JewishGen Classroom Guide
How to Use the Forum

This Student Guide is intended to familiarize you with the basic tasks:

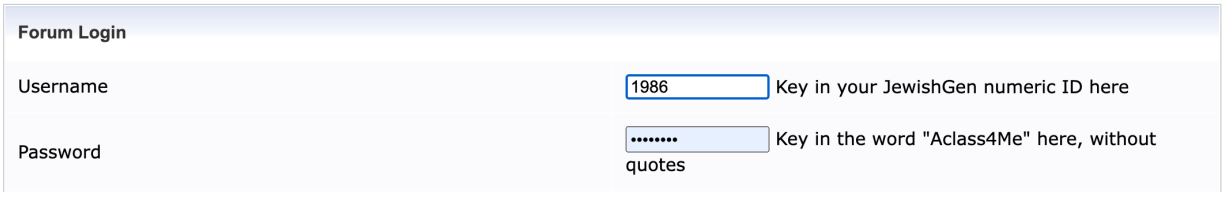
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Forum Address (URL)

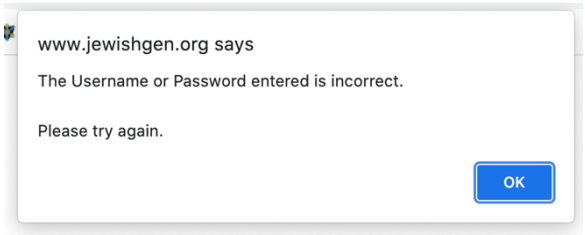
https://www.jewishgen.org/Education/forum/forums.html

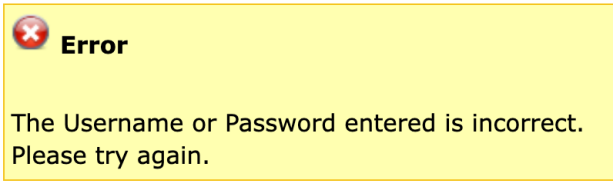
Forum Login

Forum Login



Error Messages. If you get an error message, ask for help. If you log in three times with an error message the system wants you to close the program and start again. We can fix this easily.



