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BIWeb User Manual

Login

To access BIWeb Management pages, type <http://BIWeb.msu.edu/login/> in the browser address bar or click the “Login” link on the home page of BIWeb (<http://BIWeb.msu.edu/>), as shown below.

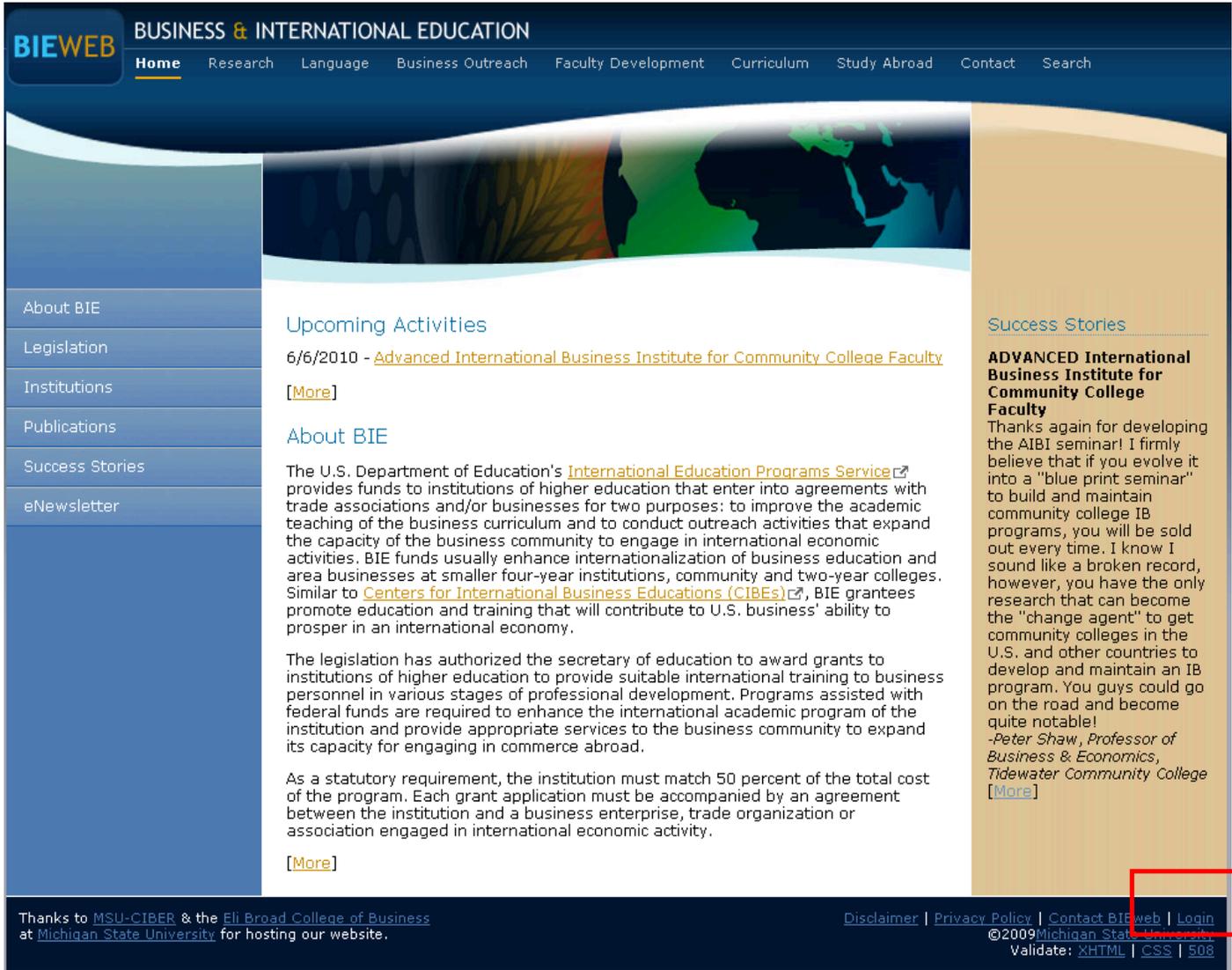


Figure 1. BIWeb Home Page - <http://BIWeb.msu.edu/>

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To log in to the management section, enter your email address and BIWeb password (provided in the welcome e-mail for first-time users) on the login page and click the “Log In” button or hit Enter.

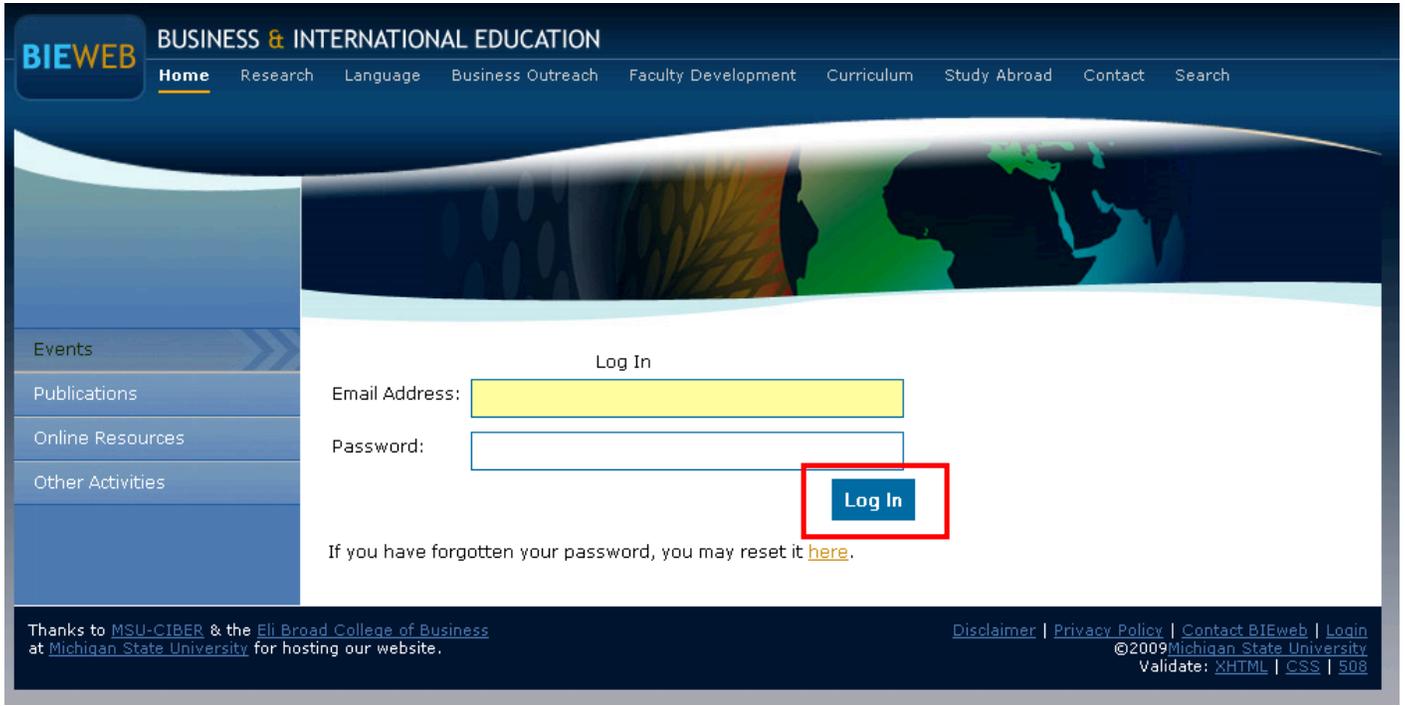


Figure 2. BIWeb Management Login Page – <http://BIWeb.msu.edu/login>

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If an incorrect email and/or password is entered, the system will redirect to the login page and display the following error information: “Your login attempt was not successful. Please try again.” In this case, please type in correct login information and click “Log In” or hit Enter again.

