



# honeycomb

Create together...



## User Control Panel

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# Honeycomb Control Panel

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The Honeycomb Control Panel enables you to manage the users and groups in your school (or site).

## Logging on

You will receive your 'Site manager' username and password with your welcome email and welcome pack.

- Go to <http://www.honeycombapp.com/controlpanel/>
- Enter your username, password and site ID.
- Click 'Log in'. You will be logged into the control panel and the 'Site' tab will be shown.

Information for your school (or site) will be shown. Please contact us if any of these details are inaccurate.

## Adding a group

Groups can be used to manage year groups, classes, interest groups, topics, clubs etc.

- Click on the 'Groups' tab. You will be taken to the 'Groups' screen.
- Click on the school (or site) name in the 'Groups for site' tree (Fig.1).
- Click on the 'Create Group' button. The 'Create Group' window will open (Fig.2).



- Add a group name.
- Set the group owner from the list of users for your school (or site). The default group owner will be the site manager. (If you are new to Honeycomb this will be the only available option.)
- Set the default permissions for the group to one of the following:
  - o Closed: by default users will be able to view pages within and publish pages to the group. By default users will not be able to comment on any pages.
  - o Medium: by default users will be able to view pages within and publish



pages to the school (or site), users will also be able to comment on pages within the group.

- o Open: by default users will be able to view all pages, comment on all pages published to everyone in Honeycomb and publish pages to everyone within Honeycomb.

Permissions for the group will apply (by default) to any users within that group unless you set specific permissions for the user within the group.

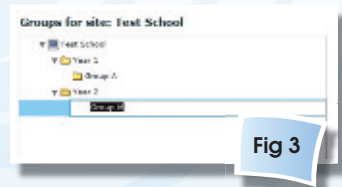
- Once you are satisfied, click on the 'OK' button. The new group will be displayed in the 'Groups for site' tree. If it does not automatically appear expand the hierarchy to display it.

Sub-groups can also be created in the Control Panel. To do this simply select the group you would like to create the sub-group within before clicking on the 'Create Group' button.

## Editing a group

Group names can be amended. To do so:

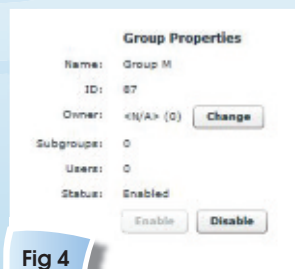
- Double-click on the Group in the 'Groups for site' tree. The caret will be placed into the text box (Fig.3).
- Edit the group name, for example change it from 'Year 5' to 'Year 6', then either press 'Enter' on your keyboard or click elsewhere. The information will be saved automatically.



## Disabling a group

If a group is no longer required you can disable it.

- Select the group.
- Click the 'Disable' button in the 'Groups Properties' area (Fig.4) to the right of the 'Groups for site' tree. The group will no longer be active and users will not be able to create or publish any further documents within that group.



# Moving groups

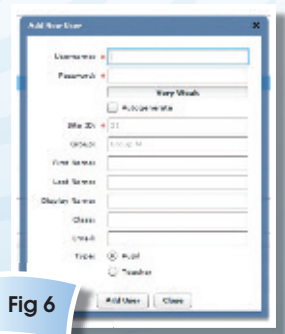
Groups can be moved by clicking on a group in the 'Groups' tab and dragging it to a new position in the 'Groups for site' tree.

N.B. Groups can be subgroups of either the site or other groups; they cannot exist outside of the site.

# Adding a user

- Select the group that you want to create the user within. N.B. You can't create users in the group representing the site (usually the first group in the list).
- Click on the 'Users' tab. The tab will be displayed (Fig.5).
- Click on the 'Create New User' button. The 'Add New User' window will open (Fig.6) and the site ID and group name will be auto-filled.
- Enter a username, password (or choose to auto-generate one), first name\*, last name\*, display name\* (users can have an online identity if you want to keep their name private), class\*, email\*, and type (pupil or teacher).
- Click on the 'Add User' button
- A new window will open displaying the details for the new user. Write down the username and password if you need to.
- Click on the 'OK' button. The window will close and the user will be displayed in the 'Users in group' table.

