

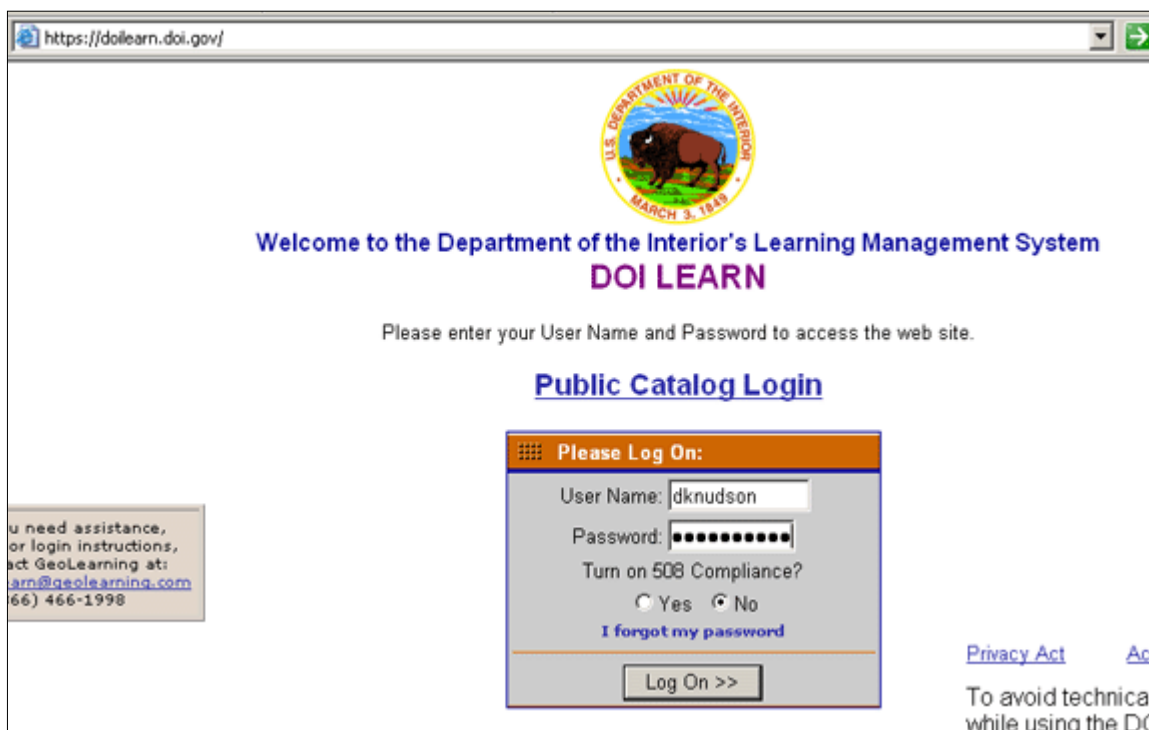
How to Use the Bulletin Board in DOI LEARN

The Bulletin Board is an area within DOI LEARN you can use for moderated discussions within a group. The Bulletin Board consists of forums, created for groups with a similar interest. Users can communicate with one another using threaded discussions and attach files to their posted messages. The content of the discussions is searchable.

The bulletin boards can be accessed by anyone. If you would like to moderate a bulletin board, contact Barbara Evans at barbara_evans@fws.gov or Pat Houghton at pat_houghton@fws.gov to create one for you.