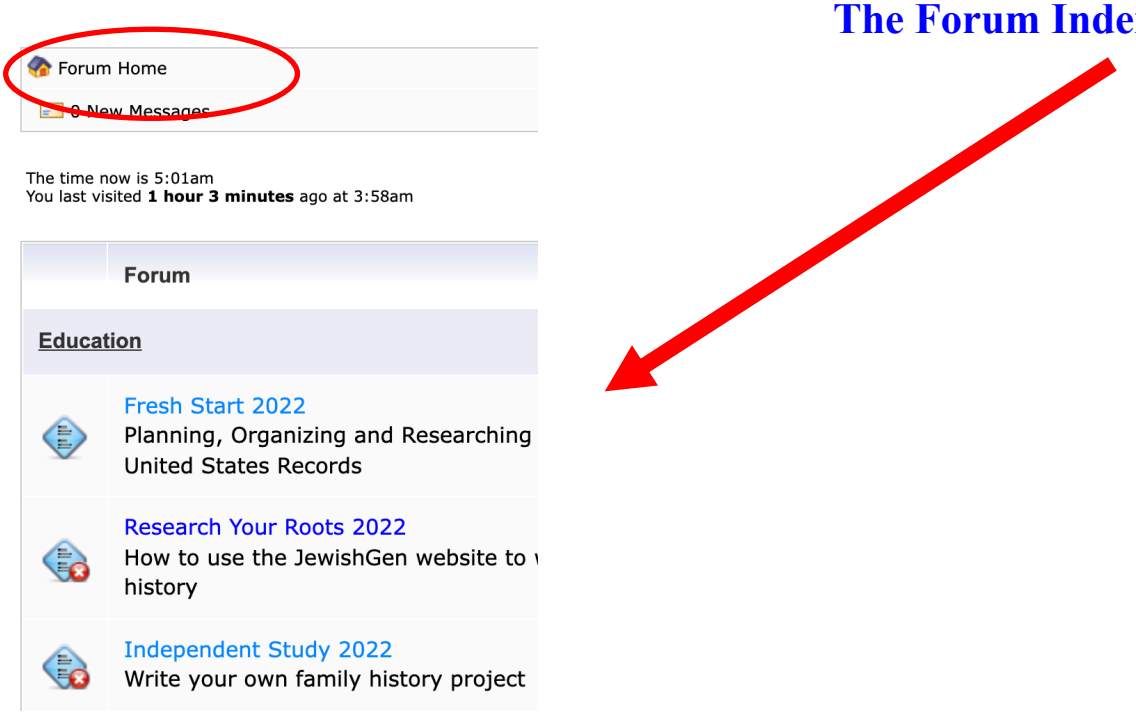


After Login Open Your Class

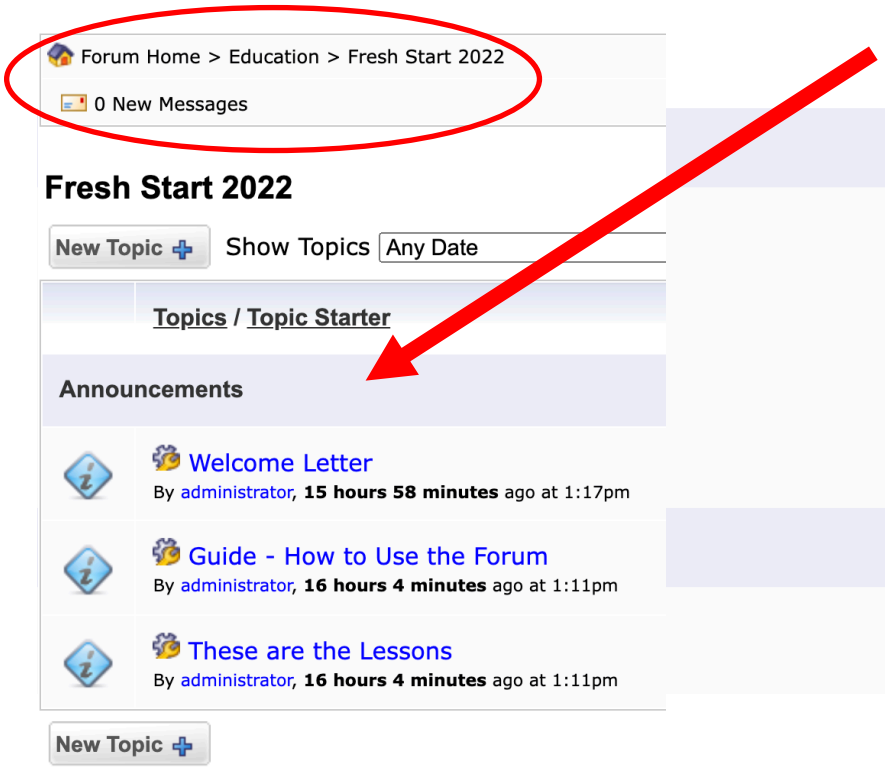
After Log In
Open Your Class Forum from the website address in your welcome letter
Or go to
https://www.jewishgen.org/education/forum/forums.html

Your instructor has opened the website before class starts for you to look around. This is a good opportunity to figure out how to use the forum and contact the instructor if you have a problem.

The Forum Index Page



Forum Class Main Page



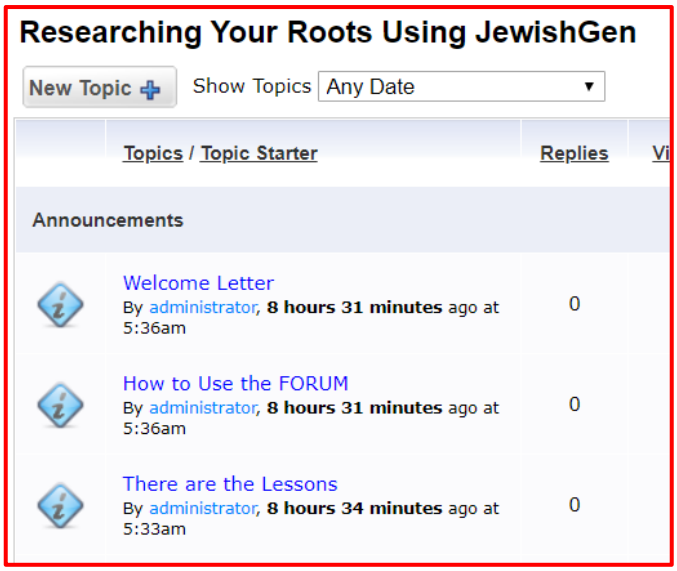
You are now in the class. You are looking at the Announcements Section.

Here you can read the Announcements.

Here you can open the Lessons folder and save the highlighted lesson(s) to your computer.

The circle shows you where you are on the forum index. You can use this to move back to the previous page.

The WebWiz Forum for a class Looks Like this



This is the Index to what is on the Class Home Page

The Page has Two Sections

- **Announcements on the top**
- **Forum Topics in the middle of the page**

Announcements

1. **All classes have a welcome letter.**
2. **All classes have instructions for How to Use the Forum**
3. **All Classes have information on how and where to write your first post.**
4. **All classes have These are the Lessons**

Before class starts, look around. Get comfortable with the sections of the Home Page. The

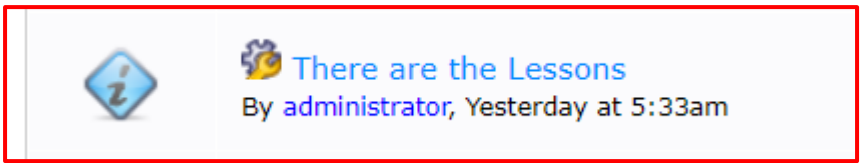
teacher will give you next steps and instructions and plenty of time to work on your first post.

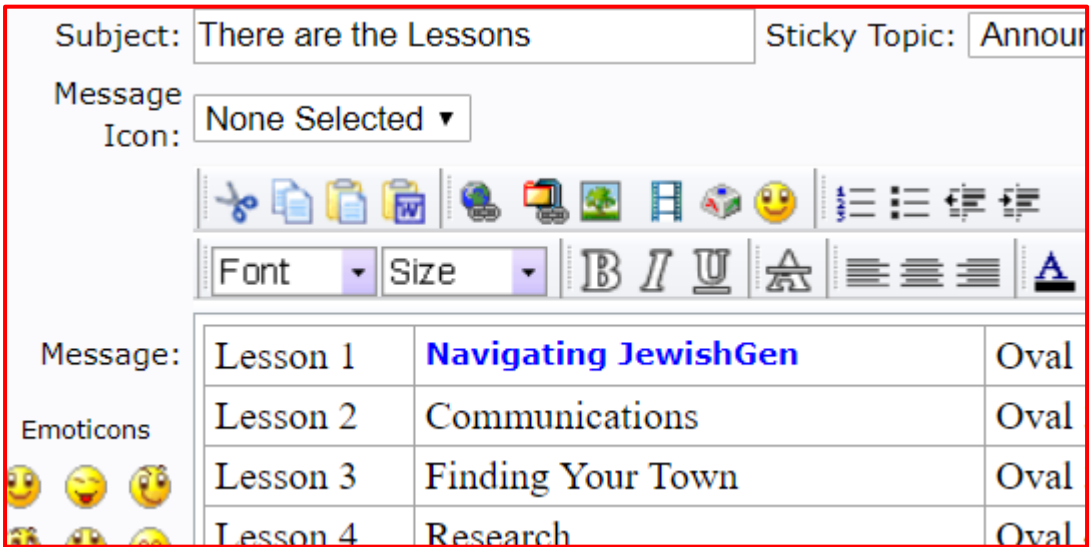
How to Use the Forum

Open the link to **How to Use the Forum**
This is a general Guide to how to navigate the forum, post and send messages, upload a document or an image, edit your posts, and how to print from the forum at the end of class.

These are the Lessons

Open the link to These are the Lessons

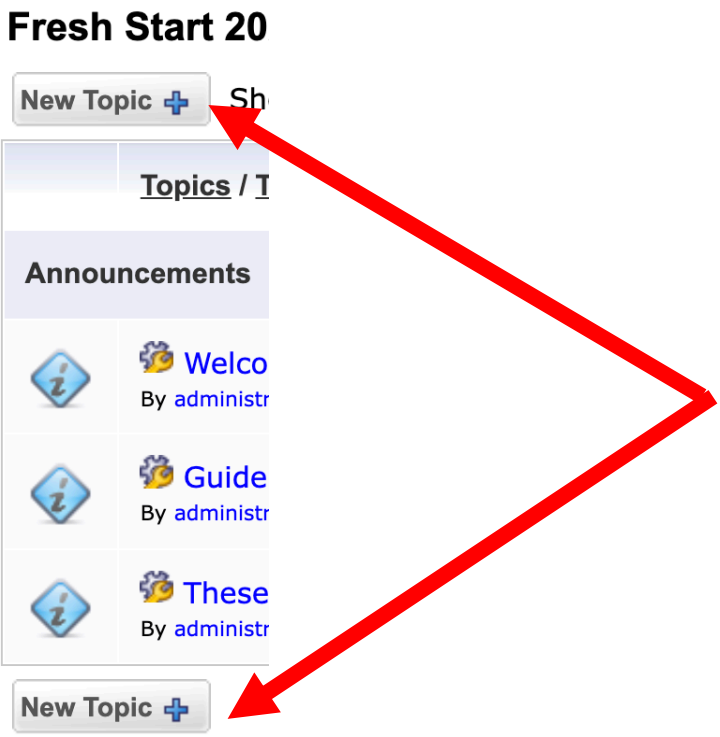




When the hyperlink is blue the lesson is ready to open and save to your computer

You will be able to read and download the lessons and assignments to your hard drive. They are in PDF format. Acrobat Reader may already be on your computer. However, if you need acrobat Reader, this is a free download: https://get.adobe.com/reader/otherversions/

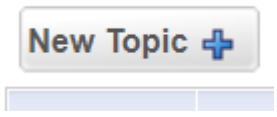
The New Topic Button



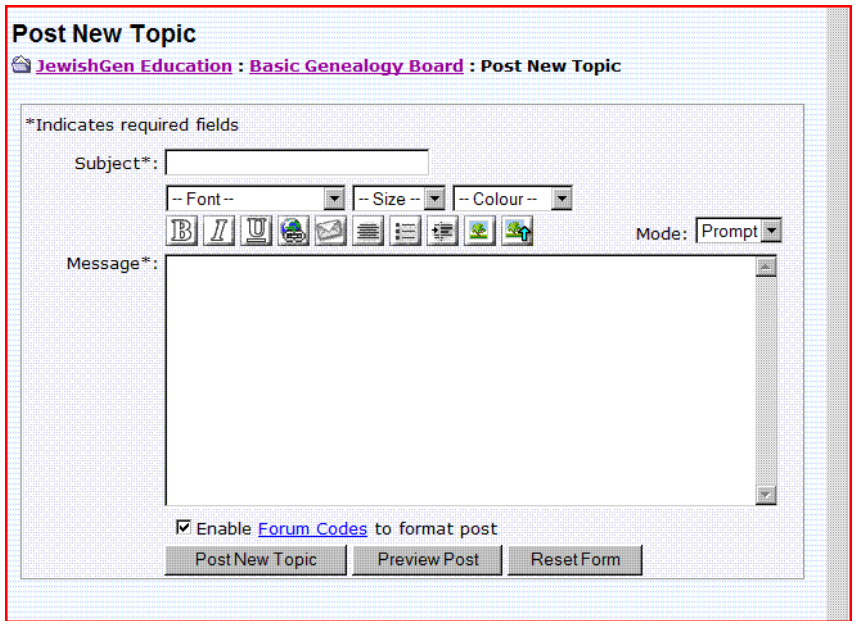
How to Start your First Post

- **Your First Post**
- **Open the directions on the Index: Guide - How to Use the Forum**
- **Read the directions**
- Get ready to start your first post
- Click on New Topic + on the left side of your screen
- The New Topic Message Box will open

Open the NEW TOPIC icon



New Topic is the icon that you will click to post your research SURNAME and start your personal post-and-reply conversation with the instructor.



When you write out your New Topic it will appear under the **FORUM TOPICS** on the Index Page. See example below.



