

## How to Use the Class Discussion Forum

You are required to participate in class discussions throughout the class. You must post at least 2 entries each week, either to answer or comment on an existing post, or to ask your own question.

We are using a class forum to do this. I will ask you to introduce yourself and then I will post guided homework questions each week. The list is organized by TOPICS (which are entries entered for the first time). Because the list can become cluttered, there are few things you can do to keep things organized.

### First, let's get you to the TECHNICAL TRAINING Department

The process is easy. Once you log into the website, go down the menu on the left to the bottom to TECHNICAL TRAINING department. The first entry gets you to the videos and class materials. The other entries are the class forums. You can look at past class comments or go directly to your class.

I am providing screen shots to guide you through the process if you are new to forums. So Relax, and become acquainted with the process. You'll do fine.



**ENTER CLASS FORUM HERE**

#### **We'll Cover:**


- \* The Class Forum Listing**
- \* How to Reply to a Post**
- \* How to Create a New Separate Post (Topic)**

**Here is the Class Forum List.** Each entry with a folder is the new post where I list the homework. These are the TOPICS. If the folder is yellow, it means you have read all the posts since the last time you logged on. If the folder is red, that indicates a new message.

May 2010 Class Forum				
<a href="#">Post New message</a>   <a href="#">Search messages</a>   <a href="#">Display Settings</a>   <a href="#">Forums Index</a>				Displaying 1 thru 25 of 25
	Topic	Author	Replies	Last Post
	Module 6 Homework	RebeccaM	0	7:07 PM Jun. 09,2010
	Any remaining questions for Module 5?	RebeccaM	0	11:06 AM Jun. 07,2010
	Module 5 - Two Way Radios	edithT	1	10:53 AM Jun. 07,2010
	Module 5 Ubi Duo	edithT	2	3:43 PM Jun. 14,2010
	Module 5 question regarding the Earmuffs	leelaD	3	11:06 AM Jun. 07,2010
	E-Scope Stethoscope Question	edithT	1	10:57 AM Jun. 07,2010
	Module 5 Homework Question - a quick one!	RebeccaM	5	3:58 AM Jun. 05,2010
	homework week 4	juanitaF	1	12:24 PM Jun. 03,2010
	homework week 4	juanitaF	2	3:56 PM Jun. 04,2010
	Ask any questions on Module 4	RebeccaM	0	8:00 AM Jun. 01,2010
	Module 4 Homework Questions	RebeccaM	16	9:38 PM Jun. 03,2010
	Question	leelaD	1	11:06 AM May. 12,2010
	Introduction	leelaD	1	8:21 PM May. 10,2010
	Module 1 Homework question	RebeccaM	15	1:58 AM May. 17,2010
	Introduce Yourself	RebeccaM	42	2:16 PM May. 21,2010
<a href="#">Post New message</a>   <a href="#">Search messages</a>   <a href="#">Refresh Screen</a>   <a href="#">Display Settings</a>				Displaying 1 thru 25 of 25
	Contains new posts since the last time you logged on.			
	No new posts since the last time you logged on.			
	A closed thread - no new replies accepted.			



## REPLYING TO A POST (What you'll be doing most often)

See the  above. Let's say you want to see all the entries for this TOPIC. Click on that topic and see the screen shot below.

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May 2010 Class Forum Index	Search messages	Display Settings
<p><b>Module 5 - Two Way Radios</b></p> <p>**   Do you have a list of vendors who provide specific adapters . . .</p> <p>**   I don't have a list of vendors except www.ottoeng.com. I loo . . .</p>		
<p style="text-align: right;">edithT      11:54 PM Jun 06,2010</p> <p style="text-align: right;">edithT      11:54 PM Jun 06,2010</p> <p style="text-align: right;">RebeccaM      10:53 AM Jun 07,2010</p>		
<p><b>Module 5 - Two Way Radios</b></p>		
<p>Posted by edithT</p> <p>Jun 06,2010 11:54 PM</p>	<p>Do you have a list of vendors who provide specific adapters to connect amplification to brand name two way radios? OR...After obtaining the model and ID numbers of the two way radios, do you utilize Google to find the specific adapter needed?</p> <p style="text-align: right;">Reply   Delete   Edit</p>	
<p>Posted by RebeccaM</p> <p>Jun 07,2010 10:53 AM</p>	<p>I don't have a list of vendors except <a href="http://www.ottoeng.com">www.ottoeng.com</a>. I look through their parts list that includes all the brands/models. They've been a good resource. I have also googled a specific radio model and looked for accessories. That tells me if a remote microphone/speaker is available. I've called distributors from the google look-up and asked them to look at the product and tell me if it has a 3.5mm audio jack if I can't tell from the description or product specifications.</p> <p style="text-align: right;">Reply   Delete   Edit</p>	
<p style="text-align: center;">May 2010 Class Forum Index      Search messages      Display Settings</p>		

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If you want to add your own post, you will hit REPLY below the post and a new screen will appear. When you reply to a post in this manner, it helps keep all the entries for a particular subject together. It keeps the forum clean and organized.

Enter your reply. Notice the box highlighted. If you check this box, then you will receive an email of each reply. The benefit is that you'll see the entries as they occur in your email inbox so you can follow them before you log in. The drawback is that you may get a flurry of emails in your inbox. UNCHECK this box if you prefer to log in to read any additions instead of seeing them in more 'real time'.

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May 2010 Class Forum Index	Search messages	Display Settings
<p><b>Reply to message</b></p> <p>Replying To: <b>RebeccaM - Module 5 - Two Way Radios</b></p> <p>Replying To Message: <div style="border: 1px solid gray; padding: 2px; font-size: small;">I don't have a list of vendors except www.ottoeng.com. I look through their parts list that includes all the brands/models. They've been a good resource. I have also googled a specific radio model and looked for accessories. That tells me if a remote microphone/speaker is available. I've called distributors from the google look-up and asked them to look at the product and tell</div></p> <p>Post Reply To: <span style="border: 1px solid gray; padding: 2px;">discussion board</span></p> <p>Your Reply: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div></p> <p style="text-align: center;"> <input type="checkbox"/> <b>Notification: Send Email notifications of replies to this post</b> </p> <p style="text-align: center;"> <input type="button" value="Preview Reply"/>   <input type="button" value="Cancel"/> </p>		
<p style="text-align: center;">May 2010 Class Forum Index      Search messages      Display Settings</p>		

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## Creating a NEW MESSAGE POST will create a new TOPIC.

You will POST A NEW MESSAGE if you have a question or comment unrelated to a previous topic. This is best used to post new questions about a specific topic. Notice how descriptive the topics are when you scroll back up to the full list. **You'll want to make sure your TOPIC is very clear.**



 Question	leelaD	1	11:06 AM May. 12, 2010
 Introduction	leelaD	1	8:21 PM May. 10, 2010
 Module 1 Homework question	RebeccaM	15	1:58 AM May. 17, 2010
 Introduce Yourself	RebeccaM	42	2:16 PM May. 21, 2010

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-  Contains new posts since the last time you logged on.
-  No new posts since the last time you logged on.
-  A closed thread - no new replies accepted.

Be sure and check or Uncheck the Email notification for replies from others.

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**Post New message**

Subject:

Message:

Notification:  Send Email notifications of replies to this posts

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Happy Posting!