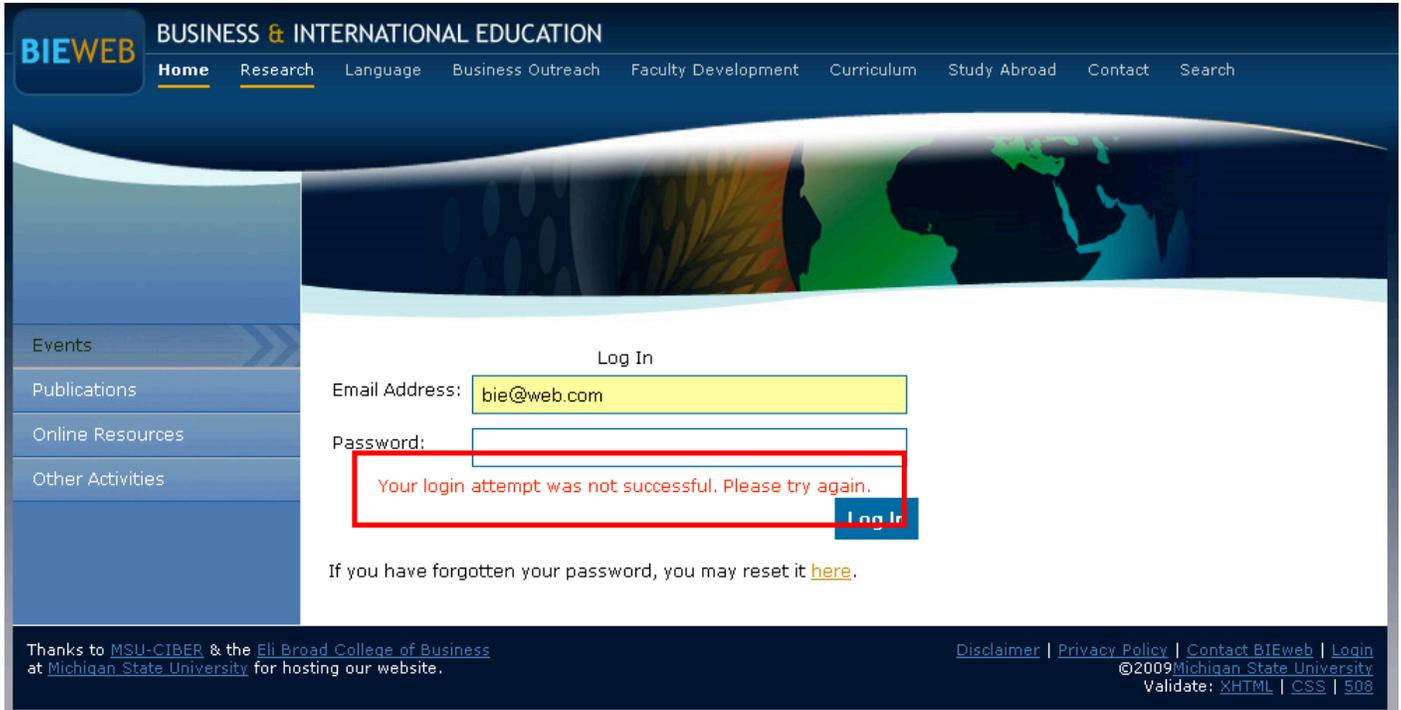


Figure 3. BIWeb Management Login Page – Incorrect Information Message

Forgot Password

If you forgot your password, click on the password reset link below the login box shown in Figure 4.

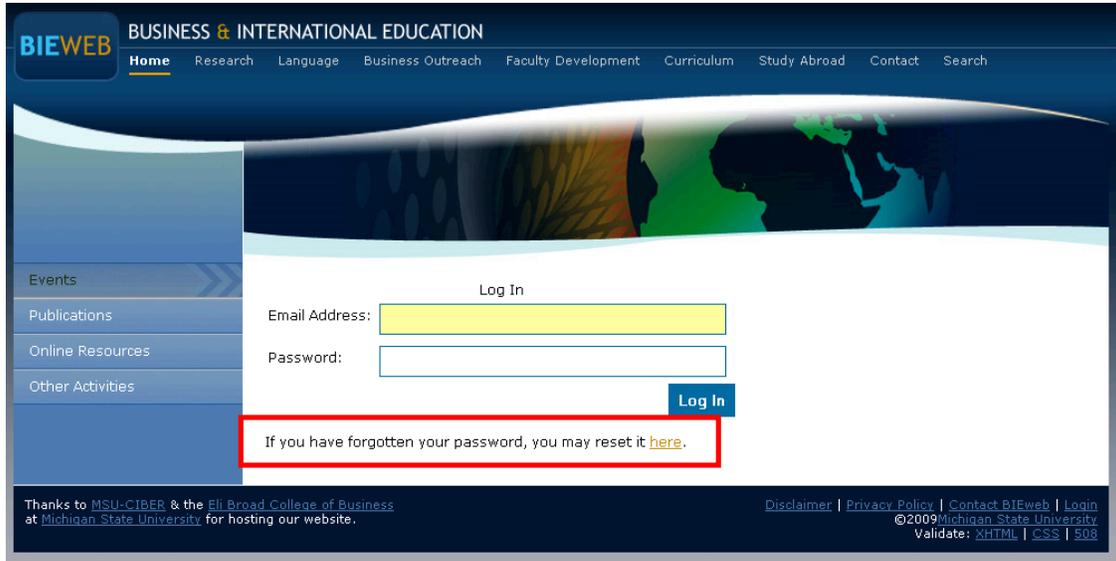


Figure 4. BIWeb Login Page - Password Reset Link

On the password reset page (see Figure 5), enter your last name and email address. A new random password will be generated and sent to you via email to your registered email address. If the email address you enter is incorrect, you must supply the correct email address or contact the webmaster@BIWeb.msu.edu in order to reset your password.

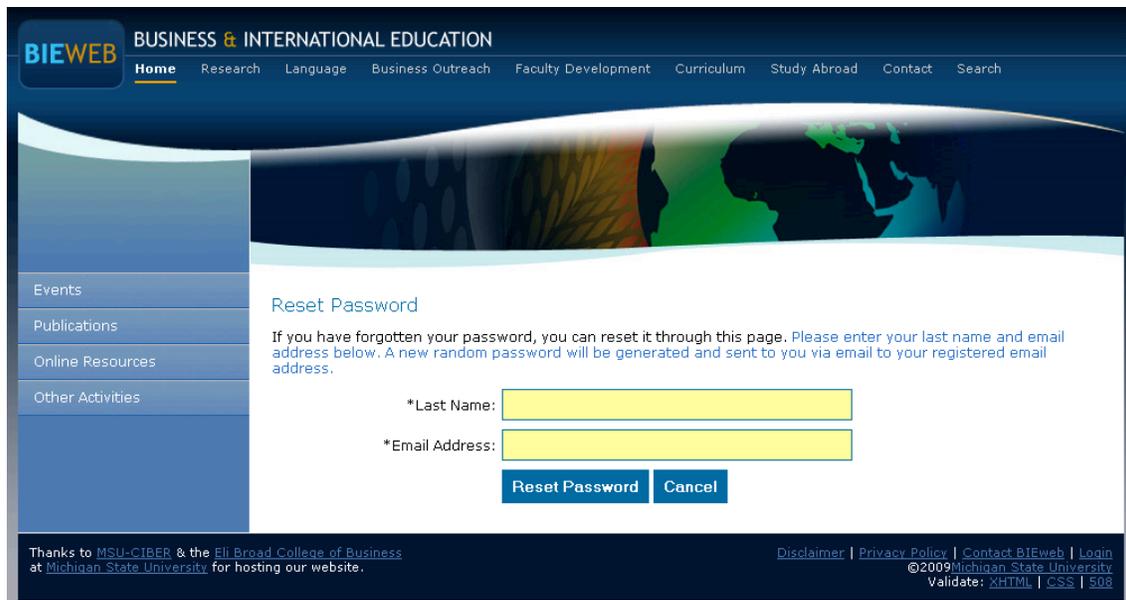


Figure 5. BIWeb Password Reset Page

Change Password

When a new user initially logs on to the system, they will be prompted to change their password. The user also has the ability to change the password whenever they choose by selecting “Change Password” from the Management menu on the left side of the page.

The screenshot shows the BIEweb interface. At the top, there is a header with the BIEWEB logo and the text 'BUSINESS & INTERNATIONAL EDUCATION'. Below this is a navigation bar with links: Home, Research, Language, Business Outreach, Faculty Development, Curriculum, Study Abroad, Contact, and Search. A sidebar on the left contains a list of management options, with 'Change Password' highlighted by a red rectangular box. The main content area is titled 'Change Password' and contains three input fields labeled 'Old Password:', 'New Password:', and 'Confirm New Password:'. Below these fields is a blue button labeled 'Change Password'. At the bottom of the page, there is a footer with copyright information and links for Disclaimer, Privacy Policy, Contact BIEweb, and Log Out.

Figure 6. BIEweb Management Section – Change Password Page (after initial login)

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BIWeb Management Section

After a successful login, you will be directed to the screen below. Since there are three different types of users, each user will have a different type of management capability. The following table lists these capabilities. All users have the ability to change their password and read the User Manual. Depending on the user level, the Management sub-menu on the screen will have respective links.

User Level	Management Capabilities
100:	Mailing List & Send Email
200:	Mailing List & Send Email & Reporting & Manage Activity
300:	Mailing List & Send Email & Reporting & Manage Activity & UpdateBIEInfo

Table 1. BIWeb Management Section Management Capabilities



Figure 7. BIWeb Management Section for Level 300 (see Table 1.)

Update Info

The “Update Info” menu gives the user the ability to add, edit or delete a staff member, and update BIE center information.

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Mailing Lists
Send Email
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Update Information

**Michigan State University
International Business Center**
7 Eppley Center
East Lansing, MI 48824-1121
Phone: (517) 353-4336
Fax: (517) 432-1009
ciber@msu.edu
<http://global.broad.msu.edu/>

[\[Update Center Information\]](#)

The list below displays all currently listed staff.
To change the order in which they are listed in the directory, use the up and down buttons in the 'Order' column.
To edit or delete staff, click 'Edit' or 'Delete' in the 'Update' column.
To add a staff member, select 'Add Staff' at the bottom of the page.