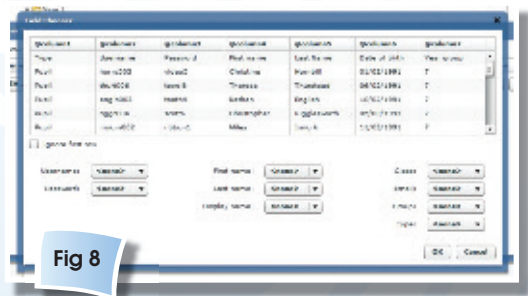
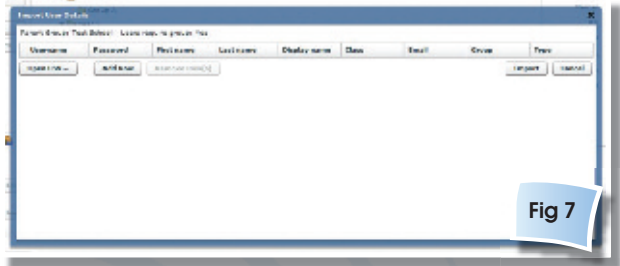
\* this information is optional



# Importing users

Users can be imported from a CSV file:

- Select the 'Groups' tab, the group you wish to import the users into and then click on the 'Import Users' button. The 'Import User Details' window will open (Fig.7)
- Click on the 'Open CSV...' button and choose the required file from the window which opens. Click 'Open'. The data will be imported into the 'Field Chooser' window (Fig.8).
- Use the drop-down lists to select which column refers to the data. (You only need to pick the columns which contain the data you want to import.)
- The 'Group' field can be used to automatically create a group for the associated user - simply include the name of the group you would like to create in this column. (Users cannot be imported directly into the group representing the site.)
- The 'Ignore first row' checkbox will prevent headings from being imported from the first row if required.
- Click 'OK'. The selected details will be entered into the 'Import User Details' window.
- Edit any of the details simply by clicking on the cell and making the change. Additional users can be added by pressing the 'Add Row' button and entering the details into the cells manually. Likewise, any users you do not wish to import can be removed by selecting the row(s) and clicking the 'Remove Row(s)' button.
- Once all the details are correct, click the 'Import' button. Once complete, all users successfully imported will be removed from the list. A list showing the successfully imported users' login details and any problems will be displayed.



Click 'Ok' to close this window. Any that couldn't be added will remain in the 'Import User Details' window so they can be corrected and the import re-run.

## View added users

Users added (either individually or via the import users feature) during the current logged on session can be shown so that username and password details can be easily extracted.

- Click on the 'Show Added Users' button. The 'User Details' window will open (Fig.9).
- Click on the "View as text" or "View as CSV" buttons to display the list in a format which can be selected and copied for pasting into a document.



Fig 9

## Adding an existing user to a group

Once a user has been created within one group you can add them to other groups.

### From the 'Groups' tab

This method is most suitable for adding many users to one group

- Select the group you want to add the user to from the 'Groups for site' tree.
- Click on the 'Users' tab.
- Click on the 'Add Existing User' button next to the 'Users in group' table. The 'Add User to Group' window will open (Fig.10). A list of users associated with your school (or site) will be displayed.
- Select the user you wish to add to the group from the list.
- Click on the 'OK' button. The window will close and the user will be listed in the 'Users in group' table for that group.

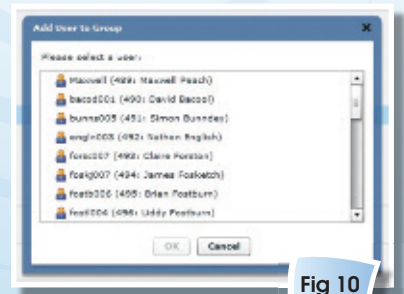


Fig 10

### From the 'User Details' tab

This method is most suitable for adding one user to many groups.