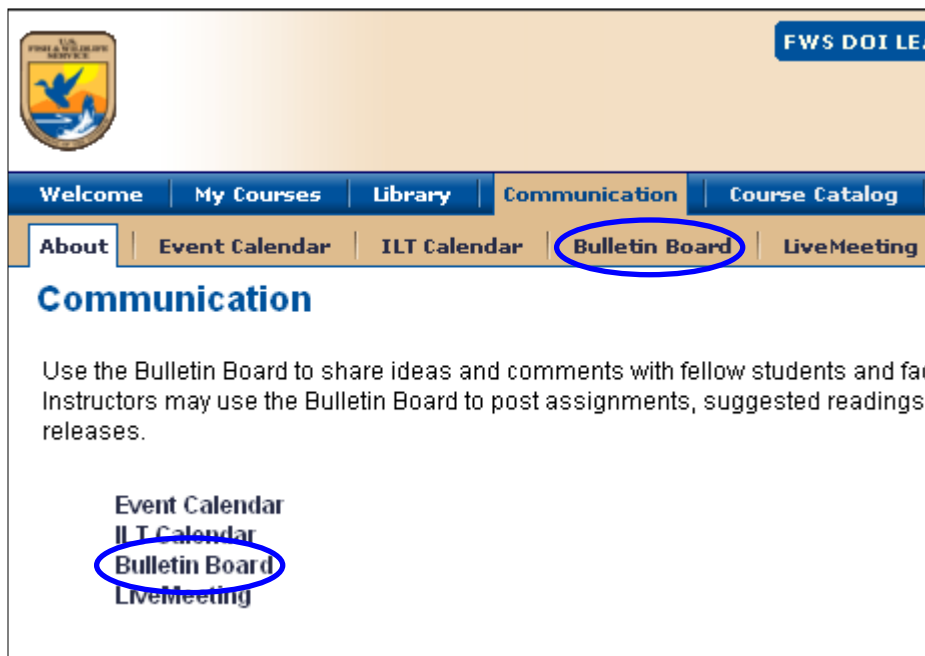
Step 1: To Navigate to the Bulletin Board in DOI LEARN and Access a Forum

1. To access the Bulletin Board, you will need to log in to DOI LEARN. Launch your browser, type in <https://doilearn.doi.gov> and enter your user name and password. Then click Log On.

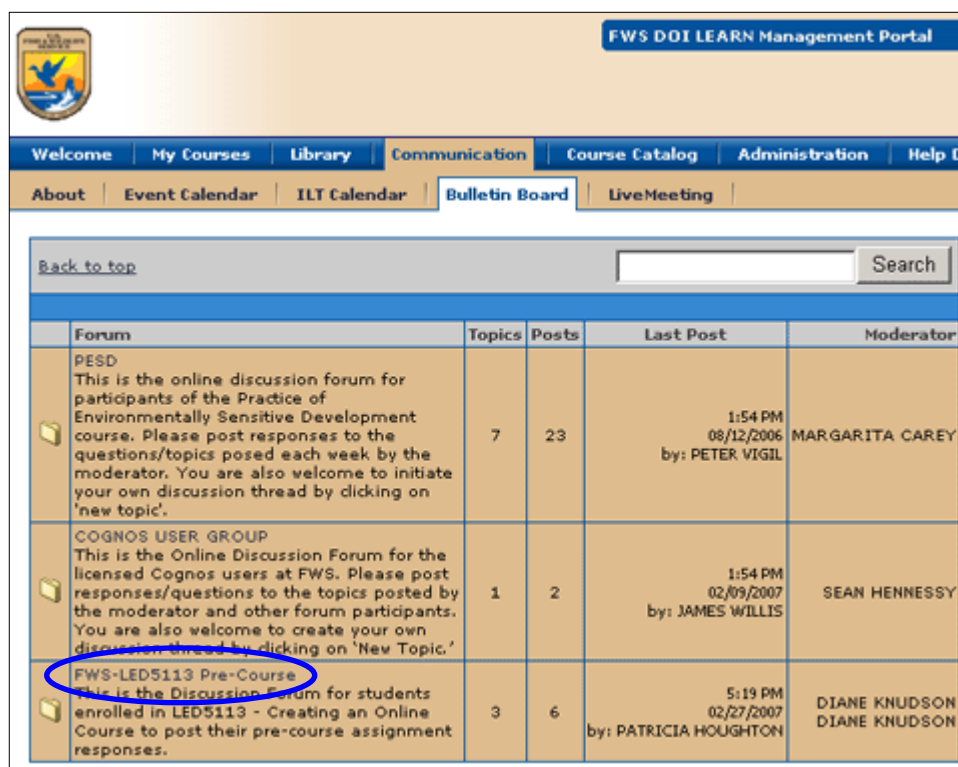


(Note: if you need additional assistance logging on to DOI LEARN, visit the DOI LEARN training page of the National Conservation Training Center Web site at http://training.fws.gov/DOI_LEARN/DOILEARNtraining.htm).