Order	Name	User Level	Title	Email	Update
	Hult, Tomas	Administrator	Director	hult@msu.edu	Edit Delete
	Paulsell, Patricia	Basic User	Language Director	paulsell@msu.edu	Edit Delete
	Wilkins, Beverly	Manager	Program Coordinator	wilkinsb@msu.edu	Edit Delete
	Kos, Andrew	Webmaster	Student Programmer	kosandre@msu.edu	Edit Delete
	Patino, Ruth	Manager	Office Assistant	patino@bus.msu.edu	Edit Delete
	Rytlewski, Jamie	Administrator	Information Technologist	rytlewski@bus.msu.edu	Edit Delete
	Sowle, Meg	Basic User	Office Assistant	quinemar@msu.edu	Edit Delete
	Hoekman, Anne	Basic User	Managing Editor	hoekmana@msu.edu	Edit Delete
	Payton, Ashley	Administrator	Research Assistant	paytonas@msu.edu	Edit Delete

[\[Add Staff\]](#)

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Figure 8. BIEweb Management Section - Update Info

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Via the “Update Center Information” form, accessible through the “Update Center Information” link on the Update Info screen (see Figure 8) the user can update information about their BIE center such as address, telephone, URL and newsletter. Click the “Update Center Information” button to save any changes.

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Update Center Information

Please update Center information on the form below.

Building Address:

Street Address:

City:

State:

Zip:

Phone:

Fax:

Email:

URL:

Newsletter:

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Figure 9. BIWeb Management Section – Update BIE Info

The “Add New Staff” form shown in Figure 10 allows a user to add a new staff member to their BIE center staff listing. Apart from name, title and contact info, user category (Director, Assistant Director, Foreign language Director), user level and whether the user will be shown on the public listings can be selected. For additional information about each user level, click the “?” button next to “User Level”, and a description of each level will appear (see Figure 11).

After a new staff member is added, they will receive an email message with their username (email address) and a temporary password to access the management section of the BIEweb site. The new staff member will be prompted to change their password after their first login.

The screenshot shows the BIEweb Management Section - Add New Staff form. The page header includes the BIEWEB logo and navigation links: Home, Research, Language, Business Outreach, Faculty Development, Curriculum, Study Abroad, Contact, and Search. A sidebar on the left contains a navigation menu with items like 'Welcome Ashley Payton', 'About BIE', 'Legislation', 'Institutions', 'Publications', 'Success Stories', 'eNewsletter', 'Management', 'Update Info', 'Manage Activity', 'Reporting', 'Directory', 'Mailing Lists', 'Send Email', 'Internal Documents', 'Submit Success Story', 'Add Featured Event', 'Change Password', 'User Manual', and 'Trac'. The main content area is titled 'Add Staff' and includes a welcome message for Ashley Payton. Below the title is a paragraph of instructions: 'Please update staff information on the form below. Email address is used for accessing the management section of the BIEweb Portal. User Category is used for staff rank order and group email purposes. User Level is used for different user types. The 'User Shown' field gives you the option of not showing a staff member on the public listings.' The form is divided into two sections: 'Primary Information' and 'User Settings'. The 'Primary Information' section contains input fields for First Name, Last Name, Preferred Name, Title, Phone, Fax, and Email. The 'User Settings' section contains checkboxes for User Category (Assistant Director, Director, Foreign Language Director, PI) and a dropdown menu for User Level (set to None). There is also a checked checkbox for User Shown. At the bottom of the form are 'Add Staff' and 'Cancel' buttons. The footer of the page includes a thank you message to MSU-CIBER and the Eli Broad College of Business, and a disclaimer with links to Privacy Policy, Contact BIEweb, and Log Out. It also includes copyright information for 2010 Michigan State University and validation links for XHTML and CSS.

Figure 10. BIEweb Management Section - Add New Staff

BIWeb User Manual

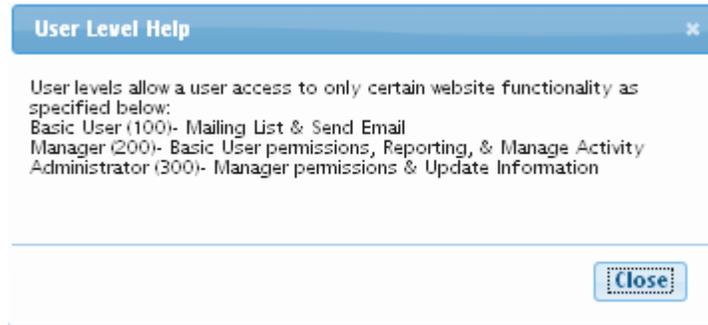


Figure 11. User Level Help Window

The “Update Staff” form, accessible through the “Edit” link next to each staff member’s name on the Update Info page (see Figure 8), gives a user the ability to update staff member information, including name, title and contact info, user category (Director, Assistant Director, Foreign language Director), user level and if the user will be shown on the public listings.

The screenshot shows the BIEweb Management Section - Update Staff form. The page header includes the BIEWEB logo and navigation links: Home, Research, Language, Business Outreach, Faculty Development, Curriculum, Study Abroad, Contact, and Search. A sidebar on the left contains a navigation menu with items like 'Welcome Ashley Payton', 'About BIE', 'Legislation', 'Institutions', 'Publications', 'Success Stories', 'eNewsletter', 'Management', 'Update Info', 'Manage Activity', 'Reporting', 'Directory', 'Mailing Lists', 'Send Email', 'Internal Documents', 'Submit Success Story', 'Add Featured Event', 'Change Password', 'User Manual', and 'Trac'. The main content area is titled 'Update Staff' and contains a form with the following fields: First Name (Ashley), Last Name (Payton), Preferred Name (Ashley Payton), Title (Research Assistant), Phone ((517) 353-4336), Fax ((517) 432-1009), and Email (paytonas@msu.edu). Below the form are 'User Settings' including User Category (Assistant Director, Director, Foreign Language Director, PI), User Level (300: Administrator), and User Shown. The form has 'Update Staff' and 'Cancel' buttons. The footer contains a thank you message to MSU-CIBER and the Eli Broad College of Business, along with a disclaimer, privacy policy, contact BIEweb, log out, and validate links.

Figure 12. BIEweb Management Section - Update Staff

To delete a staff member, select the “Delete” link next to the staff member name. The system will ask before deleting the activity to make sure that it’s an intended delete operation (Figure 13).

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Delete Staff

If you are sure you wish to delete this user, please click the 'Delete' button at the bottom of the page.

Primary Information

First Name: Test
Last Name: Test
Preferred Name:
Title:
Phone:
Fax:
Email: test@biweb.msu.edu

User Settings

User Category: Assistant Director
Director
Foreign Language Director
PI

User Level: 100: Basic User
User Shown:

Delete Staff **Cancel**

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Figure 13. BIWeb Management Section - Delete Staff Confirmation

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Users may edit the staff order using the arrow buttons on the main “Update Information” page. Click the arrow next to each staff member to move their staff listing higher or lower in the listing order.

The screenshot shows the BIWeb interface for the International Business Center at Michigan State University. The page is titled "Update Information" and contains contact details for the center. Below the contact information is a table of staff members. The "Order" column of the table is highlighted with a red box, and the up and down arrow buttons next to each staff member's name are also highlighted. The staff list includes names like Hult, Tomas; Paulsell, Patricia; Wilkins, Beverly; Kos, Andrew; Patino, Ruth; Rytlewski, Jamie; Sowle, Meg; Hoekman, Anne; and Payton, Ashley.

Update Information

**Michigan State University
International Business Center**
7 Eppley Center
East Lansing, MI 48824-1121
Phone: (517) 353-4336
Fax: (517) 432-1009
ciber@msu.edu
<http://global.broad.msu.edu/>

[\[Update Center Information\]](#)

The list below displays all currently listed staff.
To change the order in which they are listed in the directory, use the up and down buttons in the 'Order' column.
To edit or delete staff, click 'Edit' or 'Delete' in the 'Update' column.
To add a staff member, select 'Add Staff' at the bottom of the page.

Order	Name	User Level	Title	Email	Update
	Hult, Tomas	Administrator	Director	hult@msu.edu	Edit Delete
	Paulsell, Patricia	Basic User	Language Director	paulsell@msu.edu	Edit Delete
	Wilkins, Beverly	Manager	Program Coordinator	wilkinsb@msu.edu	Edit Delete
	Kos, Andrew	Webmaster	Student Programmer	kosandre@msu.edu	Edit Delete
	Patino, Ruth	Manager	Office Assistant	patino@bus.msu.edu	Edit Delete
	Rytlewski, Jamie	Administrator	Information Technologist	rytlewski@bus.msu.edu	Edit Delete
	Sowle, Meg	Basic User	Office Assistant	quinemar@msu.edu	Edit Delete
	Hoekman, Anne	Basic User	Managing Editor	hoekmana@msu.edu	Edit Delete
	Payton, Ashley	Administrator	Research Assistant	paytonas@msu.edu	Edit Delete

[\[Add Staff\]](#)

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Figure 14. Change Staff Order

Manage Activity

The “Manage Activity” menu gives users the ability to add, edit or delete activities related to their BIE. You can view Events, Publications, Online Resources, or Other Activities, by clicking the heading of the appropriate category. Click the “Add New...” link within the appropriate category to create a new activity. To edit or delete an activity, click the respective link next to the activity listing.

