

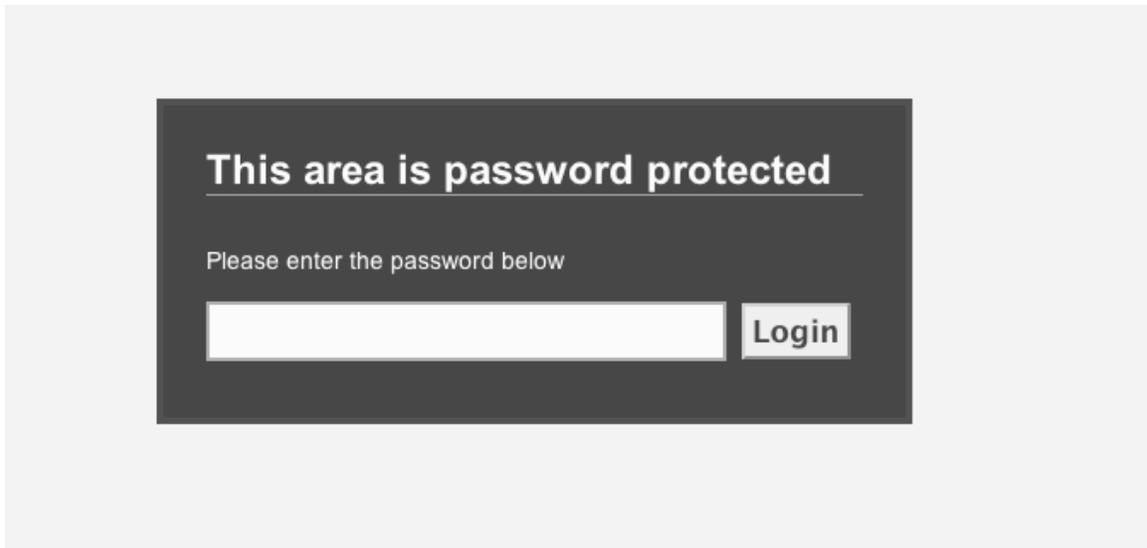
An Engaged Citizenry: Using Primary Sources in Civics and Government

Online Class Help Guide

Welcome to the class! This help document will explain how to use the online classroom. If you ever have any questions about using the online classroom, please contact me, Anne Schlitt, at annes@mainehumanities.org.

Logging in

The address for the online classroom is <http://engagedcitizenry.weebly.com/>. The first time you visit the site, this is what you will see:



The online classroom is password protected, so everything we do on the site will remain private.

Site password: TPS

The password is case-sensitive; be sure to use all caps for the letters "TPS."

The Online Classroom

The Online Classroom has four pages: the Home Page, Assignments, Message Boards, and Resources. The links for these pages are across the top of every page on the site. When you are on a page, the name of that page will be highlighted at the top of the page.

Home Page

Each month, the content on the home page will change; it will be used as a place to update you on what to expect in the current month.

Assignments

Each month, the Library of Congress self-paced modules and the webinar links will be posted here. On the right side of the page is a column with one heading: Archives. If you want to see all the postings in a given month, click on the month under Archives.

Message Boards

The Message Boards are where online class discussion will take place. This is where you'll get to know each other, talk about your lesson plans and the webinars/self-paced modules, and ask the professors (and each other!) questions.

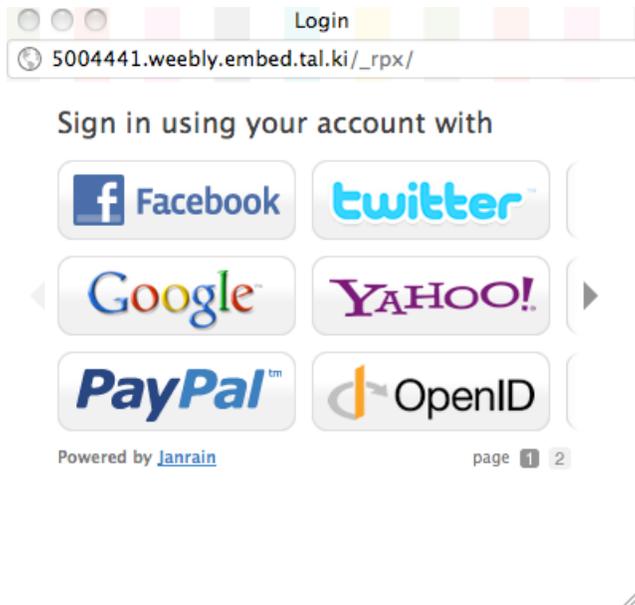
You must log in to the Message Boards before you can post anything. Here's how:

1. Click on Message Boards at the top of the page. This is what you'll see:

The screenshot displays the website interface for the Maine Humanities Council. At the top, there is a banner with the text "An Engaged Citizenry: Using Primary Sources in Civics and Government" and the "MAINE HUMANITIES COUNCIL" logo. Below the banner is a navigation menu with "Home", "Assignments", "Message Boards", and "Resources". The "Message Boards" section is active, showing "All Forums" and a search bar. A blue arrow points to the "Login" button, which includes social media icons for Facebook, Twitter, Google+, YouTube, and LinkedIn. A red arrow points to the "Members | Sign In" link in the top right corner. Below the search bar, a black bar indicates "15 forums".

2. Click on either place indicated with an arrow.

3. If you have an existing social media account, such as Facebook, Twitter, Google, Yahoo, PayPal, and many others, please click on that account and use it to access the Message Boards. This is the easiest and most seamless way to access the Boards.



4. If you do not have an existing account at any of the listed options, you'll need to create a Google account. Here's how:
 - a. Go to <http://www.google.com>
 - b. Click on "sign in"



c. Click on “create an account for free” or “create an account now.”

