

eBoard User's Guide

The eBoard is a simple, helpful communications tool that has been used successfully since 2003 by about 1/3 of the Study Group Leaders (SGLs) at BOLLI. It is an easily installed and utilized electronic bulletin board – comparable to the old chalk boards we had in school – that everyone can access from their home computers. It allows your Study Group Leader to bring you course information (which can be stored in one place) conveniently and for you to communicate with him/her and other class members.

Below is a guide to what an eBoard contains. It also describes the steps needed to access an eBoard on your computer.

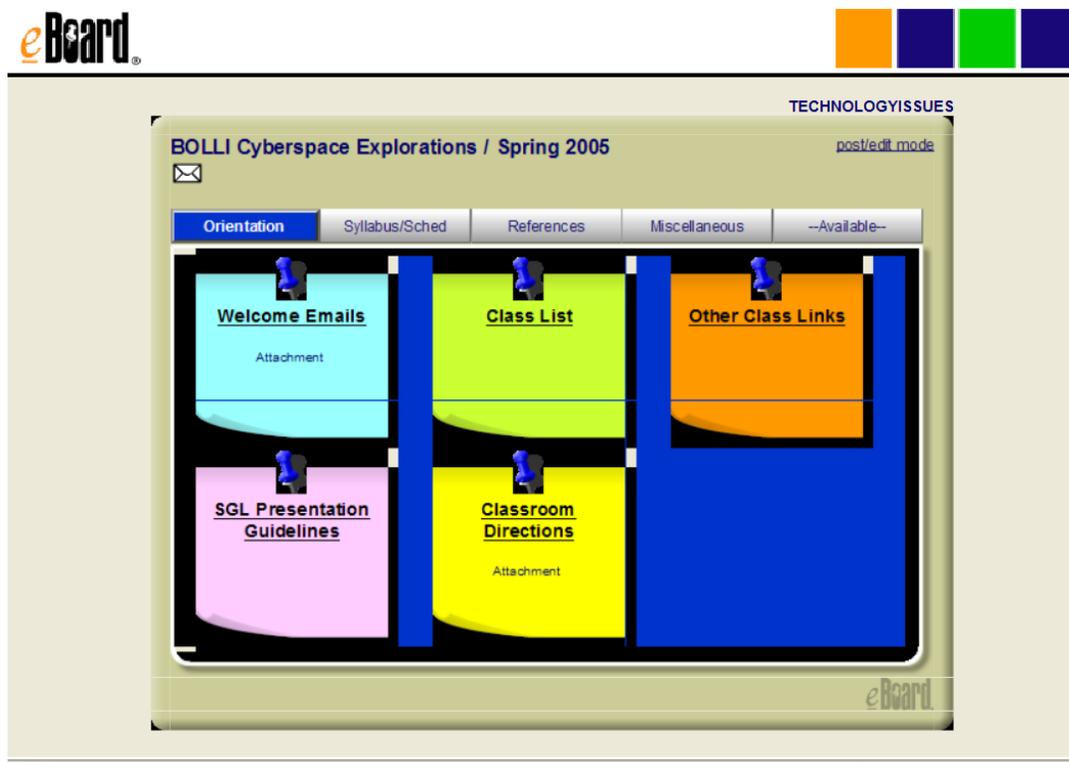
* * * * *

To access the eBoard, start by entering a specific eBoard address, such as “www.technologyissues.eboard.com” into the address area of your browser (e.g., Internet Explorer, Netscape Navigator, Mozilla Firefox, Apple Safari, or Opera) and pressing the “Enter” key.

NOTE: The Technology Issues site is used to provide the samples illustrating this guide. Your SGL will provide a specific address for your class, substituting the name for “technologyissues” in our

example, since each SGL using this facility will have a separate eBoard for his/her class.

On your screen you then will see a request: “Enter the Password for Read Mode”. Respond by entering the password, ”bolli”, or the one provided by your SGL. You will then see the first tab of this eBoard displayed, as below.