The screenshot shows the BIWeb Management Section - Manage Activity page. The page has a dark blue header with the BIWeb logo and navigation links: Home, Research, Language, Business Outreach, Faculty Development, Curriculum, Study Abroad, Contact, and Search. A sidebar on the left contains a welcome message for Ashley Payton and a list of navigation options, with 'Manage Activity' highlighted in a red box. The main content area is titled 'Manage Activities' and includes a sub-header 'Click on a category below to view/edit those activities.' Below this is a table of activities under the 'Event' category. The table has columns for 'Activity Title', 'Date', and 'Update'. The 'Update' column contains 'Edit' and 'Delete' links for each activity. A red box highlights the 'Edit' and 'Delete' links for the first activity. Below the table is an 'Add new Event' link, also highlighted in a red box. At the bottom of the page, there is a footer with a disclaimer and contact information.

Activity Title	Date	Update
Eighth Biennial International Business Institute for Community College Faculty	6/7/2009	[Edit] [Delete]
Advanced International Business Institute for Community College Faculty	6/2/2008	[Edit] [Delete]
Seventh Biennial International Business Institute for Community College Faculty	5/29/2007	[Edit] [Delete]

Figure 15. BIWeb Management Section - Manage Activity

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Figure 16 shows the first section of the “Add Event” form. Required fields are marked with an asterisk. The *Select Co-sponsors*, *Other Co-sponsor(s) Type*, *Event Type*, *Category of Activity*, *Target Audience*, *Discipline*, and *Purpose* fields are multiple selection boxes. You can hold down the “ctrl” or “apple” key and click on multiple selections. To delete dates, once you have selected them, click the red “x” next to the field.

After the user completes all required fields on the form and clicks on the “Add Event” button at the bottom of the page, the system redirects the user to the event listings page. If any required fields are left empty, the message “Required Field” will appear next to those fields.

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Add Event

Use this form to add an event. Please fill in the required fields which are marked with an *

Required Information

***Title of Activity:**

***Start Date:** x

***End Date:** x

***Short Description:**

***Target Audience(s):** None
 Business
 Business Executives
 Community Organization

***Category of Activity:** None
 Business Outreach
 Curriculum
 Faculty Development

***Impact:** None

Optional Information

Location:

Cost:

Select Co-Sponsor(s): None
 California State University - Fresno
 Central Michigan University
 College of Charleston

Other Co-sponsor(s):

Other Co-sponsor(s) Type: None
 Business

Figure 16. BIWeb Management Section - Add Event

The user also has the ability to update a posted activity, by clicking the “Edit” link next to that activity (see Figure 15). Figure 17 shows the “Update Event” form. After the user makes the required changes, the “Submit” button at the bottom of the page has to be clicked in order to save the updated information.

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Update Event

Use this form to update an event. Required fields are marked with an *

Required Information

***Title of Activity:** Eighth Biennial International Business Institute for C

***Start Date:** 6/7/2009

***End Date:** 6/11/2009

***Short Description:** The 8th Biennial International Business Institute for Community College Faculty is a unique professional development program designed specifically for community and technical college faculty. The aim of the Institute is to provide participants with the knowledge, experience and resources they need to

***Target Audience(s):** Federal Government
Foreign Government
General Public
Health Profession
Higher Education

***Category of Activity:** None
Business Outreach
Curriculum
Faculty Development

***Impact:** National

Optional Information

Location: Michigan State University

Cost: 000

Figure 17. BIEweb Management Section - Update Event Screen

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Activities can also be deleted. After the user clicks on the “Delete” link of an activity, the system will ask before deleting the activity to make sure that it is an intended delete operation, as shown in Figure 19. If the user cancels the delete operation, the system will return to the “Manage Activity” menu.

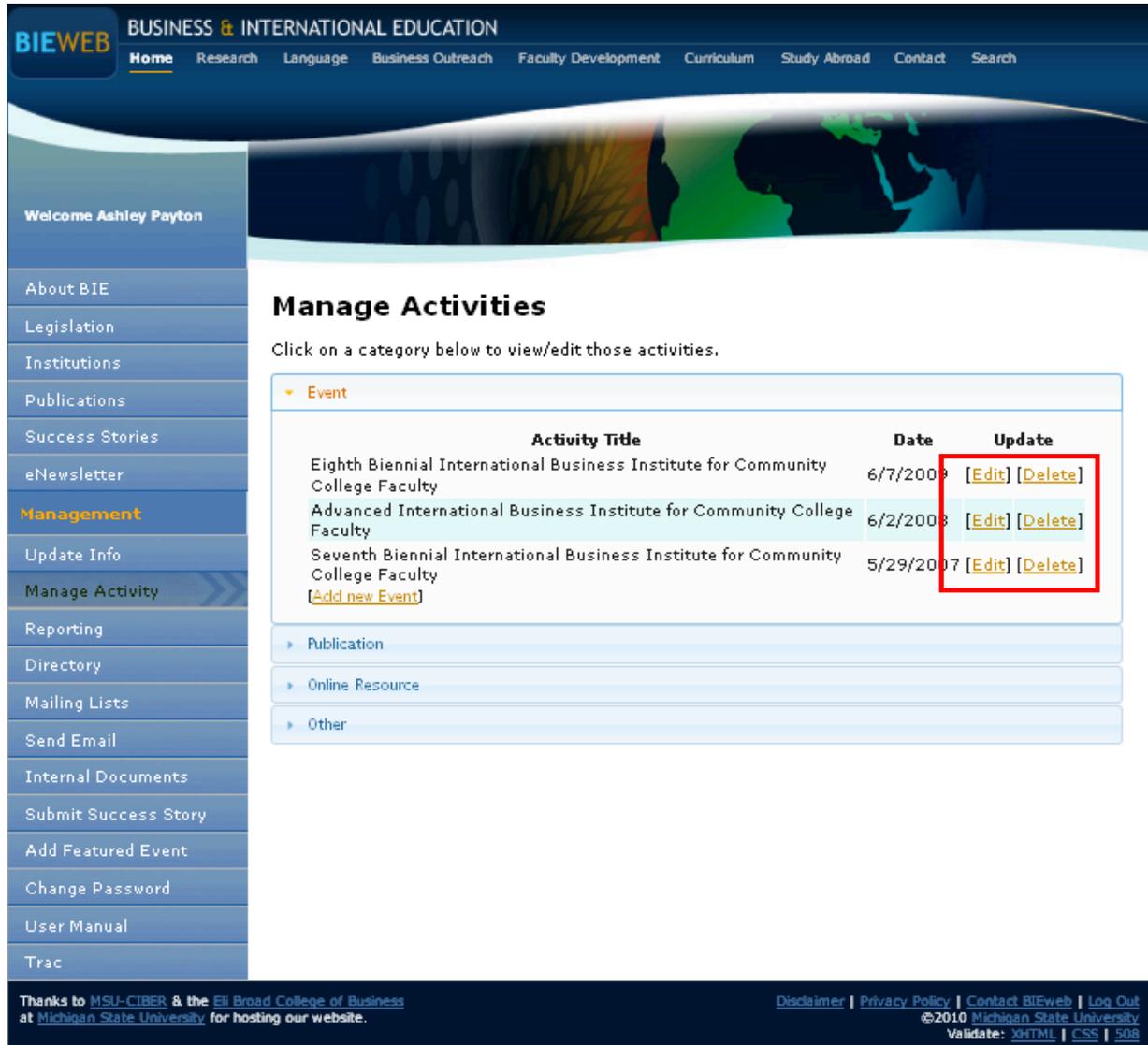


Figure 18. BIWeb Management Section - Delete Event Screen

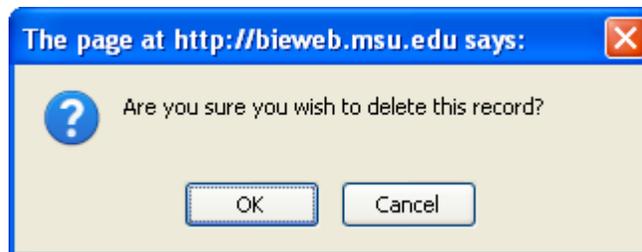


Figure 19. BIWeb Management Section - Delete Event Confirmation

Reporting

The reporting menu allows the user to generate reports of specific BIE activities. To narrow the search, enter criteria in one or more of the fields (Sponsor/Co-Sponsor, Type, Impact, Category of Activity, or Target Audience). All fields are optional. Reports may be generated in either Excel or HTML format. Please note that creating an Excel report requires an already installed MS Office Excel program. Users without MS Office Excel should select the HTML format. Samples of Excel and HTML reports are shown in Figure 21 and Figure 22.

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Reporting

To create a report regarding BIE activities, which are either sponsored or co-sponsored by **your BIE center**, please select a date range and click on Create Report button. **All fields are optional**, those left blank will include all reports included in that specification.

Date Range

From:

To:

Advanced Options

NOTE: Internet Explorer security settings may cause problems with Excel reports. If you are having issues, you may need to add BIE web to your list of 'Trusted Sites'. To access this, in the menu at the top of your browser, go under 'Tools'-'>'Internet Options'-'>'Security' and add http://biweb.msu.edu/ to the list.

Sponsor/Co-sponsor:

Type:

Impact:

Category of Activity:

Target Audience(s):

Order by: Type Date Institution Title

Format: HTML Excel

Create Report

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Figure 20. BIWeb Management Section – Reporting Screen

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Title	Start Date	End Date	Activity Ty	Category	Other Cat	Location	Link	Contact	CoSponsor	Other CoSponsor	Target Au	Impact	Cost	Booklets	Attendant	Attendant	Attendant	Att
1	Eighth Bie	06/07/2006	06/11/2006	Event	Online Res		Michigan	http://ciber	ciber@msi		NASBITE I	Higher Edu	National	\$600	0	0	0	0	
2	Advanced Bi	06/02/2006	06/05/2006	Event	Online Res		Michigan	http://ciber	ciber@msi		Texas A&T Education	Higher Edu	International	\$600	0	0	0	0	
3	Seventh Bi	05/29/2007	06/03/2007	Event	Online Res		Kellogg Hc	http://ciber	ciber@msi		Florida Inte Education	Higher Edu	National	\$600					
4																			
5																			
6																			

Figure 21. BIEweb Management Section - Excel Report Sample

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Activity Report - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://bieweb.msu.edu:5000/manage/reporting/report.aspx

Activity Report

Activities Report

Events

Eighth Biennial International Business Institute for Community College Faculty

June 07 - 11, 2009 - Michigan State University
Activity Type: Event
Category: Online Resource
Location: Michigan State University
Link: <http://ciber.msu.edu/events/2009/ibi/about.asp>
Contact: ciber@msu.edu
Other CoSponsors: NASBITE International, MSU CASID, MSU University Outreach and Engagement, Florida International University, Purdue University, Temple University, Texas A&M University, The University of Texas at Austin, University of Colorado at Denver, University of Illinois at Urbana-Champaign, University of Kansas, University of Memphis, University of Pennsylvania, University of Pittsburgh, University of South Carolina, University of Washington, University of Wisconsin, George Washington University
Target Audience: Higher Education
Impact: National
Cost: \$600
Attendance Total: 42
Other: 42

Advanced International Business Institute for Community College Faculty

June 02 - 05, 2008 - Michigan State University
Activity Type: Event
Category: Online Resource
Location: Michigan State University
Link: <http://ciber.msu.edu/events/aibi/>
Contact: ciber@msu.edu
Other CoSponsors: Texas A&M University, The University of Texas at Austin, University of Colorado at Denver, University of Illinois at Urbana-Champaign, University of Memphis, University of Pittsburgh, University of South Carolina, University of Washington, University of Wisconsin, George Washington University, University of Maryland, University Outreach and Engagement at MSU, Center for Advanced Studies and International Development and Women and International Development (MSU-CASID and WID)
Other CoSponsor Types: Educational Institution
Target Audience: Higher Education
Impact: International
Cost: \$600
Attendance Total: 26
Other: 26

Seventh Biennial International Business Institute for Community College Faculty

May 29 - June 03, 2007 - Michigan State University
Activity Type: Event
Category: Online Resource
Location: Kellogg Hotel & Conference Center, East Lansing, MI
Link: <http://ciber.msu.edu/events/2007/ibi/about.asp>
Contact: ciber@msu.edu
Other CoSponsors: Florida International University, Purdue University, Texas A&M University, University of Colorado at Denver, University of Connecticut, University of Illinois at Urbana-Champaign, University of Kansas, University of Memphis, University of Pennsylvania, University of Pittsburgh, University of South Carolina, University of Washington, University of Wisconsin, MSU CASID, NASBITE
Other CoSponsor Types: Educational Institution
Target Audience: Higher Education
Impact: National
Cost: \$600

Figure 22. BIEweb Management Section – HTML Report Sample

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BIE Directory

Information for the key contacts for each BIE can be found on this page, including the applicable center's address, phone number, e-mail, website and director information, as available.

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Update Info

Manage Activity

Reporting

Directory

Mailing Lists

Send Email

Internal Documents

Submit Success Story

Add Featured Event

Change Password

User Manual

Trac

California State University - Fresno

4910 N. Chestnut Avenue Office of Research and Sponsored Programs
Fresno, CA 93726
Tel: (559) 278-4723
<http://www.craig.csufresno.edu/IBP/>

Crystal Cui - Program Assistant
Phone: (559) 278-4723
Email: crystalcui@csufresno.edu

Ali Peyvandi - Director
Phone: (559) 278-4653
Email: ali_peyvandi@csufresno.edu

Tatyana Ryabova - Program Coordinator
Phone: (559) 278-4653
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Central Michigan University

Foust 251 Office of Research and Sponsored Programs
Mt. Pleasant, MI 48859
Tel: (989) 774-2683
Fax: (989) 774-1353
Email: orsp@cmich.edu
<http://www.orsp.cmich.edu/>

Van Miller - Director
Phone: (989) 774-2683
Email: mille2v@cmich.edu

College of Charleston

5 Liberty Street (Suite 300) Global Trade Initiatives
Charleston, SC 29466

Figure 23. BIEweb Management Section – Directory

Mailing Lists

There are two different mailing lists on this page, with detailed explanation of the lists at the top of the page, and links to the lists themselves at the bottom. Each link will open an MS Excel spreadsheet when clicked. Please note that this requires an already installed MS Office Excel program. These lists are:

- Staff (All Users)
- Directors

You can see an example mailing list in Figure 25.

BIWeb BUSINESS INTERNATIONAL EDUCATION
Home Research Language Business Outreach Faculty Development Curriculum Study Abroad Contact Search

Welcome Ashley Payton

About BIE
Legislation
Institutions
Publications
Success Stories
eNewsletter

Management
Directory
Admin
Send Email
Manage Activity
Internal Documents
Submit Success Story
Add Featured Event
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Mailing Lists

Email Mailing Lists

BIWeb email lists are available to contact a specific group of BIE staff (e.g., directors) by sending a message to one address. Using the email lists will allow you to compose a message in your email client and attach documents to your email.

Please note, you may use the email lists for only those groups to which you belong. If you are trying to email a group of which you are not a member, or to email selected users, please use the .

Directors (PI) -- All Directors or the other BIE personnel who have designated themselves to be on the Directors mailing list.

-- All BIE staff.

Staff Lists in Excel

The Mailing Lists* below are in Excel format and can be used for creating mailing labels as well as other tasks.

*Please note that this requires an already installed MS Office Excel program.

Thanks to & the for hosting our website. ©2009 Validate:

Figure 24. BIWeb Management Section - Mailing Lists

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1	Staff Mailing List							
2	University	Staff Name	Title	Center Name	Building Address	Street Address	City	State Zi
3	California State University - Fresno	Ali Peyvandi	Director		Office of Research and Sponsored Programs	4910 N. Chestnut Avenue	Fresno	CA
4	California State University - Fresno	Tatyana Ryabova	Program Coordinator		Office of Research and Sponsored Programs	4910 N. Chestnut Avenue	Fresno	CA
5	California State University - Fresno	Crystal Cui	Program Assistant		Office of Research and Sponsored Programs	4910 N. Chestnut Avenue	Fresno	CA
6	Central Michigan University	Van Miller	Director		Office of Research and Sponsored Programs	Foust 251	Mt. Pleasant	MI
7	College of Charleston	Rene Mueller	Director		Global Trade Initiatives	5 Liberty Street (Suite 300)	Charleston	SC
8	College of Charleston	Ellen McEwan	Associate Director		Global Trade Initiatives	5 Liberty Street (Suite 300)	Charleston	SC
9	College of Charleston	Penelope McKeever	Global Studies Education Coordinator		Global Trade Initiatives	5 Liberty Street (Suite 300)	Charleston	SC
10	EI Camino Community College	Maurice Kogon	Director		Center for International Trade Development	13430 Hawthorne Blvd.	Hawthorne	CA
11	EI Camino Community College	Jim Hoffman	Project Coordinator		Center for International Trade Development	13430 Hawthorne Blvd.	Hawthorne	CA
12	EI Camino Community College	Bronwen Madden	Deputy Director		Center for International Trade Development	13430 Hawthorne Blvd.	Hawthorne	CA
13	Lakeshore Technical College	Deborah Ryan	Director		International Education Program	1290 North Ave	Cleveland	WI
14	Michigan State University	Irem Kiyak	Associate Director		International Business Center	7 Eppley Center	East Lansing	MI 48
15	Michigan State University	Tunga Kiyak	Outreach Specialist		International Business Center	7 Eppley Center	East Lansing	MI 48
16	Michigan State University	Ashley Payton			International Business Center	7 Eppley Center	East Lansing	MI 48
17	Michigan State University	Michael Reed	Systems Analyst		International Business Center	7 Eppley Center	East Lansing	MI 48
18	Michigan State University	Tomas Hult	Director		International Business Center	7 Eppley Center	East Lansing	MI 48
19	Michigan State University	Sarah Singer	Assistant Director		International Business Center	7 Eppley Center	East Lansing	MI 48
20	Northern Kentucky University	Stephen Mueller	Director		International Business Center	Nunn Drive	Highland Heights	KY
21	Northern Kentucky University	David Hrovat	Assistant Director		International Business Center	Nunn Drive	Highland Heights	KY
22	Northern Kentucky University	Jennifer Schwachter	Outreach Office Coordinator		International Business Center	Nunn Drive	Highland Heights	KY
23	Ohlone Community College	Kristi Alvig Radke	International Student Services Coordinator		International Programs and Services	43600 Mission Blvd.	Fremont	CA
24	Ohlone Community College	Eddie West	Director		International Programs and Services	43600 Mission Blvd.	Fremont	CA
25	Ohlone Community College	Bill Sharar	Coordinator, English Language Institute		International Programs and Services	43600 Mission Blvd.	Fremont	CA
26	Ohlone Community College	Sanae Milano	Coordinator		International Programs and Services	43600 Mission Blvd.	Fremont	CA

