

Instructions for using the USB version of the KidsMatter Portal

Version 1.0, 25th February 2014

Getting Started

Before you use the USB version of the Portal, you should download the most up-to-date files and data from the main KidsMatter Portal site.

- Double click on usbwebservice.exe



The KidsMatter Portal USB Version will automatically open in your browser. Enter your username and password into the Login fields and click the Login button.

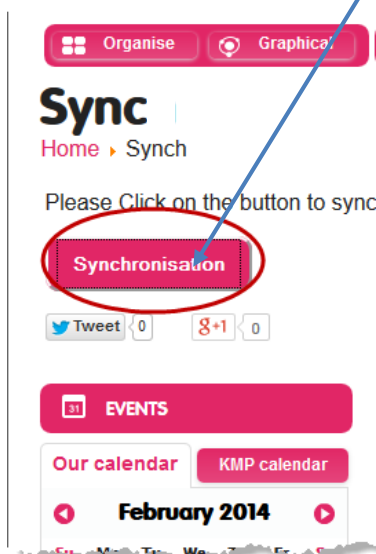
Ensure you have an Internet connection.

- Click on the Sync tab.

Name	Date modified
apache2	6/02/2014 3:45 F
lang	6/02/2014 3:45 F
mysql	6/02/2014 3:45 F
php	6/02/2014 3:45 F
phpmyadmin	6/02/2014 3:46 F
root	6/02/2014 3:46 F
settings	6/02/2014 4:00 F
db_functions.php	17/02/2014 11:2
getinfo.php	17/02/2014 12:1
usbwebservice.hak	30/07/2013 11:3
usbwebservice.exe	30/07/2013 11:3

The Synchronisation page will open.

- Click on the Synchronisation button.

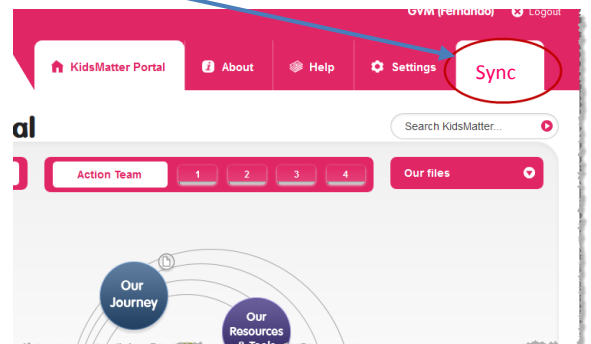


This will sync the following data with the KidsMatter Portal:

- Links belonging to you and your Groups
- Tasks belonging to you and your Groups
- Files belonging to you and your Groups
- Revisions
- Component data e.g. eNotes.

Data for any new users within your organisation/school that have been added to the Portal will be downloaded to your USB.

The USB version can now be used offline.



Continue to navigate through the Portal as you would for the main site.

Please note:

- Calendar items are not synchronised – so any Calendar items added here will not be uploaded to the Portal. You will not see Calendar events that have been added into the main Portal site.
- Using the Change Password feature on the USB site will not change the password in the main Portal site.
- Connect links and Latest News items are not updated from the main Portal site.
- Discussion Topics and Group Management are not available from the Connect menu.
- Resources under the Connect menu are not synchronised.
- Clicking on a link to an external website (e.g. the KidsMatter website) requires that you are online. These links will not work if you are using the USB without an Internet connection.

When you have finished, upload your data to the main site by going to the Sync page again and clicking the Synchronisation button.

Syncing a new release of content

When the LEARN frame contents are updated, the USB needs to be synchronised for the new release. To obtain the latest release:

- go to the Sync tab
- click the **Latest Release** button
- the new learning content will be downloaded.

Please note: that obtaining the latest release of the Portal takes some time (the speed depends on your machine and internet connection). We advise that you start this process only when necessary, and as advised by the KidsMatter Team.