Post and Reply

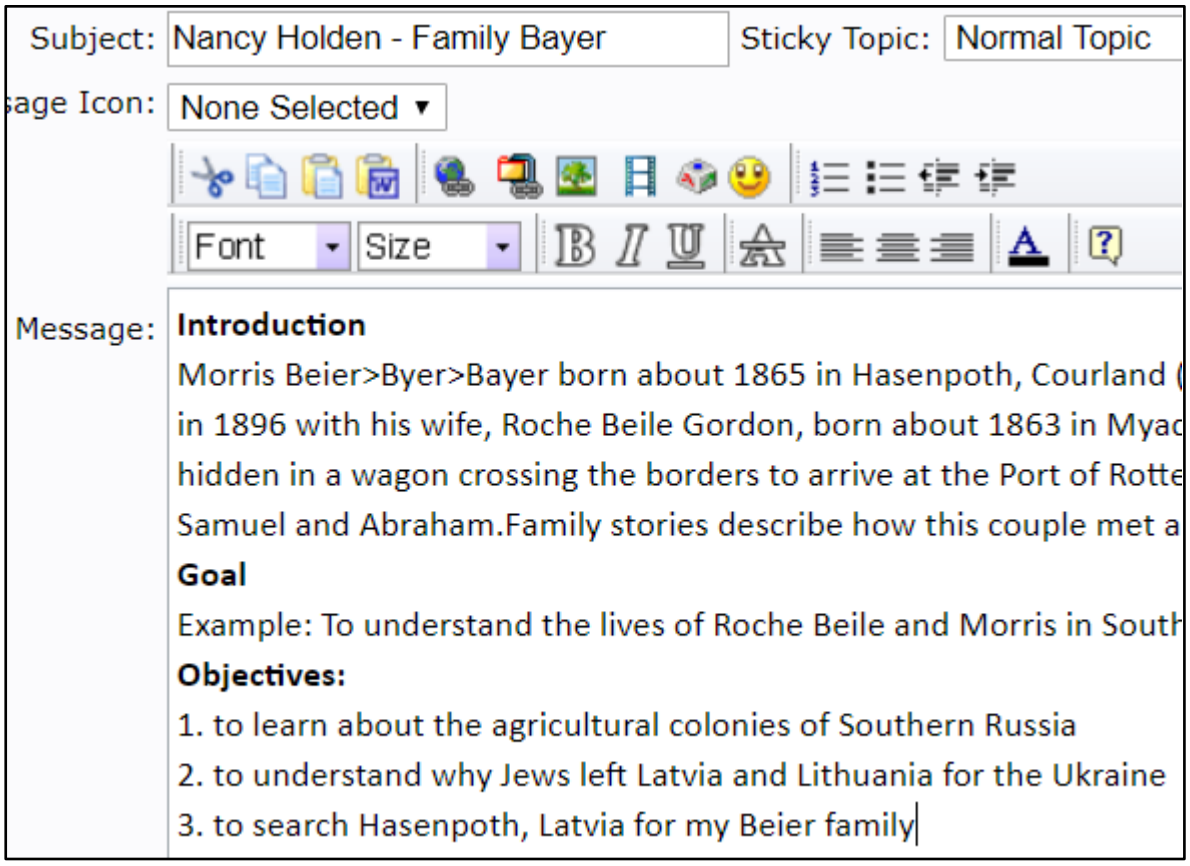
You Post
The Teacher Posts

Student Posts

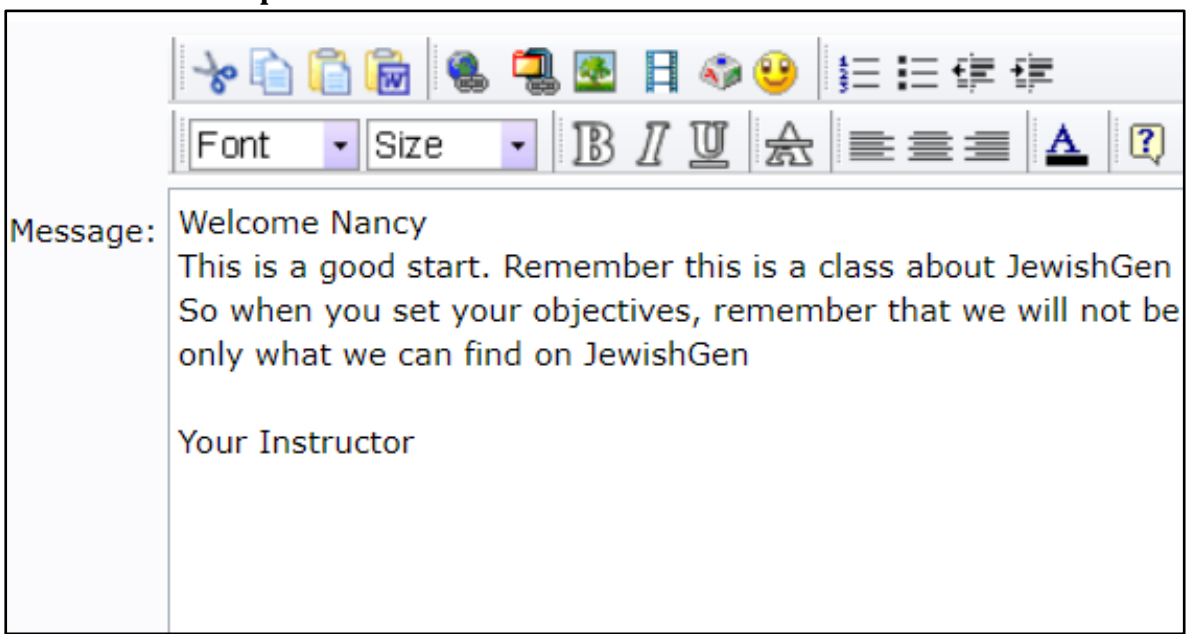
- Are always answered by the instructor.
- If you have questions, just ask.

1. Find the New Topic button.
2. Start **Your First Post**.
3. Write in the subject box
   YOUR NAME – Family SURNAME.
4. This is called **Your First Post.**
5. Edit **Your First Post** as you find new information as we move through the course.

