

How to update your study group pages



Email: admin@devstud.org.uk
Tel: 01237 426434
Web: www.devstud.org.uk

Here are the six basic steps

1. Log in as a member (*important note: your DSA membership MUST be up to date, otherwise your Study Group page will not display*)
2. Go to study group pages
3. Edit your text
4. Save it
5. View your work on the real site
6. Log off

Step 1: log in to the members area

Go to: <http://www.devstud.org.uk/members/login/>

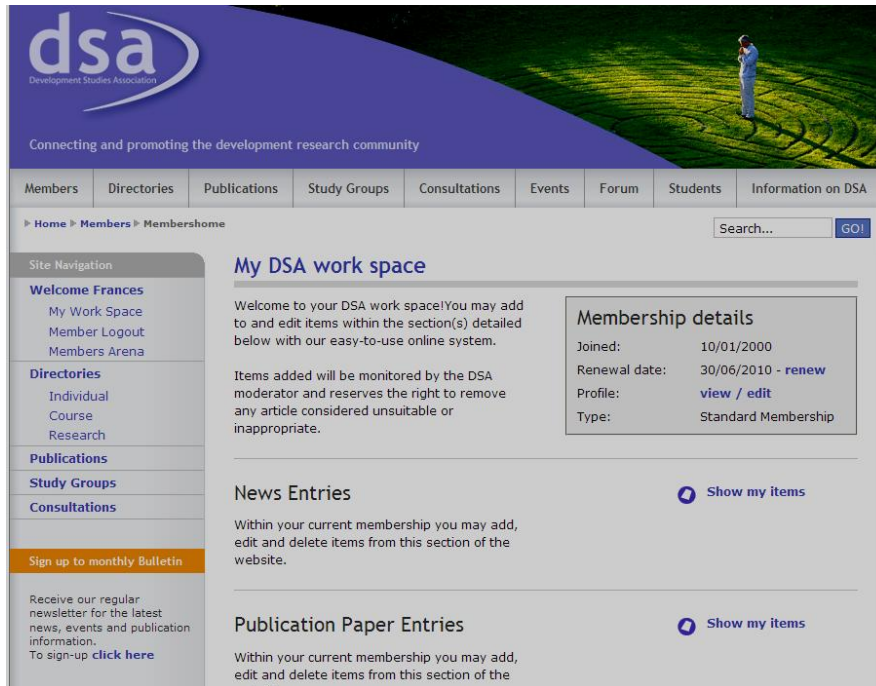
Type in your log in details

**Log in
Password**

The screenshot shows the DSA Member Login page. At the top, there is a navigation bar with links for Home, About DSA, and Contact. Below this is a banner image of a person on a golf course with the DSA logo and the tagline "Connecting and promoting the development research community". A menu bar contains links for Members, Directories, Publications, Study Groups, Consultations, Events, Forum, Students, and Information on DSA. The main content area is titled "Member Login" and includes a search bar, a "Site Navigation" sidebar with links for Member Login, Join DSA, and Members Arena, and a "Sign up to monthly Bulletin" section. The login form itself has fields for Username and Password, a "Remember me on this computer?" checkbox, a "Login" button, and a "Forgotten password?" link. A box on the right asks "Not a member? Join DSA" and provides information on membership options.

Step 2: Go to your study group pages

DSA Work space: scroll down to %study groups+



Select **Show my items** on the right hand side. Here's what you should see.
Press edit to get into the page for that study group.

My work space

Study Groups

My current items:

 [Add new item](#)

Title	Date posted		
Gender and Practice	29/08/2008	 Edit	 Delete

[< my work space home](#)

Step 3 Edit your text . in the study group form, like this one:

Home > Members > Studygroupform

Search...

Site Navigation

Welcome Frances

My Work Space

Member Logout

Members Arena

Directories

Individual

Course

Research

Publications

Study Groups

Consultations

Sign up to monthly Bulletin

Receive our regular newsletter for the latest news, events and publication information. To sign-up [click here](#)

Study Group Form

Study Group Name:

Call for Papers:

Format

The next meeting of the Gender and Practice Study Group will be 18th November at the Friends Meeting House, Euston Road. The broad theme will be Violence against Women.

Do put the date in your diary and we will inform you shortly of the title and speakers.