- To navigate to the Bulletin Board, click on the Communication Tab then click on the Bulletin Board sub-tab or link.



- Once inside, you will see three forums listed. Click on the name of the forum you wish to access. We want to access FWS-LED5113 Pre-Course.



Note: All users may create new topics and new postings within topics. However, the Moderator of a particular bulletin board forum (in our example LED5113 Pre-Course) can edit or delete posts that may be inappropriate.

Step 2: To Read a Message inside a Bulletin Board Forum

1. To read a message, simply click on the topic. In this example, click on Welcome / Bulletin Board Etiquette.

Topic	Creator	Replies	Last Post
Welcome / Bulletin Board Etiquette	DIANE KNUDSON	0	4:53 PM 02/27/2007 by: DIANE KNUDSON
Week 1 - March 6 - Introductions	DIANE KNUDSON	0	5:01 PM 02/27/2007 by: DIANE KNUDSON

2. From here, you can read or reply to a message.

Author	Post
DIANE KNUDSON	Posted: 4:53 PM on 02/27/2007 Welcome to the FWS-LED5113 Pre-Course Forum. During the next month, you will post messages here to work through your pre-course assignment for LED5113 "Creating an On-line Course." Please post at least once per week. Keep your messages concise and be respectful of others' opinions. This is your opportunity to get to know your classmates on-line and learn a new tool. If you have any questions about using the Bulletin Board, contact me at diane_knudson@fws.gov Thanks! - Diane

3. To return to the main Forum topic area, click on the back button of your browser window or click on the Forum name in either of the blue bars.

Step 3: To Reply to an Existing Message inside a Bulletin Board Forum

1. Click on the topic name.

Back to top Search

>> FWS-LED5113 Pre-Course

FWS-LED5113 Pre-Course
Moderated by:
**DIANE KNUDSON
DIANE KNUDSON

New Topic

Topic	Creator	Replies	Last Post
Welcome / Bulletin Board Etiquette	DIANE KNUDSON	0	4:53 PM 02/27/2007 by: DIANE KNUDSON
Week 1 - March 6 - Introductions	DIANE KNUDSON	0	5:01 PM 02/27/2007 by: DIANE KNUDSON

>> FWS-LED5113 Pre-Course

>> FWS-LED5113 Pre-Course >> Welcome / Bulletin Board Etiquette

Author	Post
DIANE KNUDSON	Posted: 4:53 PM on 02/27/2007 Welcome to the FWS-LED5113 Pre-Course Forum. During the next month, you will post messages here to work through your pre-course assignment for LED5113 "Creating an On-line Course." Please post at least once per week. Keep your messages concise and be respectful of others' opinions. This is your opportunity to get to know your classmates on-line and learn a new tool. If you have any questions about using the Bulletin Board, contact me at diane_knudson@fws.gov Thanks! - Diane

[Reply](#)

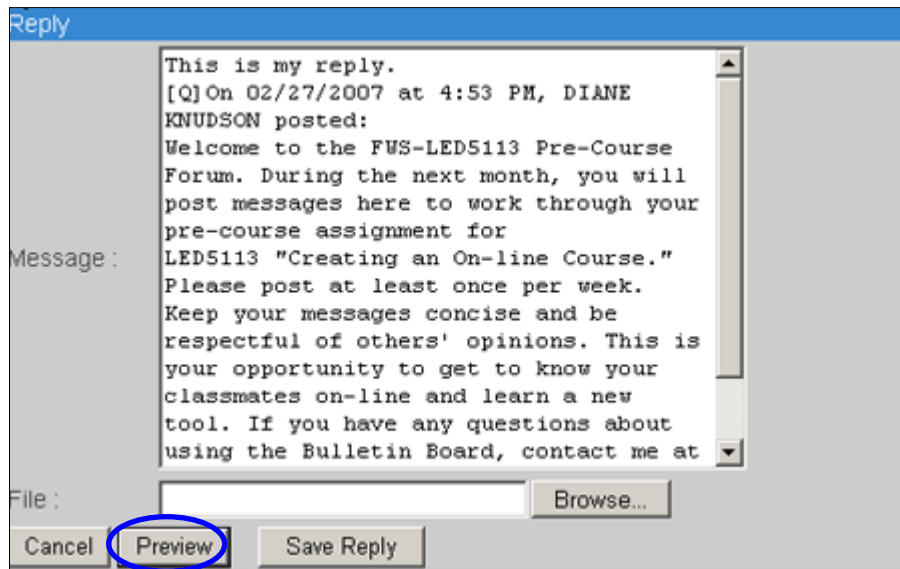
New Topic | Lock this topic

>> FWS-LED5113 Pre-Course >> Welcome / Bulletin Board Etiquette

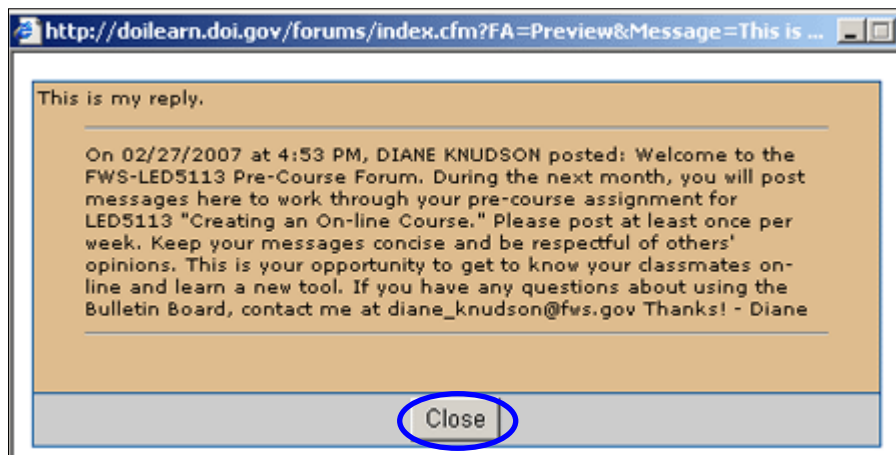
2. Click on the Reply link.

3. In the Reply dialog box, type in your reply. You can decide if you want to include the original message (or "thread") in your message or not. Follow these steps to include your original message. If you do not want to include the original message, go to page 6.

If you want to include the original message (or "thread,") place your cursor at the beginning of the message, then type your reply.

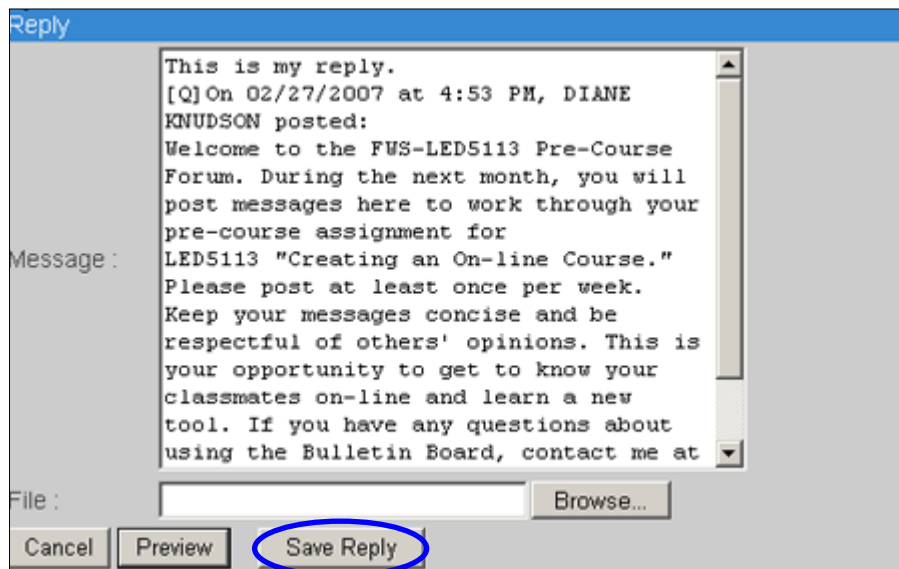


To preview what your message will look like, hit the Preview button.



Then click Close to return to the Reply dialog box.

To post your reply, click Save Reply.



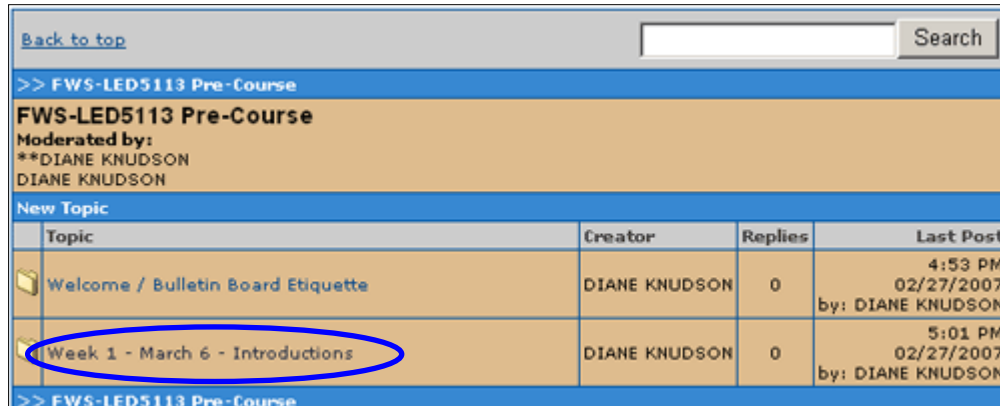
If you do not wish to include the original message or thread in your reply, select all the text in the message window and hit <delete> before you begin typing your reply. Type your reply. Click Preview to view your message before posting it or click Save Reply.



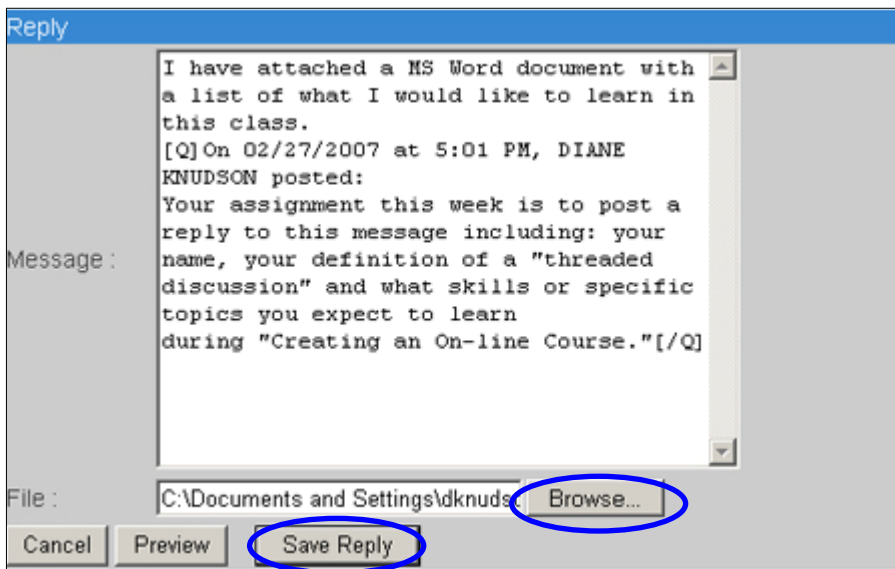
Note: the bulletin board does not allow you to format the text in your responses.