Figure 25. BIEweb Management Section - Staff Mailing List

Send Email

With “Send Email” functionality, you can send an email to a BIE group consisting of:

- All Staff
- Webmaster
- Directors
- Assistant Directors
- Foreign Language Directors
- PIs

as shown below. Please note that no attachments can be sent using the e-mail form. After you fill in required “Send To”, “Subject” and “Message” fields, click on the “Send Email” button. You will also receive a copy of this email.

The screenshot displays the BIEweb Management Section. The top navigation bar includes links for Home, Research, Language, Business Outreach, Faculty Development, Curriculum, Study Abroad, Contact, and Search. A sidebar on the left contains a list of management options, with 'Send Email' highlighted in a red box. The main content area features the 'Send Email' form, which includes a dropdown menu for 'Send To' (listing All Staff, Webmaster, Directors, Assistant Directors, Foreign Language Directors, and PIs), a text input field for 'CC:', a text input field for 'Subject:', and a large text area for 'Message:'. A blue 'Send Email' button is located at the bottom of the form. The footer contains a thank you message to MSU-CIBER and the Eli Broad College of Business, along with links for Disclaimer, Privacy Policy, Contact BIEweb, and Log Out, and a copyright notice for 2010 Michigan State University.

Figure 26. BIEweb Management Section - Send Email to a BIE Group

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To send an e-mail to selected BIE staff members, click the “Email Selected Users” link on the “Send Email” page (see Figure 26).

To choose multiple addresses, hold the “ctrl” or “apple” key and click on the staff name(s). If you choose an Institution, the email will be sent to all members of that BIE. After filling in the required fields, click the “Send Email” button. You will also receive a copy of this e-mail.

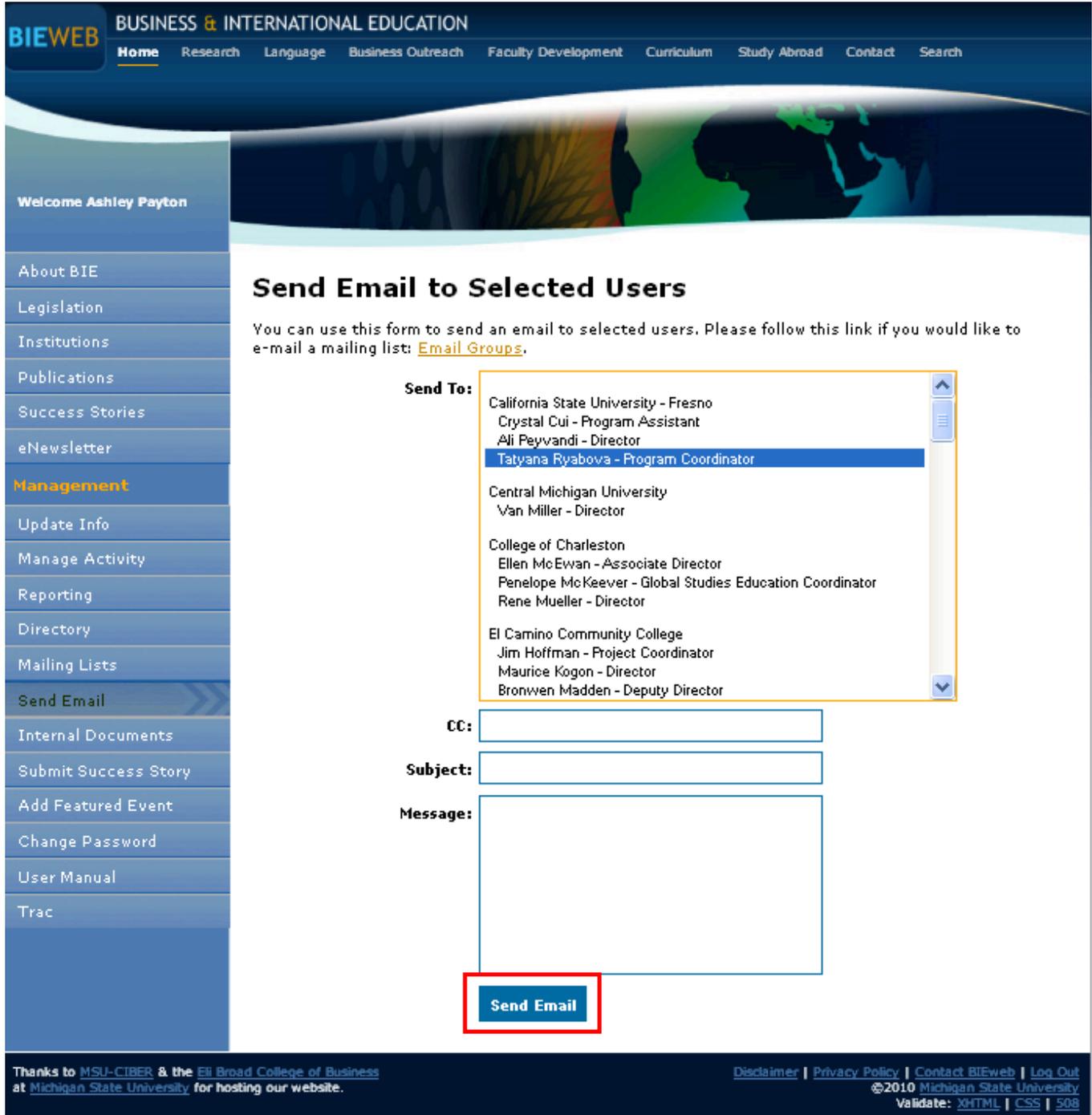


Figure 27. BIEweb Management Section - Send Email to selected users

Internal Documents

This section provides users with access to BIEweb documents and BIE logos. Select the desired category to view the intended documents or logos.

The screenshot shows the BIEweb Management interface. At the top, the header reads "BIEWEB BUSINESS & INTERNATIONAL EDUCATION" with a navigation menu including Home, Research, Language, Business Outreach, Faculty Development, Curriculum, Study Abroad, Contact, and Search. A sidebar on the left contains a list of management options: Welcome Ashley Payton, About BIE, Legislation, Institutions, Publications, Success Stories, eNewsletter, Management (highlighted), Update Info, Manage Activity, Reporting, Directory, Mailing Lists, Send Email, Internal Documents (highlighted with a red box and a right-pointing arrow), Submit Success Story, Add Featured Event, Change Password, User Manual, and Trac. The main content area displays "BIE Internal Documents and Reports" with sub-links for Internal Documents, Report Documents, and Logos. The footer includes a thank-you message to MSU-CIBER and the Eli Broad College of Business, along with links for Disclaimer, Privacy Policy, Contact BIEweb, Log Out, and copyright information for 2010 Michigan State University.

Figure 28. BIEweb Management Section – Internal Documents

Submit BIE Success Stories

This section allows users to submit and manage kudos, compliments, and expressions of thanks their BIE has received to showcase on the BIEweb page. On the “Submit Success Story” page, shown in Figure 29, enter the name of the program discussed in the story in the “Program Attended” section, the success story/quote in the “Brief Description” section, and the name and title of the success story submitter in the “Person’s Name” and “Person’s Title” sections, respectively.

The screenshot shows the BIEweb Management Section - Submit Success Stories page. The page has a dark blue header with the BIEWEB logo and the text 'BUSINESS & INTERNATIONAL EDUCATION'. Below the header is a navigation menu with links: Home, Research, Language, Business Outreach, Faculty Development, Curriculum, Study Abroad, Contact, and Search. The main content area is white and features a large globe graphic in the background. The page title is 'Submit Success Story'. Below the title is a paragraph of text: 'Success stories added here are randomly selected to show up in the 'Success Stories' section of the home page. Submitted stories will be reviewed by staff before being made public. **Please fill in all fields.**'. The form consists of four input fields: 'Program Attended:', 'Brief Description:', 'Person's Name:', and 'Person's Title:'. A blue button labeled 'Submit Success Story' is located below the form. The left sidebar contains a list of navigation items, with 'Submit Success Story' highlighted in a red box. The footer contains copyright information and links for Disclaimer, Privacy Policy, Contact BIEweb, and Log Out.