- Select the user from the 'Users' tab. Click on the 'User Details' tab.
- Click on the 'Add to Group' button next to the 'Group Membership' table. The 'Add User to Group' window will open (Fig.11).
- Select the group you want to add the user to.
- Click on the 'Add (User name) to Group' button.

The window will close and the group will appear in the 'Group Membership' table.

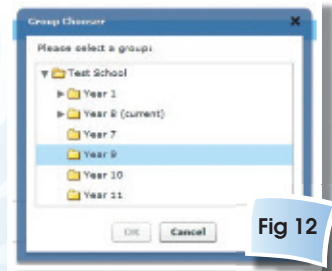


## Moving users

Users can be moved from one group to another.

- Select the user you want to move from the 'Users' tab.
- Click on the 'Move User' button. The 'Group Chooser' window will open (Fig.12).
- Select the group to move the user to from the group tree, and click 'OK'.
- Click 'Yes' to confirm the move; all of the user's pages from the original group will move to the new group along with the user, even if the user was already a member of the new group.

N.B. You can't move the user to either the group representing the site (usually the first group in the tree), or the group the user is moving from (the group name is marked with the '(current)' suffix).



## Remove a user from a group

- Select the group you want to remove the user from.
- Click on the 'Users' tab.
- Select the user you want to remove from the group in the 'Users in group' table.
- Click on the 'Remove from Group' button, then click "Yes" on the confirmation dialogue. The user will be removed from the table.

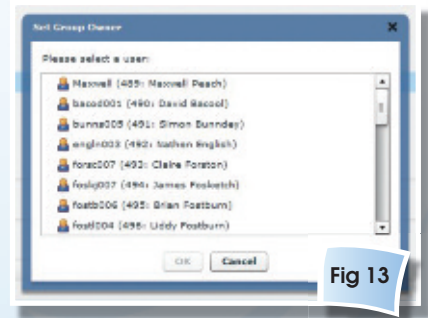
# Deleting groups and users

Groups and users can be deleted by selecting the group or user and then clicking on either the 'Delete Group' button next to the 'Groups for site' tree or the 'Delete User' button in the 'Users' tab.

N.B. This operation removes the group/user from Honeycomb completely, and cannot be undone. If you only wish to stop the group appearing in Honeycomb, or the user from logging in, consider using the 'Disable' option instead.

## Setting a user as a group owner

- Select the group whose owner you wish to change in the 'Groups for site' tree.
- Click the 'Change' button in the 'Group Properties' area to the right of the 'Groups for site' tree. The 'Set Group Owner' window will open (Fig.13).
- Select the user you want to make group owner from the list and click 'OK'. The user will now be the group owner and the 'Set Group Owner' window will close.



## Setting group permissions

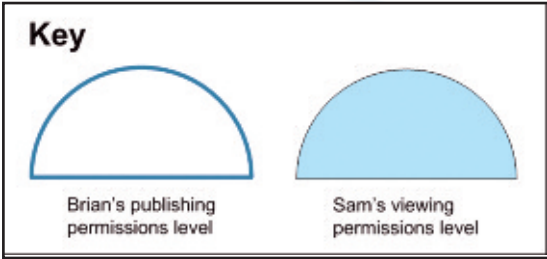
There are four different types of permission:

- Publishing
- Viewing
- Reviewing
- Control Panel

With the exception of the Control Panel permission, all permissions are hierarchical. You are setting the level at which a user could view pages, publish