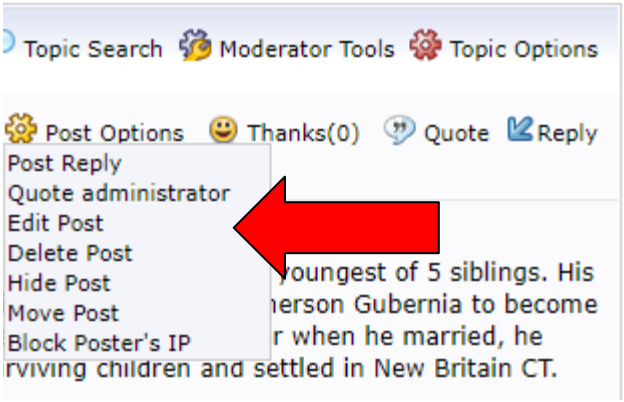
Always post new posts below Your First Post topic in the new message box.
The Instructor will always post below your posts in a new message box.



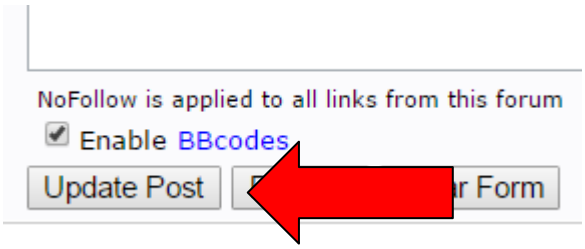
The Instructor Replies



How to Edit a Post



Remember to Update your Post before you leave the screen



How to Upload an Image or a Document



These word processor formats are accepted on the Web Wiz forums:

doc; docx; pdf; wpd; xls; xlsx; rtf

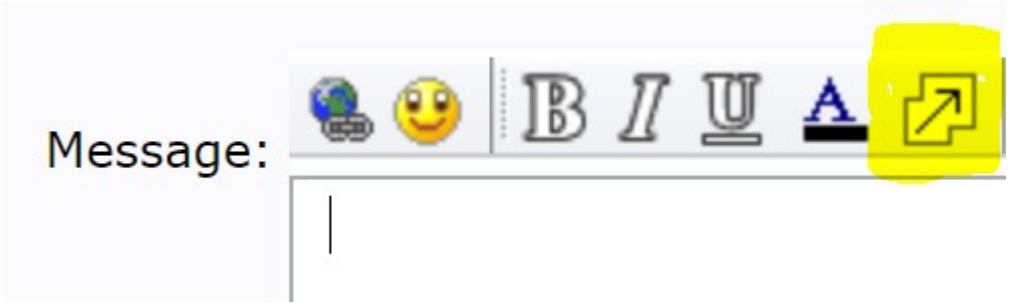


These image formats are accepted on Web Wiz Forums:

jpg; jpeg; gif; png; tif

To upload a word processor file

Put your cursor in the Post Reply position where you want your image to appear.
Then