Step 4: To Attach a Message to a Post

1. Click on the topic you wish to reply to.



2. Click on Reply. Type your message in the Reply dialog box.



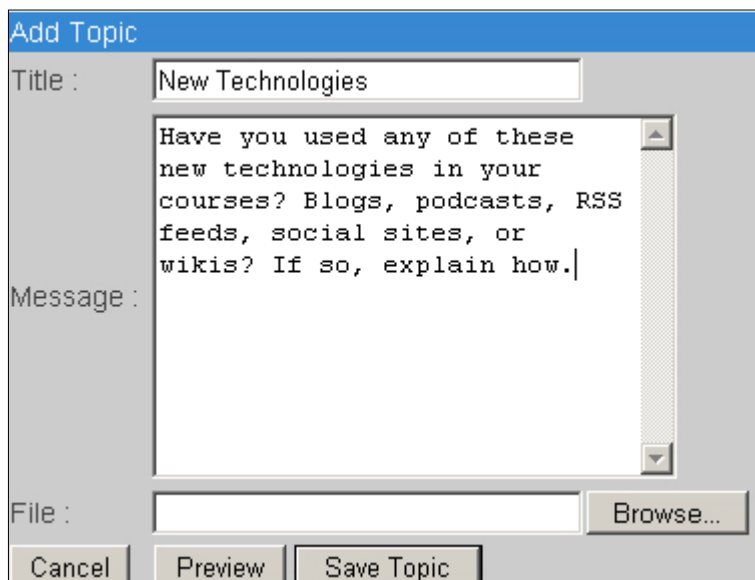
3. Click the browse button to navigate to the file you wish to attach.
4. Click Save Reply.

Step 5: To Create a New Topic

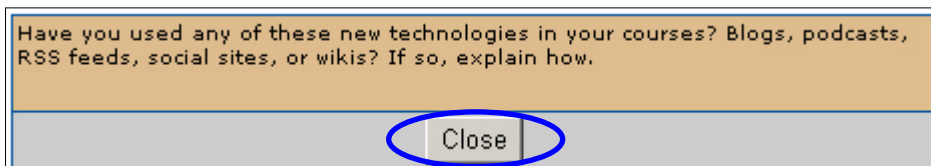
1. From the main forum screen, click on the New Topic link.



2. Type in a topic title and a message you would like others to reply to.



3. Click Preview to see what your topic will look like after you have posted it. Then close the preview dialog box.



4. Click Save Topic to save it.

Add Topic

Title :

Message :

File :

Step 6: To Use the Search Function

1. From the main forum screen, enter the keyword you would like to search on in the search box.
2. Click Search.

Navigation: Welcome | Library | Communication | Course Catalog | Course Authoring | Administration

Sub-navigation: About | Event Calendar | ILT Calendar | **Bulletin Board** | LiveMeeting | Notes

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FWS-LED5113 Pre-Course
Moderated by:
DIANE KNUDSON
**DIANE KNUDSON

New Topic

Topic	Creator	Replies	Last Post
Welcome / Bulletin Board Etiquette	DIANE KNUDSON	0	4:53 PM 02/27/2007 by: DIANE KNUDSON
New Technologies	DIANE KNUDSON	0	4:50 PM 02/28/2007 by: DIANE KNUDSON
Week 1 - March 6 - Introductions	DIANE KNUDSON	0	5:01 PM 02/27/2007 by: DIANE KNUDSON

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3. The search function will search all forums within the Bulletin Board and show results.

Search Results: 2 topics found

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Topic	Creator
Welcome and Introductions	MARGARITA CAREY
Welcome / Bulletin Board Etiquette	DIANE KNUDSON