Contact Tina Wallace if you would like to attend as numbers will be limited.

Next Meeting:

Next Meeting Agenda:

Format

Feminist Implications of the Global Financial Crisis 31st March 2009

This meeting was successfully held on 31st March 2009 and thanks to all who came, and especially the excellent speakers: Deniz Kandiyoti, Nikki van der Gaag, Pauline Wilson, Diane Elson and Ruth Pearson.

Reports of most of the presentations can be found below

We need to think how best to build on this work and follow it up later

Previous Meeting:

Format

Untangling the Knots: Revisioning Feminist Engagement with Development

[Download the report here](#)

Tuesday February 5th, 11am-4pm

The Friends Meeting House, Room 9
Euston Road
London WC1
(Just opposite Euston train station)

Convenor Name:

Convenor Email:

Convenor Phone:

The editing screen looks a bit like Word. You can type your changes and bold out words etc using the toolbar . below



Cut and paste from Word, using this icon. That way you avoid lots of junk formatting transferring from Word to make your web page look odd. Just paste your text in the pop-up box. And then click insert

Inserting links



Chain . use this to make a web link from your page to another page, either on the DSA site or a separate website

Broken chain . use this to erase a link you've made

Anchor . to create jump links within the same page

Inserting a simple link Select the text you want to link to . and then press the chain icon. A pop up box will appear. You need to copy and paste full web address (URL) of the website you want to link to. Then press Insert. When you go back to your editing screen the link should be done.

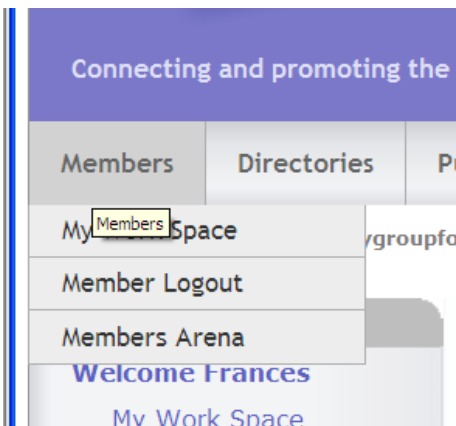
Step 4: Keep saving your changes

Press the **Update** button. It's hiding at the bottom of your form. Do this often, just in case your internet connection is interrupted.

Step 5 Check your work on the DSA website

In Firefox, you can create a new tab, where you can get your study group page live on the website. Refresh this . press F5 . when you've made a change, just to check how it looks on the site. It's also worth printing off and proof reading your edited web page before you finish.

Step 6 Log off



Remember to log off once you've finished editing. The Member log out option is under the Members navigation button on the left hand side of your screen.

Uploading Documents to your page

Currently there is not a facility for SG Convenors to be able to upload documents, so if you do need to upload a document or papers, please send them through to admin@devstud.org.uk and we will do this via our Website Administration page.

Please make sure that your full text is on your Study Group page, so that all we need to do is upload the document and make the link to the downloadable document. For example, if you want a series of papers from a meeting uploaded, ensure that all the titles are already typed onto the SG page and that the documents you send through are named to make it obvious which ones should link to which piece of text.

We will inform you when the facility is available for you to be able to upload papers directly.

Troubleshooting

If you can't get the password right

Check to see you've not got caps lock selected on your keyboard. Check your password against the one we gave you. If you still can't get it right, email Louise Rands Silva at the DSA Secretariat on louise@devstud.org.uk

An error message says you're already logged in. this suggests you forgot to log out of your last session.

So you need to press F5 on your keypad to refresh your web browser. This kills your old visiting session, and lets you in.

“The system locks – nothing's happening, and then I get error messages”

For example you're left waiting for ages and the screen says it's loading but nothing seems to happen. This could be a problem with your internet connection.

How good is your internet connection? If you're logging on from home, at the weekend when lots of people are using the net too, your connection may be slow. So data can get dropped while it's transferring between your computer and the DSA website's server. And this can give you strange error messages.

If your home, remote or mobile broadband is running at dial-up speeds you could experience difficulties uploading items . especially if you are uploading large documents.

You can test how fast your internet connection is right now through www.thinkbroadband.com/speedtest.html

If you are experiencing repeated difficulties uploading, try uploading content again later from a faster connection eg: at work.