



Quick Guide to Using the WebIQ Document Review Activity

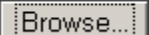
Document Review Activity

If there is a document that needs to be viewed and commented on by all participants, the session leader may create a Document Review activity, which appears as **Doc Review**  on an agenda.

To add a document for review: Once you have accessed a Document Review activity, select an Idea from the list in the middle of the screen, or if there are no ideas listed, enter a new idea. Highlight the idea title, and click on the **Attach**  button in the lower left corner of the screen. At the bottom of the screen you will see a box.

Attachment Description:

File to attach:



 



Enter the **Attachment Description** and click on the **Browse** button to locate the specific file you wish to attach. Click on **Add Attachment**  to upload the file.

NOTE: You can only attach one document per idea.


To rearrange the document order:

You can add whatever documents you want to the **Document Review** activity, in whatever order works best for you. Once you have finished, you can easily rearrange their order by doing the following:

- Highlight one activity at a time by clicking on the activity name.
 - At the bottom left portion of the page - use the up or down arrow below **Reorder Selected**  to move the item.
- When you are satisfied with the location of the item, click **Cancel**  to return to the activity menu. Repeat these steps until all of your documents are in the order that you want.

To view a document: Documents added will appear on the screen, listed by title, and with an annotation including the file name and size. **What is WebIQ**  (What Is WebIQ.doc, 148482 bytes) To download a file, click on the document icon  or the document filename (which appears in parentheses next to the document icon). A dialog box will appear asking you to indicate where you would like the file to be saved. Choose a location, and select **Save**. A window will appear showing you the progress of your file download.

To comment on a document: Once you have downloaded and reviewed a document from the Document Review activity, click on the **idea title** **2. Web IQ Overview** so it is highlighted. At the lower-left corner of the screen, you will see a **Comment**  button. Click on this button, and in the **“Add a Comment to the selected Idea”** box that appears, enter your comment. When finished, click **Add Comment** . Your comment will appear below the idea.

2. Web IQ Overview (Edit) WebIQ Overview  (What Is WebIQ.doc, 148482 bytes)
1. This is a very useful document. I do not see any changes that need to be made.

Note: Depending upon how the session was set up – comments may be listed by author, or may be anonymous.

To ask for clarification of a comment:

If you find a comment has been made that you need explained – you can send an E-mail request for explanation. To do this - click on the **comment title** so it is highlighted.

1. **This is a very useful document. I do not see any changes that need to be made.**

At the lower-left corner of the screen, you will see an **Explain** button. Click on this button, and the **WebIQ/E-Mail** screen will appear with preformatted text asking for clarification to the comment:

Subject:

In the Activity titled "WebIQ Document Review", you entered:
"This is a very useful document. I do not see any changes that need to be made."

Some clarification on this matter has been requested. If you could rejoin this session and clarify your comments, it would be greatly appreciated.

You can revise the text of this message as needed. When you are satisfied with the message – click **Send IQ-Email** . To cancel this feature, click **Cancel** .