



TITLE II FORUM INSTRUCTIONS

In our continuing effort to provide you with Title II resources and information, and facilitate communication with others in the Title II community, we are providing you with an opportunity to share ideas, advice, and information. The Title II web site provides a place for on-line forums and discussion. You may participate in our forums by going to our web site at www.title2.org.

LOGGING ON

Once you are at our web site, choose the Forums menu item. From this page, click on the link for On-line Forums. This will bring you to a Welcome page, where you may enter as a New User, an Existing User, or a Guest.

New User

If you are a New User, click on the New User button towards the bottom of the screen. You will then be asked to create a user profile, entering information such as your name and address. Here, you may create your own login name and password for future entry into this portion of the site. Once you have filled in this information, click the Create button to create your user profile. You will then enter our main conference page. Shortly after creating your user profile, you will receive an email message confirming that your profile has indeed been created. The message will also include your login name and password.

Existing User

If you are already a user and have previously created your user profile, simply enter your login name and password at the Welcome screen and click on the "Log in" button. This will take you to our main conference page.

NOTE: You can change your login name and password at any time by selecting "Edit Your Profile" from the "More" button on the menu bar. If you forget your password, simply click on the "Forgot your password?" link on the Welcome page and enter your user name. You will receive an email with your password.

NOTE: If your email address, or any other information in your user profile, changes, please email us at title2@westat.com with the changes.

Guest

If you want to enter our site as a Guest, you will have read-only access to the conferences. This means you will not be permitted to submit messages to the forums or participate in a live discussion. Simply click on the "Guest" button on the Welcome page to enter the main conference page.

MAIN CONFERENCE PAGE

Once you enter your login name and password (or enter as a Guest), you will arrive at the main conference page. The banner at the top of the page will include buttons for "Post," "Refresh," "Search," and more.

NOTE: Our conferencing software is made for use with frames. If your computer does not support frames, or if you would rather view the forums portion of the Title II web site without using frames, click on the More button from the menu bar. From here, click on Edit Your Profile. Towards the bottom of the User Profile page, you will see Use Frames. Click on the button next to No and save your updated profile.

CONFERENCES & MESSAGES

The left frame of the screen lists the current conferences. Some are open to the public, such as the "General Questions" forum. Other conferences are statewide only. You should see an individual forum listed for your state. Text at the top of the frame shows you how many new messages there are

(ex: 4 New) and how many messages have been posted for your particular attention (ex: 2 Attn). Click on these links to see these messages, or click on "All Messages" to see all of the current messages and conferences.

Current conferences include the following:

- General Questions
- How is your state planning for Title II reporting?

To see a description of each current conference, click on the More button from the menu bar, and then click on Conference Profiles. Conference titles and descriptions are listed here.

NOTE: If you would like to add a new conference or forum (as opposed to a new message under a conference), please send an email to title2@westat.com with your suggestion.

The right frame of the screen is the working area where messages are displayed. When a message is displayed, you also have the options of creating a new topic under the current conference, or replying to the current message.

Post a Message

To post a message, first choose a conference in the left-hand frame of the screen. Then choose the Post button in the header of the page. You will be presented with a screen asking you about posting a new topic to the conference.

Enter a topic in the text box and check the appropriate boxes listed below the text box.

- *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.
- *Pre-formatted text (No HTML)* to turn off HTML features. This setting is helpful when you are inserting text from another source.
- *Anonymous* to post anonymously. Your name is not attached to the posting.
- *Preview message* to review your message before you post it.
- *Preview/Spell check* to review and spell check your message: this is a default setting.
- *Attach File* to attach a file to your message.

If you wish to post a message specifically to someone's attention, enter his or her name in the Attn box. If a message is posted to your attention, it will show up in the left-hand frame of the screen where your number of messages is listed. (See the later section on Address Book for more information.)

Type your message in the appropriate text box and click on Post. If you have chosen the *Preview message* or *Preview/Spell check* above, the system will allow you to do this before the message is actually posted. If you did not choose one or both of these options, your message will be posted immediately after clicking on the Post button.

When you post a message to a conference, your first and last name will appear as the author of the message.

Refresh

By clicking on the Refresh button in the header, you will update the conferences with any new messages. The system itself will refresh automatically, but you can also update the list by clicking on this button.

Search

Clicking on the Search button will allow you to search messages or users. You can limit your search to certain dates, words, conferences, etc.

Search Results Format

Search results can be reported to you in two ways: Standard or Detailed. A description of each follows:

- *Standard* results show the conference the message is in, the topic title, and the date the message was posted.
- *Detailed* shows the following additional information: the author's name and the first 40 characters of the message.

Paging

When you click on the Page button in the header, you will be presented with a list of users who have accessed our forum site in the last half-hour. The list is automatically updated every minute. This feature allows you to send pages (messages) to other users who are currently in the system. If you do not wish to be listed in this feature, click on the "edit your profile" link and click "No" for "Accept pages." This feature can be turned back on by clicking "Yes" at "Accept pages."

More Options

To explore more options in the conferencing software, click on the More button in the header. Here, you can edit your profile, manage your address book, search users, manage your messages, and more. Click on the appropriate topic to explore the following options:

- **Edit Your Profile:** Displays your user profile information and allows you to update it. In addition to personal information, you can also specify WebBoard settings for how to display WebBoard, view topics, and receive mailing list messages.
- **Address Book:** Displays your personal address book on a page where you can add new names to the book or delete old ones.
- **Mailing Lists:** Displays a list of conferences from which you can subscribe to conference mailing lists. As a mailing list subscriber, you receive all postings to the conference via email.
- **Email Notify:** Displays a list of conferences from which you can select email notification on a per-conference basis. When you select email notification, WebBoard sends email once a day to let you know that messages have been posted to that conference.
- **Search Users:** Displays a form for finding WebBoard users by first or last name, location, or email address. From the search results, you can look at any user's profile information.
- **Current Users:** Lists the users who have logged in during the last 30 minutes. This list is updated every 60 seconds.
- **Today's Users:** Lists the names of people who have logged in today.
- **Top 10 Users:** Lists the top 10 users by the number of logins.
- **Top 10 Posters:** Lists the top 10 message posters.
- **Mark All Read:** Marks all new messages as read. You can set WebBoard to mark new messages as read automatically when you log off in your user profile. Even if you have WebBoard set to automatically mark new messages as read, you can use Mark All Read.
- **Today's Messages:** Lists conferences that have messages posted today.
- **Conference Profiles:** Lists each conference with a brief description of its purpose.
- **List Boards:** Lists each board on this site that you have visited. Each board name is a link to that board, which lets you move easily among them.
- **Login Again:** Lets you log in as a different user to the current board. If the board uses basic authentication, you will have to close and reopen your browser to log in as a different user.

Help

The Help button will take you to a Table of Contents page, from which you can choose any number of topics for assistance.

Logoff

Clicking on the logoff button will automatically log you out of the conference software and return you to the Title II web site homepage.