Using Web Board
(based on written guidelines developed by Lauri Fuller, Womens’ Studies)

1. Go to the HRD362 website first – this can be done by going to the following address -- [http://www.neiu.edu/~sundis/hrd362](http://www.neiu.edu/~sundis/hrd362) OR going to the HRD 362 website, “Networking” section, and clicking on the appropriate link.

2. You should find the following screen:

   ![Welcome Screen](image)

   *To participate in a web conference, you can log in as an Existing User, a New User, or a Guest*

   **Existing Users:**
   - **Name:** [Field]
   - **Password:** [Field]

   - **LOGIN**
   - Remember my password
   - [Forgot your password?](#)

   **Guest:** Guests entering conferences are limited to read-only access.

   **New User:** New users click here to create a personalized profile.

3. If you are a new user, click on “New User” and fill in the required information in order to become a full-fledged participant/user. If you have already done this, simply enter your name and password and click the “Log In” button.
4. Look at the various conferences available. These are in the left frame of the screen – “Course Discussion,” “Discussion Questions for 9/7/99,” etc. Point at one with the mouse and click the mouse button to select it.
5. There should be a list of posts under each conference. These are “topics.” For instance, under “Jane Adams Writing Conference” you see topics such as “Exer. 1: Talking Back,” Exercise 1-Stereotypes About Women,” etc.
You can post a reply to any topic/message within your conference group. For example, if a conference has 10 topics, you can reply to the first or tenth one. Whenever you reply to a topic, your new message is indented under that topic in the Conferences list to show other readers the thread of the conversation. Replies are displayed chronologically within each topic.

To reply publicly to the topic you are currently reading, use one of the following options:

a. Select Reply from the menu at the top of the message you wish to respond to.

b. Or Select Reply/Quote from the menu to include text from the original message.

A writing message window appears on the Right Hand Side of your WebBoard window. For posting a reply you do not have to worry about a title—type your response in the message box. Make sure to proofread your message. Click the Post button if it looks how you want (check grammar and spelling) click post again and WebBoard puts it under Topic 1 in the Group Discussion conference.
To post a reply click the post button from the WebBoard menubar or if a message is up on right from your writing conference group, click on post. The Post window appears (on the right hand side of the WebBoard screen) and you can post your topic/message.

6. To enter a new topic:
   a. Enter the topic title or short topic statement.
   b. Click in the big window and start typing you’re the content of your topic. This does not have to be extraordinarily long. However, it should be designed to get other people to respond to what you have said. Remember we are trying to create discussion.
   c. When you are finished click on the post button.
   d. Another window will appear with the spelling checked. Read over your exercise and make sure it is clear. Then click on post again and it will get posted onto your writing conference group.