At the top of the bulletin board (shown above) are a full set of tabs (named Orientation, Syllabus/Sched, References, and Miscellaneous, plus one unnamed/unused tab, in this particular eBoard). Your class

eBoard may have different names and may also have fewer named tabs.

Tabs are used to group related pieces of information, such as all introductory class materials normally distributed at the first class session, represented by a set of “pinned” notes. The eBoard example (shown below) has the tab entitled “Syllabus/Sched” of the previous example, which groups information about all class activities for the entire semester organized with each class session in a separate note.



A pinned note can contain a broad variety of types of information. However, individual notes typically contain very specific information,

such as the schedule of semester activities or a list of class members with names, phone numbers and email addresses. It might also contain all of the reading materials for a specific class session or a listing of additional resources that can be found on the Internet.

To see the contents of a note, simply click on the underlined title of the note. A display such as that shown above of “#8-4/21-Potpourri” will appear. When you are finished viewing each note, click on the “Close Note” button near the bottom of the screen.

TECHNOLOGYISSUES

BOLLI Cyberspace Explorations / Spring 2005 [post/edit mode](#)

Orientation Syllabus/Sched References Miscellaneous --Available--

#8-4/21-Potpourri

Agenda - Potpourri - Session #8

Note: Click on the links below for access to the class presentations, Web readings & homework.

- Introduction/Administrivia
- Week 7 Homework Review
- Presentation - Organizing Your Computer Files (see link below)
http://www.heier.us/Cyberspace_Explorations_Spring_2005/Presentations/Organizing%20Your%20Computer_files/frame.htm
- Presentation 1 (All Fine)
- Intro to Next Homework Assignment (Note: The homework assignment for Week 8 should be downloaded from links below)
- Wrapup

Click to open

[Week_Eight_Homework\[1\].doc](#)
Week Eight Homework Assignment

close note

[Trouble opening attachments?](#)