Figure 29. BIEweb Management Section - Submit Success Stories

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The success stories page is not found under management options, but rather as part of BIEweb available to the entire public. You can view success stories by BIE by using the drop down menu.

The screenshot shows the BIEweb interface. At the top, there is a header with the BIEWEB logo and the text 'BUSINESS & INTERNATIONAL EDUCATION'. Below this is a navigation bar with links: Home, Research, Language, Business Outreach, Faculty Development, Curriculum, Study Abroad, Contact, and Search. On the left side, there is a vertical menu with various options. The 'Success Stories' option is highlighted with a red box. The main content area is titled 'Success Stories' and contains a paragraph explaining the section's purpose. Below this is a dropdown menu with 'All' selected and a 'Select' button. The page then lists several success stories, each with a title and a short description. The first story is titled 'International Business Institute for Community College Faculty - Michigan State University' and includes a quote from Diane Hargens. The second story is titled '8th Biennial International Business Institute for Community College Faculty - Michigan State University' and includes a quote from Patrick Liem. The third story is also titled '8th Biennial International Business Institute for Community College Faculty - Michigan State University' and includes a quote from an international instructor.

Figure 30. BIEweb – Success Stories

E-Newsletter Subscription

The eNewsletter section on BIEweb allows users to subscribe and unsubscribe from the bi-annual BIEweb newsletter.

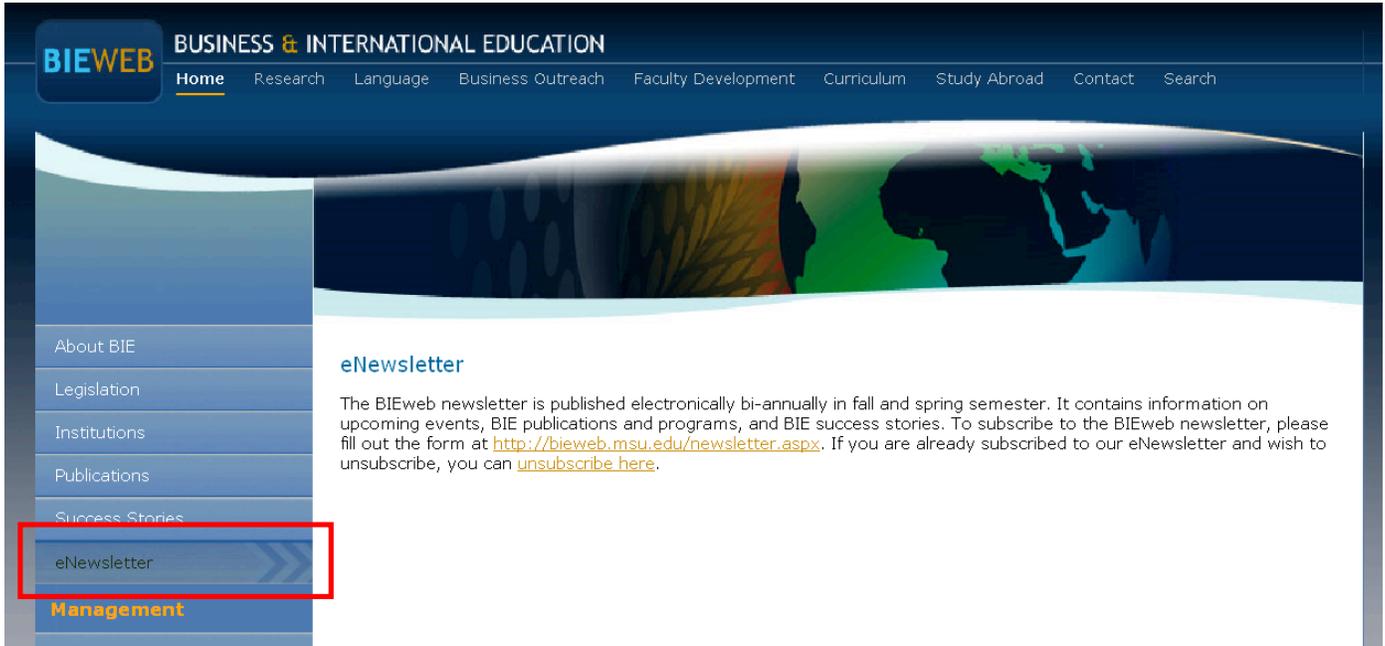


Figure 31. BIEweb eNewsletter

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To subscribe to the BIEweb newsletter, click the “<http://bieweb.msu.edu/newsletter.aspx>” link on the eNewsletter page then enter your applicable information in the fields on the eNewsletter sign up page.

BIEWEB BUSINESS & INTERNATIONAL EDUCATION

[Home](#) [Research](#) [Language](#) [Business Outreach](#) [Faculty Development](#) [Curriculum](#) [Study Abroad](#) [Contact](#) [Search](#)

About BIE
Legislation
Institutions
Publications
Success Stories
eNewsletter
Management
Directory
Mailing Lists
Send Email
Manage Activity
Internal Documents
Submit Success Story
Add Featured Event
Reporting
Update Info
Change Password
User Manual

eNewsletter Sign-up

The BIEweb newsletter is published electronically bi-annually in fall and spring semester. It contains information on upcoming events, BIE publications and programs, and BIE success stories. If you are already subscribed to our eNewsletter and wish to unsubscribe, you can [unsubscribe here](#).

Primary Account Information

First Name:

Last Name:

Email Address:

Verify Email Address:

Optional Account Information

We would be grateful if you could tell us more about yourself so that we may constantly improve the services we offer. We abide by strict [privacy guidelines](#) and promise to keep your information confidential.

Organization:

Job Title:

Industry:

Address 1:

Address 2:

City:

State:

Zip/Postal Code:

Country:

Figure 32. BIEweb eNewsletter - Subscribe

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To unsubscribe from the BIWeb newsletter click the “unsubscribe here” link on the main eNewsletter page. On the eNewsletter Unsubscribe page, enter your e-mail address (see Figure 33) and click the “Unsubscribe” button.

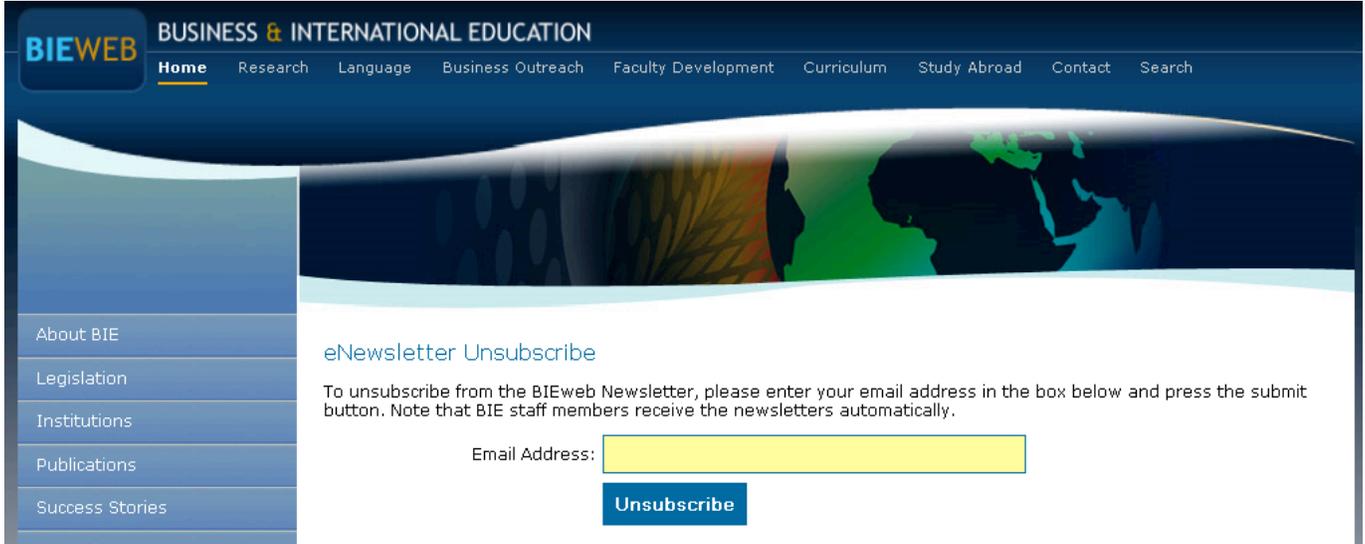


Figure 33. BIWeb Newsletter- Unsubscribe

Session Timeout

After a user has logged in, if they do not use BIWeb for 15 minutes, they will be automatically logged out by the system. To log back in, navigate back to the log-in screen (<http://BIWeb.msu.edu/login.aspx>) and re-enter email and password.

The screenshot displays the BIWeb Management Section. At the top, the header reads "BUSINESS & INTERNATIONAL EDUCATION" with a "BIWEB" logo. A navigation menu includes "Home", "Research", "Language", "Business Outreach", "Faculty Development", "Curriculum", "Study Abroad", "Contact", and "Search". The "Home" link is underlined. A sidebar on the left contains links for "About BIE", "Legislation", "Institutions", "Publications", "Success Stories", and "eNewsletter". The main content area is titled "About BIE" and contains text about the U.S. Department of Education's International Education Programs Service and Centers for International Business Educations (CIBEs). To the right, there is a "Success Stories" section with a quote from the 8th Biennial International Business Institute for Community College Faculty. The footer includes a thank-you message to MSU-CIBER and the Eli Broad College of Business, along with links for "Disclaimer", "Privacy Policy", "Contact BIWeb", and "Login". A red box highlights the "Login" link. The footer also includes a copyright notice for 2010 Michigan State University and validation links for XHTML, CSS, and 508.

Figure 34. BIWeb Management Section - Session Timeout Screen

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Logout

To log out of the management section of BIEweb, click the “Logout” link on bottom right of the page as shown in Figure 35. After logging out, the system redirects automatically to the home page of the BIEweb public site (<http://BIEweb.msu.edu/>).

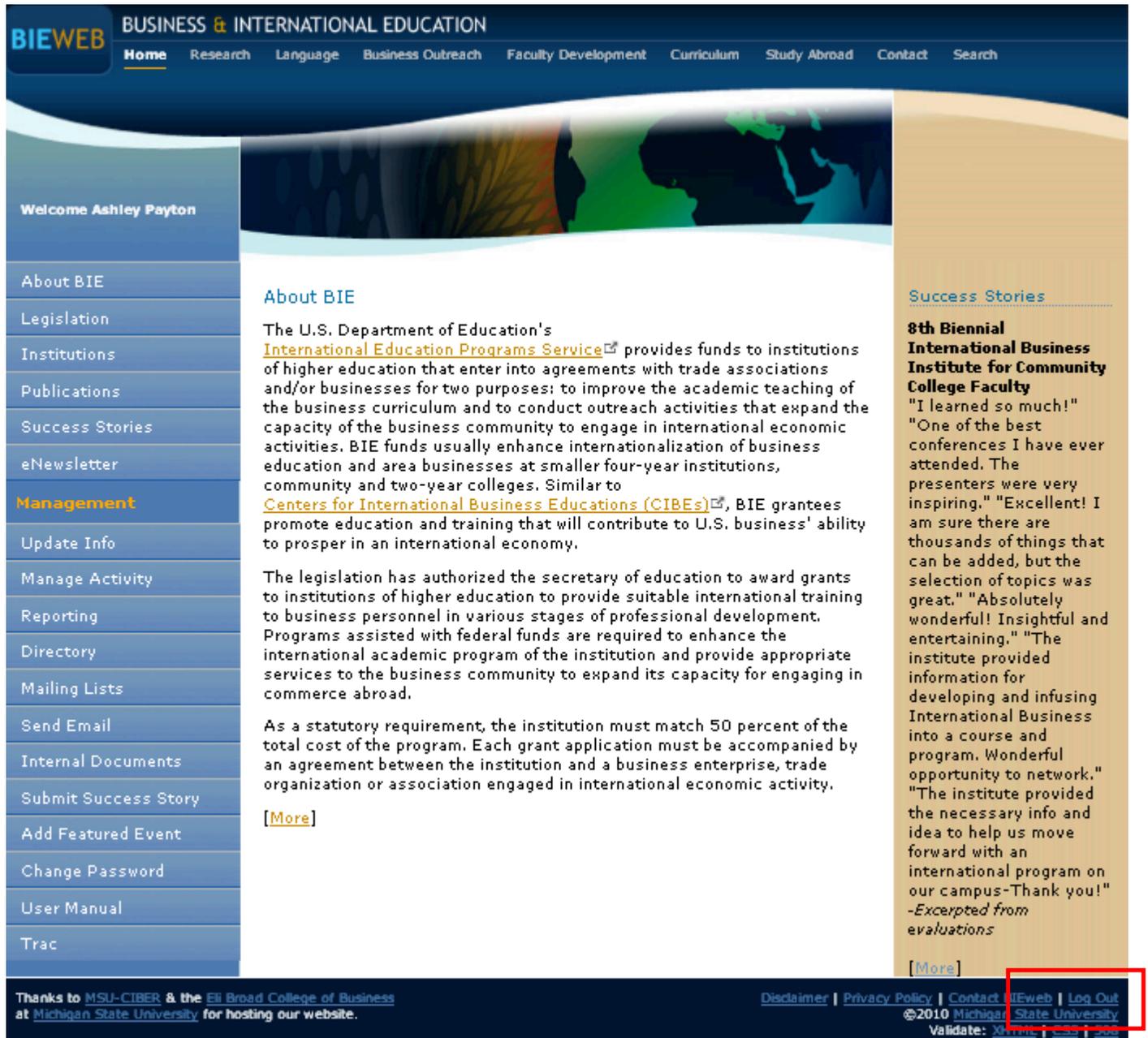


Figure 35. BIEweb Management Section - Logout Link

Displaying Activities on Another Website

BIEweb also provides a public feed page for posting upcoming or past BIE activities on different sites. The URL of this page is "<http://BIEweb.msu.edu/feed.aspx>".

Use the following script in your own web page to post BIEweb activities to your BIE's site.

```
<script language="JavaScript"  
src="http://BIEweb.msu.edu/feed.asp?ciberid=0&cosponsor=0&past=0&count=0&onlyevents=0&typeofacti  
vity=0&targetgroup=0&detail=0&title=0&titlecolor=831405&textcolor=000000&linkcolor=831405&  
bgcolor=831405&bordercolor=FFFFFF&width=400"></script>
```

This script will show the listing in Figure 36.

- Sep 1, 2008 - [Working Spanish for Beginners](#)
- Sep 3, 2008 - [KC International Trade Council Presents Kansas Governor's Exporter of the Year--Vortex Valves](#)
- Sep 5, 2008 - [Purdue: EUROPE NOW: Why You Need to Sell to the European Union - LIVE VIDEOCONFERENCE and Seminar](#)
- Sep 15, 2008 - [2008-09 CIBER Research Awards Deadline](#)
- Sep 18, 2008 - [World Trade Council of Wichita Presents: Doing Business with Germany](#)
- Sep 23, 2008 - [Global Business Club of Mid-Michigan: Gary M. Shubert](#)
- Sep 24, 2008 - [IBAC Meeting](#)
- Sep 25, 2008 - [Lansing Regional Chamber Economic Club Luncheon: David Hall](#)
- Sep 25, 2008 - [Kansas World Trade Center Presents: International Trade Conference 2008 Featuring Brazil](#)
- Sep 28, 2008 - [Working Portuguese for Beginners](#)

Figure 36. Sample feed.aspx Listing

The feed.aspx file uses the arguments given below to change the content and appearance of the listing on your site. If you don't supply an argument the default value will be used.

Filtering

ciberid: default 0 shows all BIE activities, or values as given in the Table 4 (Institute Table). For example for Michigan State University it should be ciberid=7.

cosponsor: default 0 shows only direct sponsored activities, if set to 1, it shows activities for which the respective BIE is cosponsor.

past: default 0 shows current and future activities, if set to 1, it shows past activities before the current date.

count: default 0 shows all activities, if set to an integer, it shows only that many activities. For example count=3 will show only 3 or less activities.

onlyevents: default 0 shows all activities, like events, publications, online resources, other research, if set to 1, it only shows events.

typeofactivity: default 0 shows all types of activities, or values as given in the Table 2 (Type of Activity Table).

targetgroup: default 0 shows all target groups, or values as given in the Table 3 (Target Group Table).

detail: default 0 shows no details, if set to 1 shows details of the activity.

Appearance

title: default 0 shows no title, if set to 1, it shows title 'Upcoming Activities', you may also set it to desired title, e.g. title=Title Test.

titlecolor: set to desired title color, default titlecolor=831405.

textcolor: set to desired text color, default textcolor=0F0F0F.

linkcolor: set to desired link color, default linkcolor=831405.

bgcolor: set to desired background color, default bgcolor=FFFFFF.

bordercolor: set to desired border color, default bordercolor=FFFFFF.

width: set to desired width of the table, default width=400.

typeofactivity	Type of Activity
1	Research
2	Foreign Language Initiatives
3	Business Outreach
4	Faculty Development
5	Academic Program Development
6	Study Abroad

Table 2. Type of Activity Table

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targetgroup	Target Group
1	Research Faculty
2	Bus. Outreach / NGO
3	Students
4	K-12
5	Teaching Faculty

Table 3. Target Group Table

ciberid	Institution
1	California State University - Fresno
2	Central Michigan University
3	College of Charleston
4	El Camino Community College
5	Lakeshore Technical College
6	Louisiana State University
7	Michigan State University
8	Northern Kentucky University
9	Ohlone Community College
10	Philadelphia University
11	Portland Community College
12	Radford University
13	Rider University
14	South Carolina State University
15	Syracuse University
16	The University of Iowa
17	The University of Tulsa
18	Tidewater Community College
19	University of Wisconsin - Milwaukee
20	University of Wisconsin - Oshkosh
21	Virginia Commonwealth University
22	West Valley – Mission Community College
23	Western Iowa Tech Community College

Table 4. Institute Table