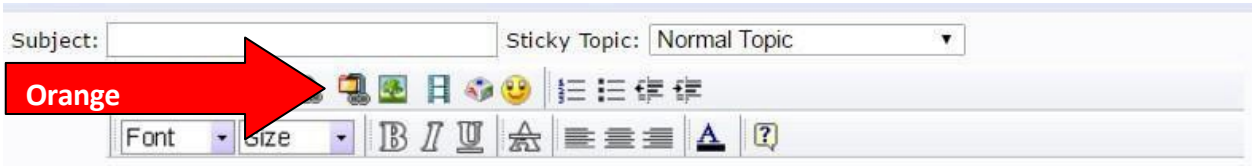


click on the slanted arrow in the Post Reply toolbar
a new set of icons appear



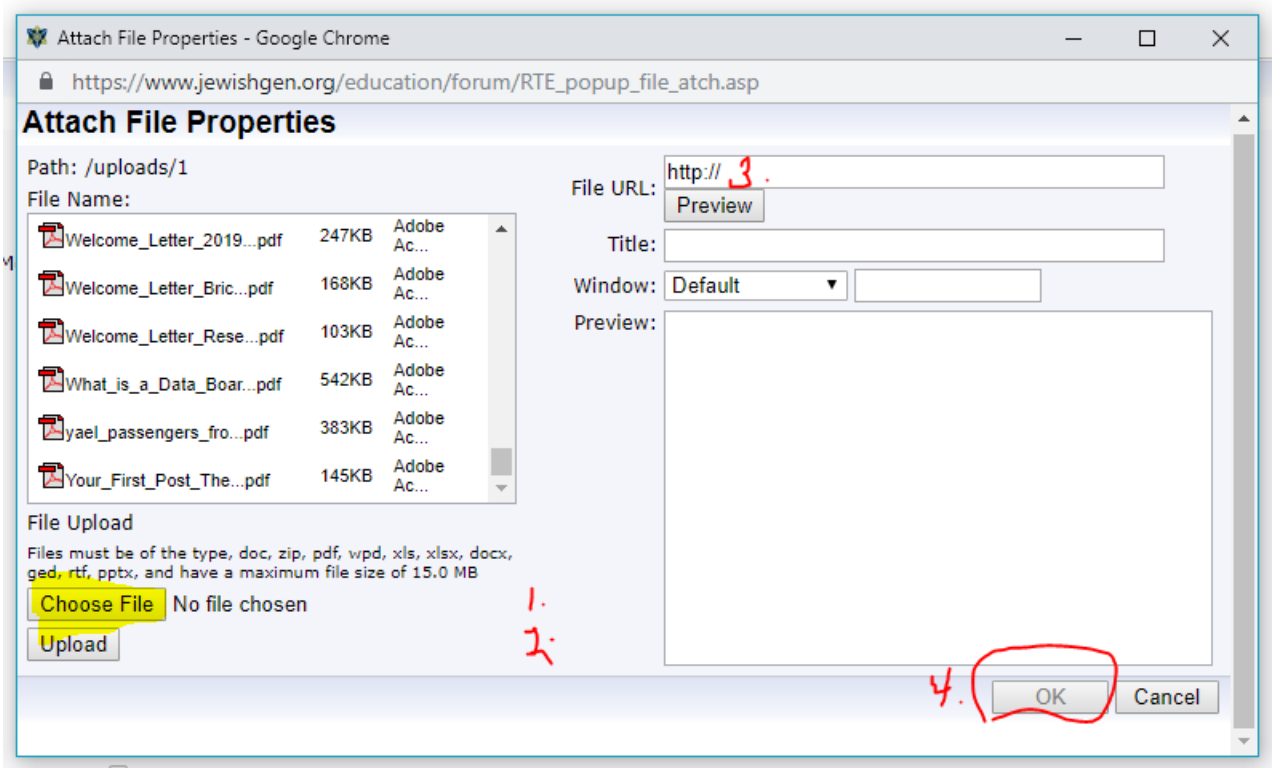
If you have a word file (doc) or PDF click on the Orange Clamp If you have a JPG (photo or image) click on the tree picture

How to Upload a PDF or doc or docx



When you click on either of these icons you will be taken to a screen that asks you to browse you computer for the file you want to upload





This box will come up
It will look for this file on your computer
Browse

- Choose file **#1**
- click on Upload **#2**

The screen asks you to be patient

Wait for the name of the file to come up lower left
click o.k.

- **#3** Then in the right side of the Upload box you will see

FILE URL
This is the file upload name that your saw in **#2**
click o.k. **#4**
and it will be uploaded and appear in your Forum Post