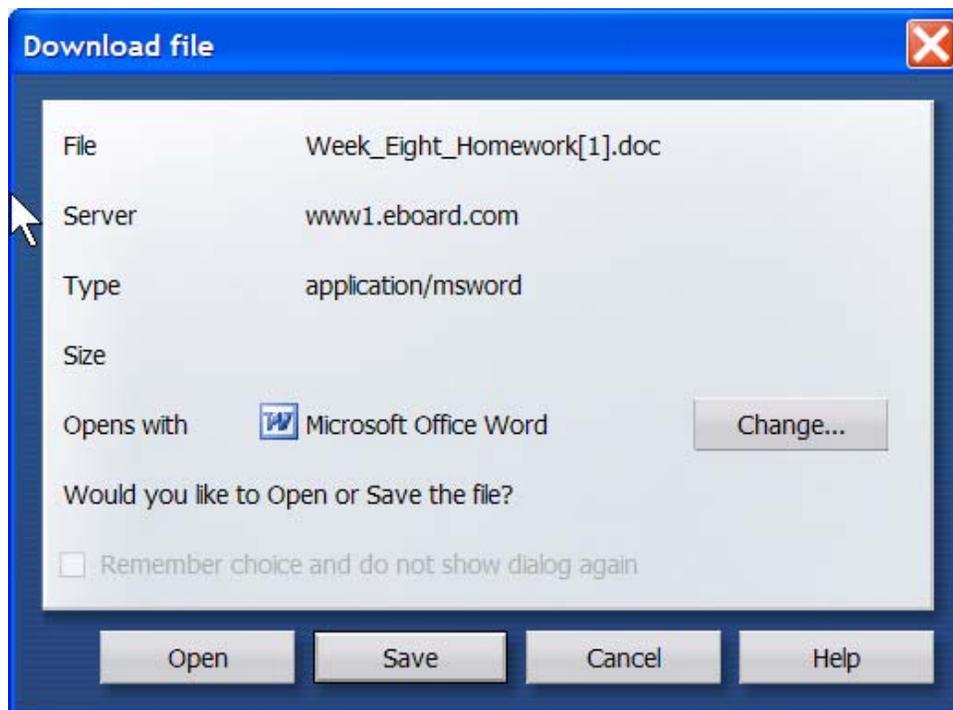
eBoard

Within each note there are two ways that your SGL will present materials to you. One way is the typed text that appears within the note. This text may be instructions for class members such as listing specific pages to read in the class text. Or, it may be the full wording of a brief article that you are asked to read.

Another way that materials may be presented is as a link to either information or an article which is stored elsewhere on the Internet. Links always appear as underlined text (e.g., www.brandeis.edu or WeekEightHomework.doc). Moving your cursor (i.e., mouse pointer) over a link will change it to the form of a hand. Clicking while the hand is on the link will take you to that Internet reference.

In the first link example, above, your browser would display a specific Web page on the Internet using your computer's Web browser. In the second example you would be prompted to open or save a Microsoft Word document *in a separate window* on your computer (see next page).

If you click "Save", the document will be saved on your computer for you to work with at a later time. If you click "Open", the document will be displayed on your screen *in a separate window* for either reading or printing.



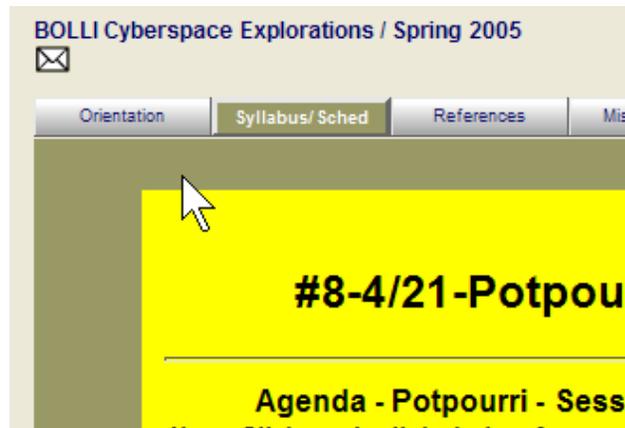
Important: Many eBoard users prefer print out the materials displayed on the screen. There is an easy way to do this. While the screen is displaying what you would like to have printed, hold down the Control Key (a/k/a Ctrl, Ctl, or Cntl) on your keyboard and press the “P” key. (This is sometimes referred to as entering Control-P.) Alternatively, you could use the “Print” item of the “File” menu. When you release the keys, your monitor will display a prompt similar to what you normally get when you print something else on your computer. Respond to this prompt in the normal manner to print all pages of a multi-page document. That’s all there is to it!

There are several types of documents that you might encounter on an eBoard. The most common are listed below:

1. “DOC” – A Microsoft Word document which requires that Microsoft Word or a similar word processing program be installed on your computer.
2. “PDF” – A “portable document format” type of document which requires that a free copy of Adobe Reader be installed on your computer.
3. “JPG” – A photographic image which will be displayed by an imaging program that will already be installed on your computer.
4. “HTML” – A “non-live” copy of an existing Web page will be displayed by your computer’s browser.

You should be able to view any of the documents posted on the eBoard in a manner similar to that described above for a Microsoft Word document. If you have difficulty in opening a posted article you should immediately contact your Study Group Leader by ‘phone or email.

The eBoard also provides a simple method for sending messages to your SGL. In the upper left corner of all screens, you will see a small “icon” in the form of an envelope.



Click on this icon to display the form shown below. Enter your name, email address and nature of the problem and click on “Send”. That’s all there is to it. Help should arrive soon.

Email eBoard Owner

Please note that your IP Address (216.15.119.59) has been recorded and will be sent with this message.

your name (required)

your email address (required)

message body (required)