large blank areas?

Of course the addition of the Export screen shot will give a more balanced feel to this section.

Why is the next section on a new page again with a large blank area?

To import sites from a file:

