



How to Use the Online Discussion Forum

1. Go to <http://chnm.gmu.edu/loudountah/>
2. Click on "Collaboration."
3. On the left side of the Collaboration page, click the type of reflection you are writing (Summer Institute, Keynote Lecture, Film Seminar, Book Discussion.) The questions for that reflection will appear.
4. Write your reflection in Word or some other word-processing program.
5. When you're ready to post, click on "post it here" link on the Collaboration page located towards the bottom of the page.
6. To login to the forum, you will need a username and password.
Your Username is your name in this format: First_Last
Your password is your first name, in all lowercase letters. For example, Patrice Mortson's username would be Patrice_Mortson and her password would be patrice.
7. When you have logged on to the forum, scroll down and find the workshop that your reflection is for and click on it.
8. The names of the participants in your cohort will appear. Click on your name.
9. Then click "Post Reply." Please DO NOT click "New Topic."
 - Leave the "Subject" line blank.
 - Paste your reflection in the "Message Body" box.
 - You may preview your message by clicking on the "Preview" button under the message body box.
 - Click "Submit." After you hit submit, a screen will appear that allows you to view your message or return to the forum.
10. To post a response to another participant's reflections, click on the person's name, click "post reply," and follow the same directions as above.
11. When you are finished reading and posting reflections, click on the "log out" button on the top right.