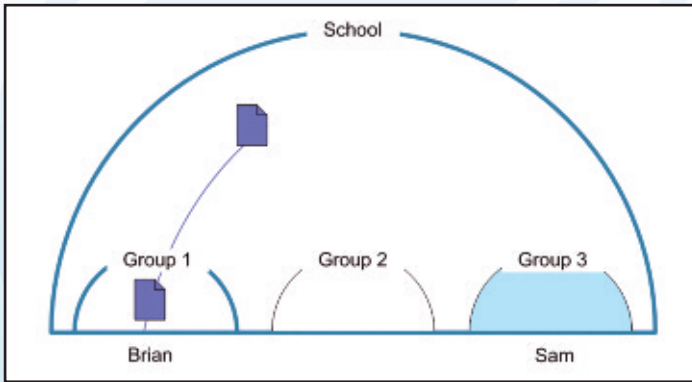
their own pages or review and add comments other people's pages. This enables you to create bespoke permission levels.

N.B. a user can see pages published in the group set and below in the group hierarchy.



Brian and Sam are at the same school

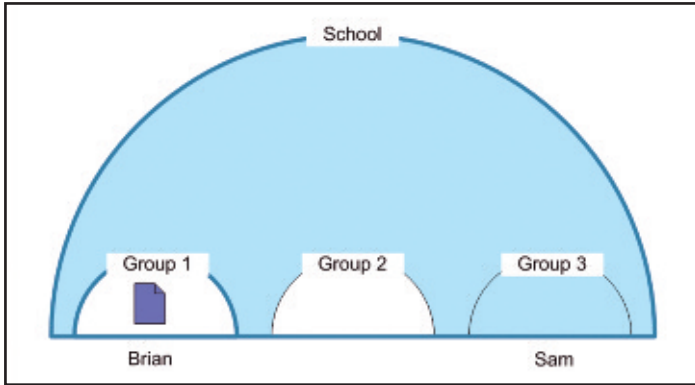
## Example 1



Brian has permission to publish his work to the school.

Sam has permission to view pages within Group 3. Sam **cannot** view Brian's work.

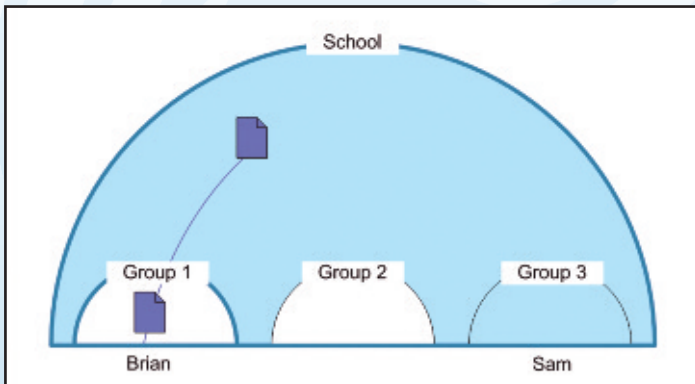
## Example 2



Brian now has permission to publish to the school but on this occasion chooses to publish only to his group (Group 1). He publishes his page to his group (Group 1).

Sam has permission to view pages published to the school. Sam **cannot** see Brian's pages

## Example 3



Brian has permission to publish to the school. Brian publishes his work to the school.

Sam has permission to view page published to the school. Sam **can** see Brian's pages

The Control Panel permission allows you to set which users can access the control panel to add users etc. This type of permission is for teachers who wish to administrate users etc.

- Select the group you want to modify in the 'Groups for site' tree.
- Click on the 'Permissions' tab.
- Click on the 'Add Permission' button next to the 'Group Permissions' table.
- The 'Add Group Permission' window will open (Fig.14). Select the type of permission you want to set (Viewing, Publishing, Reviewing or Control Panel), and the level of permission you are allowing.
- Click on the 'Add permission' button. The permission will be set as the default permission for all the users in that group with the exception of users for whom you have set specific permissions.



N.B. To replace group permissions follow the above steps.

## Setting user permissions

Adding user permissions in this way will override the corresponding group permission that has been set for the chosen user. This means that whatever the group permission set, individual users can have different permissions enabled.

