



Webboard Tutorial

For additional information or assistance, please contact the appropriate department:

Warner Webmail

Computer Services
1-800-949-7248 ext. 2345
computerservices@warner.edu

Use the online assistance form at:
www.warner.edu/staff/cs/webmailrequest.asp

Courses and Professors

School of Business Offices
1-800-949-7248 ext. 7636
curried@warner.edu

Course Webboards and Webpages

Webboard Administrator
1-800-949-7248 ext. 2345
webboard@warner.edu

Use the online assistance form at:
www.warner.edu/staff/cs/webboardrequest.asp

Change of Schedule and Grades

Office of the Registrar
1-800-949-7248 ext. 7204
registrar@warner.edu

To access the student training Webboard, please use the following link:

<http://webboard.warner.edu/~studenttraining>

Within the student training board, you will be able to practice posting messages, review important links, and access special resources. A chatroom is also available for you to talk with fellow students, without having to be on a specific topic.

Syllabi Access:

Please login to your class Webboard to access the course syllabus. A conference and posting will be located at the top of the Webboard with a link to download the syllabus.

ONLINE COURSE REFERENCE CARD:

Please fill in the appropriate information and keep for your records.

Webboard Information

Username: _____
Password: _____

Webmail Information

Username: _____
Password: _____

LRC Database Access Information

Username: WSC
Password: 314260000

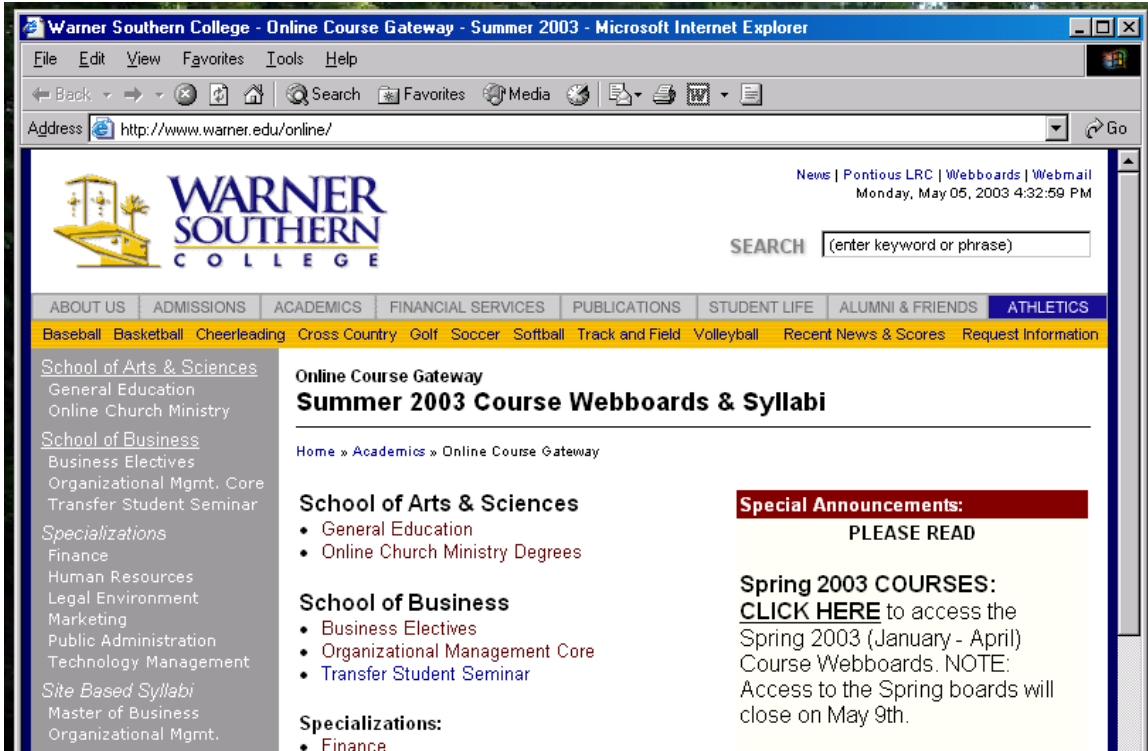
NOTE: You will have access to your courses approximately 3 days before the class begins!

Online Students

<http://www.warner.edu/online>

Accessing your Class Information and Webboard Login

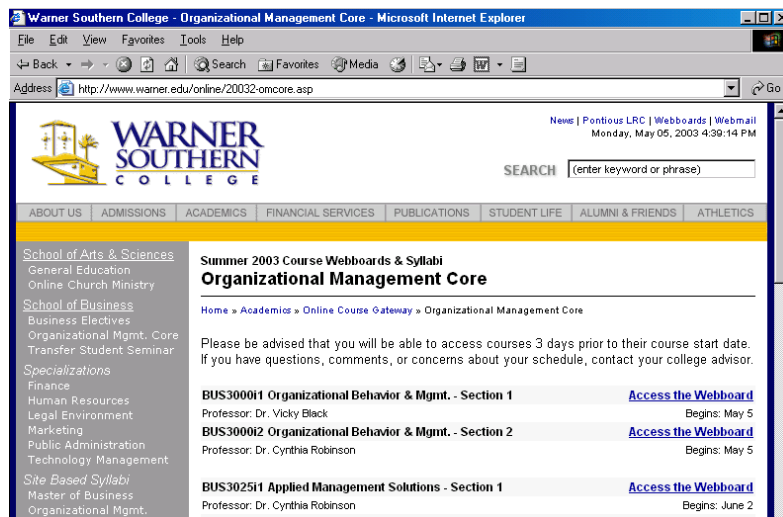
1. Using a current version of either Netscape Navigator or Microsoft Internet Explorer, enter the following URL to access the Warner Webboard Course access page: <http://www.warner.edu/online/>. You will retrieve a page (similar to the one shown below) that lists all of the available Warner WebBoard programs of study.



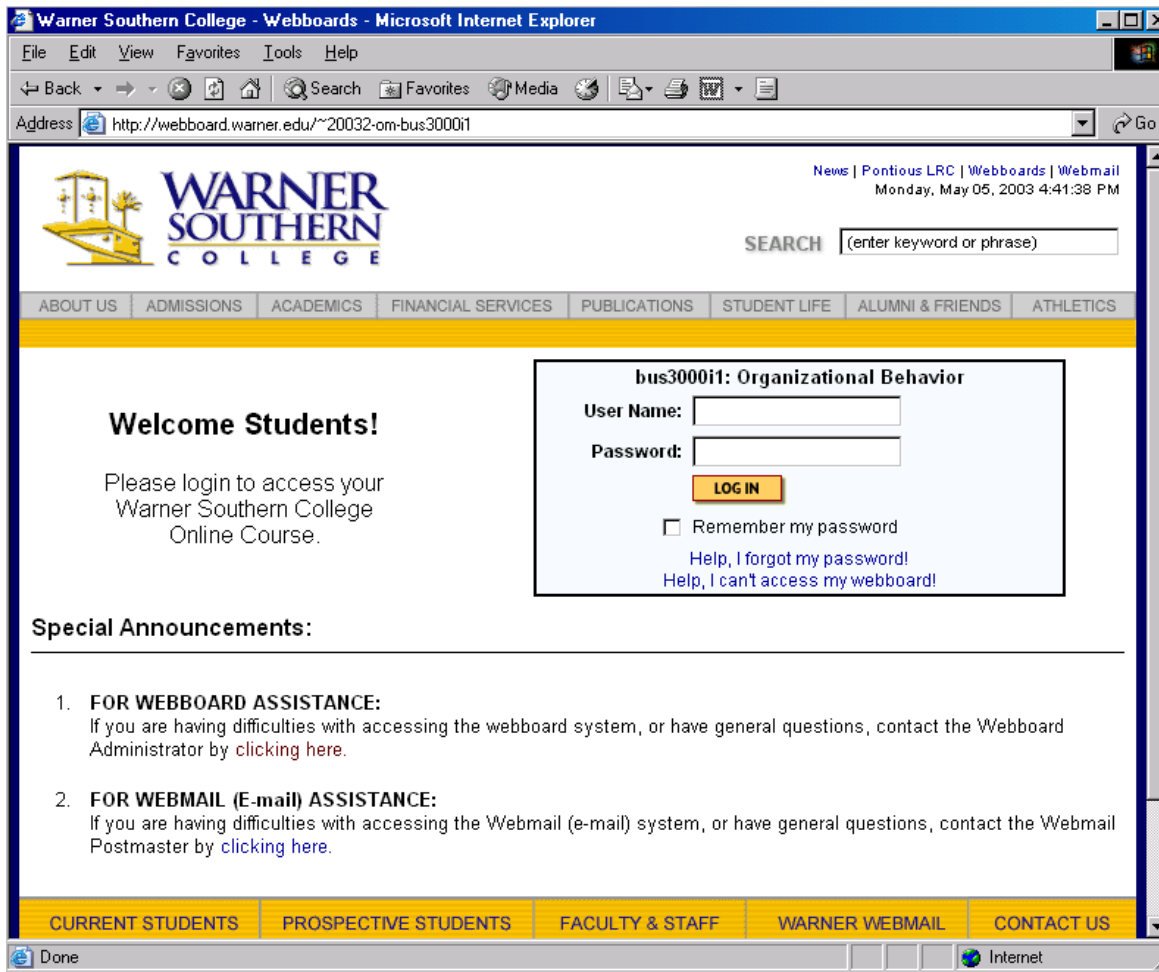
2. Click the appropriate link for your program of study.

After clicking the appropriate program of study, you will view a page similar to the one shown on the right.

From this screen you will then click the "Access the Webboard" link next to your course subject.



Course Webboard Login:



To access the course Webboard, you will enter the following information:

User Name: last name & first initial (*example:* doej for John Doe)

Password: warner

Please be sure to change your password immediately upon entering the Webboard for the first time. See the Password Security section later in this information packet for specific steps. The password and username MUST be typed in lowercase letters only!

Webboard Information

Password Security:

Once you have logged into your Webboard for the first time, you will need to change your password for security. The steps to make this change are as follows:

- ◆ Click the **MORE** button at the top of the screen
- ◆ Click the **My Profile link**
- ◆ Scroll down the My Profile page to the Password field
- ◆ Enter a new password into the Password field (you must enter it twice)
- ◆ You may change all information on this page, EXCEPT the username field.
- ◆ Please check to make sure that we have your e-mail address correctly listed. If it is incorrect, update the field with your correct Warner Webmail address.
- ◆ Click the **SAVE** button at the bottom of the page.

NOTE: Change your password to something you can easily remember. If you forget your password, send e-mail to: Webboard@warner.edu

Viewing Messages in a Conference

Click the **Conferences** link at the top of the **Conferences** list to make sure you are viewing the complete list of conferences. The numbers in parentheses to the right of the conference name tell the total number of messages, how many new messages, and how many messages to your attention are in it. Conferences with new messages have a **NEW** icon to the right of the conference name. Conferences with messages to your attention have an exclamation point (!) to the right of the conference name.

To see the topics in a conference, click the conference name or the expansion box [+]. You can expand one conference at a time. When you expand another conference, the previous topic list collapses. Or, you can close the conference list by clicking the expansion box again [-].

Please Note:

Topic messages with replies have a plus symbol to the left. They also show a date to the right of the message subject, which is the date the topic message was posted. The numbers in parentheses to the right indicate the total number of messages (topic message plus responses), the number of new response messages, and the number of messages to your attention. Topics with new response messages have a **NEW** icon to their right. An exclamation point (!) to the right indicates that among the topic and response messages is at least one message posted to your attention.

Topic messages that do not have replies have the name of the author in parentheses to the right of the message subject, followed by the date the message was posted. Italics indicate it is a new topic message; an exclamation point indicates the message was posted to your attention.

Use the arrows and hyperlinks in the list to quickly navigate through large conferences with many topics. Clicking the down arrow to the left of the conference name lets you see groups of topics incrementally. At the end of the group of topics, you can click **Next** or **Bottom** to bring you to the next set of messages or to the end. **Previous** and **Top** links appear at the end of the list so you can return up through the topics or back to the top of the conference.

- ◆ To see the responses to a topic message, click the expansion box to the left of the topic subject.
- ◆ Messages in *italics* are new.
- ◆ An exclamation point to the right of the message indicates that it was posted to your attention.
- ◆ A small paperclip icon next to the message indicates that it has a file attachment. (You choose whether to download an attached file when reading the message.)
- ◆ To open a message, click the message. It appears in the message window.

Viewing the Conference Profiles

Each conference has a profile, which includes a brief description, who created it, when it was created, the number of messages, and so on. To view a conference profile, follow these steps:

Click the **Conference Profiles** link from the **More Options** menu. A page appears listing each of the conferences on this board with the conference mailing list email address (if one), the conference newsgroup name (if one), and a brief description of the conference.

To see the full profile, click the conference's name.

The profile gives the following information:

- ◆ Conference name and description
- ◆ Creation date: Identifies the day and date when the conference was started.
- ◆ Creator: The person who setup the conference is shown with a link to that person's user profile.
- ◆ Number of messages: The total number of messages posted since the conference started.
- ◆ Number of new messages

Refreshing the Conferences List

In general, Webboard refreshes the conference list when new messages are posted, but you may want to manually refresh the list on occasion. To refresh, click **Refresh** on the menubar.

Reading a Specific Message

When you click a message on the Conferences list, the message appears in the message window (the right). By default, all subsequent messages in the topic are also displayed so you can read the responses to the message you opened. This is called full topic view. You can change to viewing one message at a time by editing your user profile.

Follow these steps to read specific messages:

- ◆ From the Conferences list, select the conference you want to view and click its name or the expansion box (+).
- ◆ Locate the topic you want to read and do one of the following:
 - Click the topic subject to display the topic message and responses in the message window. (If you have turned off Full topic view in your user profile, only the first message appears in the window.)
 - Click the topic expansion box to view a list of messages. Find the response message you want and click it to display that message and subsequent responses in the message window.
- ◆ Read the message. After reading the message, you may do any of the following:
 - To read the next message in a topic, scroll down or click the **Next** link at the top of the message window. If **Next** does not appear as a link, you are reading the last message in the topic.
 - To read the previous message, click the **Previous** link at the top of the message window. If **Previous** does not appear as a link, you are reading the first message in the topic.
 - To open the topic message and all responses so that you can scroll through them in order, click **Entire Topic**. To read another message from the expanded topic list, click the message in the conferences list.

Replying to a Topic Message

When you post to a conference, you are starting a new topic. If you have something to contribute to the general theme of a conference, but it doesn't relate to an existing topic, you can start a new topic.

To post a new topic, follow these steps:

- ◆ Select a conference by clicking the conference name or (+) sign.
- ◆ From an open message, click REPLY on the message menu.
- ◆ Enter the new topic name in the Topic field. Keep the topic name short.
- ◆ Choose any of the following options by checking the appropriate boxes in the menu at the top of the message posting form:
 - *Convert line breaks to HTML breaks* to automatically turn line breaks into carriage returns or blank lines. If you deselect this option, all lines in your message are run together.
 - *Watch this Topic* to have Webboard send you an email when someone posts a message in this topic.
 - You will be alerted to any message posted to the topic thread (not just messages responding to your message).
 - *Preview/Spell check* to review and spell check your message: this is a default setting.
- ◆ *Attach File* to attach a file to your message
- ◆ Type in your message.
- ◆ Click the SEND button
- ◆ A message preview screen will appear, allowing you to read the message and review for words spelled incorrectly. You can then click the red underlined words to correct those words.
- ◆ Click the SEND button again for the message to be posted.

Marking Messages as Read

Marking messages read will simply remove the NEW icon beside the conferences and messages. You have the choice of letting Webboard automatically mark messages as read or marking them yourself.

To mark messages as read manually, follow these steps:

- ◆ Click **Mark Read** on the menubar to open the Mark Messages Read page.
- ◆ To mark all messages read in a single conference, click a conference.
- ◆ To mark all messages read in all conferences, click "**Mark All Conferences Read.**" Webboard immediately marks the messages as read and refreshes the conferences list.

To have Webboard mark messages automatically, follow these steps:

- ◆ Click **More** on the menubar and then click **Edit Your Profile** on the **More Options** menu.
- ◆ On your User Profile, scroll down to the Automatically mark messages as read checkbox and check it.
- ◆ Click Save to save changes.
- ◆ All messages will be marked as read the next time you click Logoff on the menubar or are inactive on the board for 30 minutes.

Entering a Chat Room

To enter a chat room, follow these steps:

- ◆ Click **Chat** on the Webboard menubar. You will then see the Available Chat Rooms page, which lists all available chat rooms. The page also gives the room (or channel) names and the number of active users. The information in this list updates every 60 seconds.
- ◆ To enter a room, click the appropriate channel (chatroom) name.
NOTE: The Webboard system will load a new page that includes the Java chat client. This may take a few minutes, so be patient. Check the YES button if you are asked if you want to accept the security certificate.
- ◆ Once in the chatroom, you will enter your messages in the message box and click the SEND button for the other students & professor to view.

To exit the chatroom, click the X (close button) in the browser window.

Logging off the Webboard System

When you are finished with your Webboard session, you can simply point your browser at another site on the Web, or you can officially log off Webboard. The Logoff button in the menubar takes you to the Warner Southern College Online course gateway. This is the page in which you first accessed the online courses.