Google accounts

Sign in to personalize your Google experience.

Google has more to offer when you sign in to your Google Account.

Sign in on the right or [create an account for free.](#)



Gmail
Chat with friends and never miss an important email.



Personalized Search
Get more relevant results based on your past searches.



Like Google?
[Make Google your homepage.](#)

See [more benefits](#) of a Google Account.

Sign in with your
Google Account

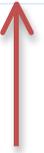
Email:
ex: pat@example.com

Password:

Stay signed in

[Can't access your account?](#)

Don't have a Google Account?
[Create an account now](#)



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- d. Fill in the fields (email address, password, location, birthday, and word verification), then click “I accept. Create my account.”



Create an Account

If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength:](#) _____
Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Enable Web History [Learn More](#)

Location:

Birthday:
MM/DD/YYYY (e.g. "8/11/2011")

Word Verification: Type the characters you see in the picture below.



Letters are not case-sensitive

- e. Once you've created your account, you should see this page, asking you to verify the creation of your account. You should now be able to sign in to the Message Boards.



Account created. Please verify your current email address.

If you forget your password, Google can send you a link to missbettie23@yahoo.com to reset it. [Learn more](#)

Verify by signing in at yahoo.com

This safe, secure verification is possible because Google and yahoo.com support [OpenID](#), which helps you verify that it's really you on participati

If you would rather verify your account by email, [request an email verification](#)

Using the Message Boards

When you sign into the Message Board, this is what you'll see:



The screenshot shows the website header with the title "An Engaged Citizenry: Using Primary Sources in Civics and Government" and the Maine Humanities Council logo. A navigation menu includes Home, Assignments, Message Boards, and Resources. Below the header is a search bar and a user profile for "anneschlitt" with a profile picture. A "Start a topic" button is visible. A list of forums is shown, each with a title, a "Members Only" tag, and a "1 post" count:

Forum Title	Members Only	Posts
Introductions	[Members Only]	1 post
General Questions	[Members Only]	1 post
The Constitution group	[Members Only]	1 post
Confederation Government Policy group		1 post

The first forum is called "Introductions." This is where everyone will introduce his or herself. Feel free to chat casually on this board at any time during the class.

The next forum is called General Questions. If you have questions or thoughts about the course in general, or about the Online Classroom, or anything that isn't related specifically to lesson content, please post it here.

The rest of the forums are themed around the content of the course.

Communicating on the Message Board

Writing a message on the Message Board is called "posting." You can do two things on a Message Board: Reply to an existing post, or Start a Topic.

Replying to a Post:

When someone posts a question, you will be replying to his or her post. Here's how:

1. Click on the topic.

anneschlitt



Start a topic

1 topic



sticky [Please introduce yourselves!](#)
posted by [anneschlitt](#) 3 days ago



0 re

2. Read the message. Below the message, you'll see a box titled "Reply."

anneschlitt



Start a topic



[Please introduce yourselves!](#)
posted 3 days ago by [anneschlitt](#)

Actions

Before attending the one-day kickoffs in July, please take a moment to introduce yourself on this forum: name, school, grade(s) and subjects taught, why you're taking this course, and your favorite thing to do in the summer.

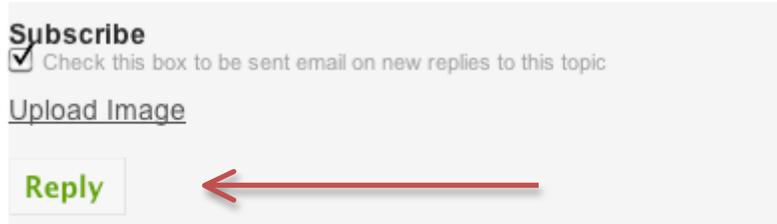
[Back to Topics](#) | [Jump to Next Unread Topic](#)

page

Reply



3. Type your reply in the box, then click "Reply" at the bottom. You'll also see a box with a checkmark that says "Subscribe." If you leave this checked, you'll get an email anytime someone else replies to this message. We recommend that you check this box so that you keep up with the discussion more easily, but it's up to you!



Starting a Topic:

To start a new topic on a Board:

1. To start a new topic, click on “Start a topic.”

A screenshot of a forum's 'Start a topic' form. At the top right, the user's name 'AnneMHC' and a profile picture are visible. The form has a 'Start a topic' button. Below it is a 'Title' text box. The 'Post' section contains a large text area with icons for image, link, quote, and smiley. To the right of the text area is a link 'Help with BBCode'. Below the text area is a 'Category' dropdown menu set to 'General Questions & Issues'. There are three checkboxes: 'Subscribe' (checked), 'Sticky', and 'Closed'. Each checkbox has a description of its function. At the bottom of the form is an 'Upload Image...' link and a green 'Post Topic' button.

2. Give your post a title.
3. Write your message in the Post box.
4. Where it says “Category,” under the Post box, choose from the drop-down list the specific Message Board where you want your post to go.
5. If you want to be notified by email anytime there’s a new post, keep the “subscribe” box checked; if you don’t, uncheck it.
6. Click Post Topic.

Keys to successful posting

- Don't just say, "I agree with what she said." Think instead about how you can add something new to the conversation, or ask a question that will deepen it.
- If you disagree with someone, do so constructively, by focusing on the topic and not on the person.
- No profanity, personal attacks, insults, etc.

Resources

The last page in the Online Classroom is the Resources page, where all of the readings, links, videos, and anything else used in class will be listed. This will be a useful list of everything you've read in the course. We will try to make all readings available electronically if we can!

Good luck, and I hope this guide has been helpful! Again, if you have any questions or issues, you can either post a question on the Message Board, or email me at annes@mainhumanities.org.