- In the 'Groups' tab select the group the user is in and then select the user from the 'Users in Group' table on the 'Users' tab.
- Select the user. Click on the 'View User Details' button, or click on the 'User Details' tab.
- Select the group from within the 'Group Memberships' table. This will list any group permissions as well as any existing user permissions for the group. Group permissions cannot be modified in this table. Click on the 'Add Permission' button next to the 'Permissions within group' table. The 'Add User Permission' window will open (Fig.15).
- Select the type of permission you want to set (viewing, publishing or reviewing), and the level of permission you



are allowing. For example; when setting a viewing permission you are setting the top group that a user can see. A user can see pages published in that group and below in the group hierarchy.

- Click on the 'Add permission' button.

## Pages

You can manage users' pages from within the control panel.

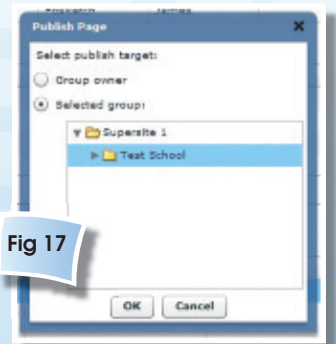
### Adding a page

- Select a group from the 'Groups for site' tree on the 'Groups' tab.
- Select a user from the 'Users in group' table and then click on the 'View User Details' button. You will be taken to the 'User Details' tab.
- Click on the 'Add page' button. The 'Add new page' window will open (Fig.16).
- Type in a title and then choose a type (Page or Blog).
- Click on the 'Add page' button. A page will be added to the users pages within the selected group and the table will be updated.



### Publishing a page

- Select a page from the 'Pages in group' table.
- Click on the 'Publish Page' button next to the table. The 'Publish Page' window will open (Fig.17).
- Choose to publish to the group owner or a group to publish to. Remember the page will be published to the chosen group and all groups below it in the hierarchy.
- Click on the 'OK' button. The window will close and the page will be published.



### Unpublishing a page

- Select a page from the 'Pages in group' table.
- Click on the 'Unpublish Page' button next to the table. The page will be unpublished.

## Removing a page

- Select a page from the 'Pages in group' table.
- Click on the 'Remove Page' button. The 'Remove Page' window will open (Fig.18).
- Click 'Yes' to delete the page or click 'Cancel' if you no longer wish to delete it.



## Exporting a page

Pages created in Honeycomb can be exported in Composite Document Format (CDF) and viewed in web browsers like Opera, Firefox or Chrome. The pages, once exported, can also be edited using an xhtml editor and / or the relevant resource editors.

However, when exporting some of the richness of the page will be lost. The exported page will not contain any documents, widgets, stickers or comments and any audio or video which were rotated in Honeycomb will no longer be displayed rotated.

To export a page:

- Select a page from the 'Pages in group' table.
- Click on the 'Export Page' button. The 'Document export' window will open.
- Once exported, the location of the CDF will be shown. Click on the link.
- Save the .zip folder to a location on your PC and close the window.

To open an exported page:

- Right click on the .zip folder and choose 'Extract all...' from the menu. Follow the instructions for extracting the files.
- Once extracted you will have within your folder a file called 'index.html' and a folder called 'images' which contains all the resources from the page.

Double click on 'index.html'. The page will open in your default web browser.

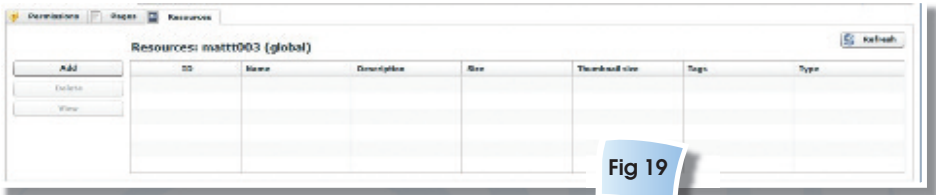
N.B. Web browsers compatibility with xhtml vary and therefore some browsers will display Honeycomb page better than others.

# Resources

You can manage the resources of a group or of an individual user. This will allow you to load the resources for a class to share in one go and also add or remove pictures, movies or sounds on a per user basis.

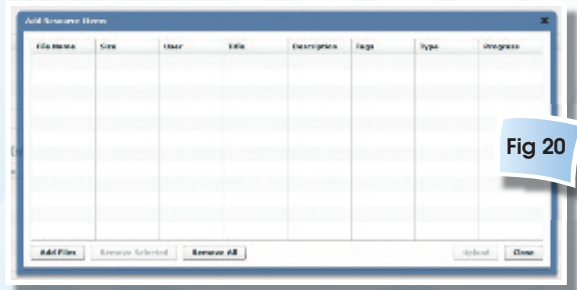
## Adding resources to a group

- Select a group from the 'Groups for site' tree on the 'Groups' tab.
- Select the 'Resources' tab (Fig.19).



- Click on the 'Add' button next to the table. The 'Add Resource Items' window will open (Fig.20).

- Click on the 'Add Files' button. A new window will open.



- Navigate to the pictures, sounds and or videos you want to upload, select them and click on the 'Open' button. The resources will be listed within the 'Add Resource Items' window.
- You can now give each resource a title, a description and tags (tags are descriptive words that a user will be able to use to search for a resource in a future version of Honeycomb). Simply click on the appropriate box in the table and type.
- When you are happy with the resources you have selected click on the 'Upload' button. The speed of upload will depend upon the size of resources selected and your Internet connection speed. Whilst uploading, the 'Upload' button will change to a 'Cancel' button and the 'Upload progress' column will give an indication of progress. Once complete, the 'Cancel' button will change back to the 'Upload' button and all successfully uploaded files will be removed from the list, click on the 'Close' button to finish.

### **Deleting resources from a group**

- Select an item from the resources table.
- Click on the 'Delete' button. The 'Delete Resource Item' window will open.
- Click on 'Yes' to delete the item or 'No' to cancel the request.

### **Adding resources to a user**

- Select a group from the 'Groups for site' tree on the 'Groups' tab.
- Select the 'Users' tab.
- Select a user from the 'Users in group' table and then click on the 'View User Details' button. You will be taken to the 'User Details' tab.
- Select the 'Resources' tab.
- Click on the 'Add' button next to the table. The 'Add Resource Items' window will open.
- Click on the 'Add Files' button. A new window will open.
- Navigate to the pictures, sounds and/or movies you want to upload, select them and click on the 'Open' button. The resources will be listed within the 'Add Resource Items' window.
- You can now give each resource a title, a description and tags if you wish. Simply click on the appropriate box in the table and type.
- When you are happy with the resources you have selected click on the 'Upload' button. The speed of upload will depend upon the size of resources selected and your Internet connection speed. Whilst uploading the 'Upload' button will change to a 'Cancel' button and the 'Upload progress' column will give an indication of progress. Once complete the 'Cancel' button will change back to the 'Upload' button and all successfully uploaded files will be removed from the list, click on the 'Close' button to finish.

### **Deleting resources from a user**

- Select an item from the resources table.
- Click on the 'Delete' button. The 'Delete Resource Item' window will open.
- Click on 'Yes' to delete the item or 'No' to cancel the request.

# Glossary

<b>Group</b>	A group is a collection of users brought together for the purposes of organisation or interest. Groups can also be created within groups in Honeycomb
<b>Group owner</b>	A user who is in charge of the group and who can set permissions within the group
<b>Resource</b>	A picture, sound or movie
<b>Site</b>	An educational organisation or institution within Honeycomb
<b>Site Manager</b>	A user who has administrative rights for the site within Honeycomb
<b>Tag</b>	Descriptive words you will be able to use to search for a resource in a future version of Honeycomb
<b>User</b>	A person registered within a Honeycomb site