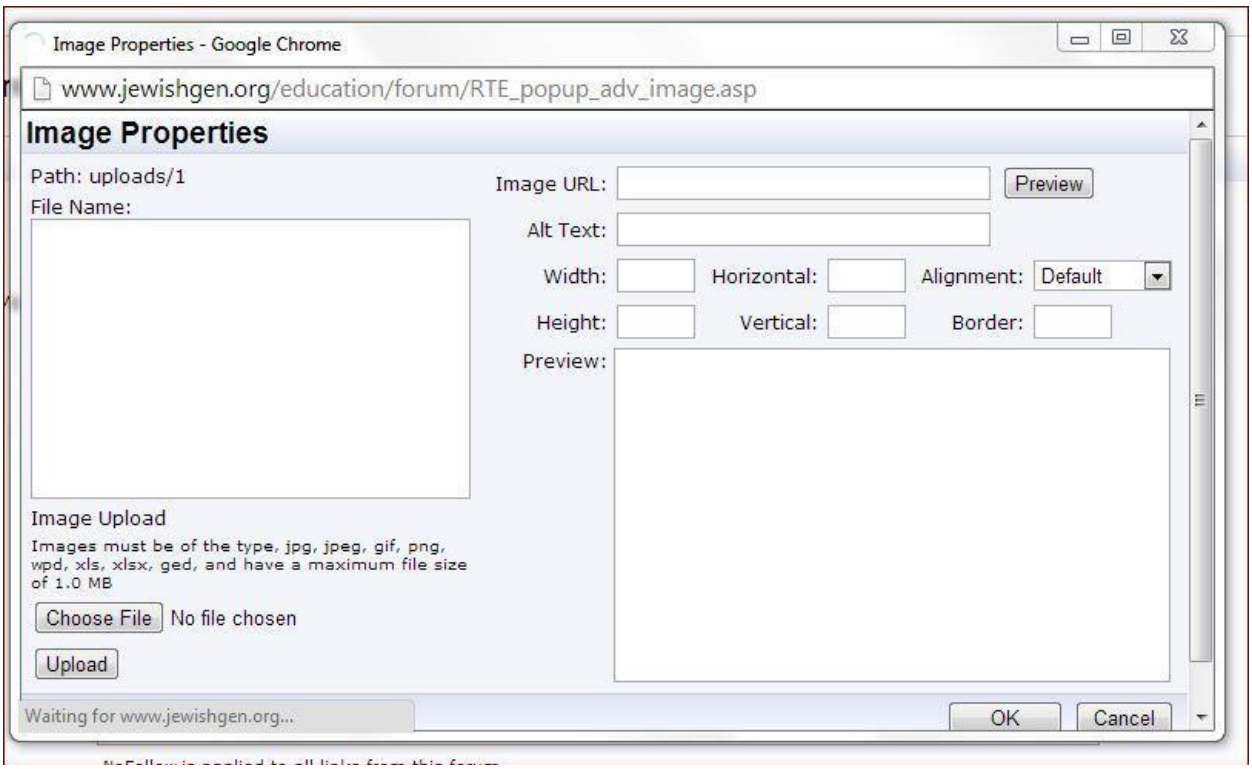
The process for image upload is the same The box looks a little different.
If you forget to click o.k., the file you upload will be in your file manager but it will not show up in your message box. The teacher can help you if you do not see your file in the message box.

How to Upload an Image

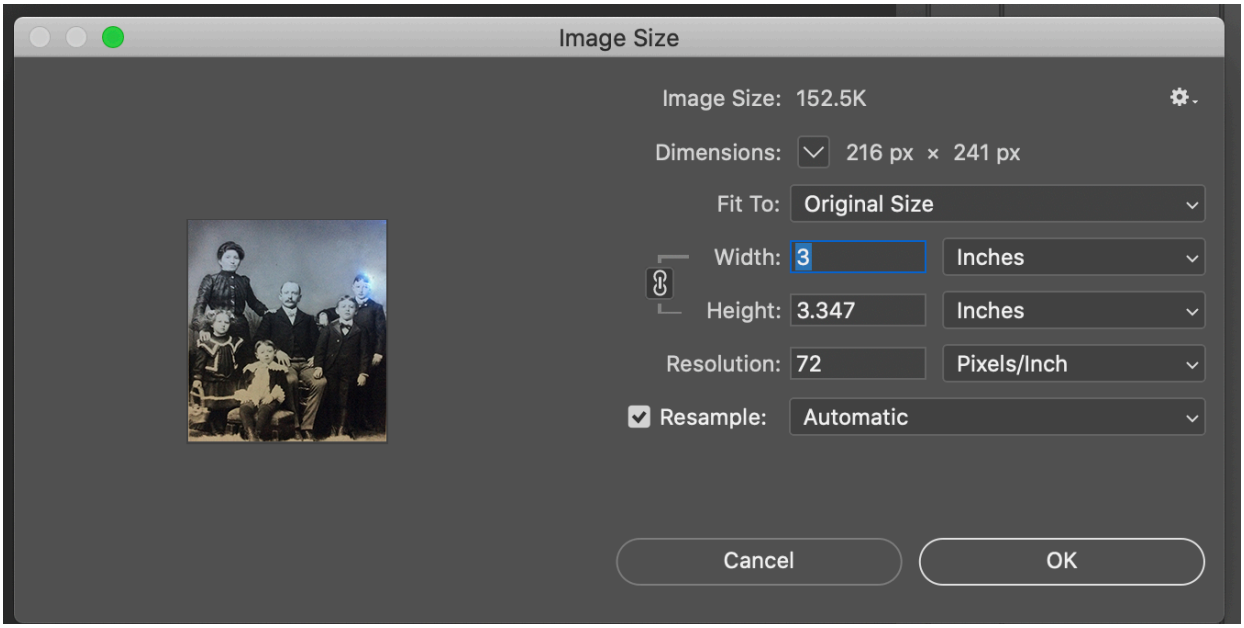
How to upload an Image

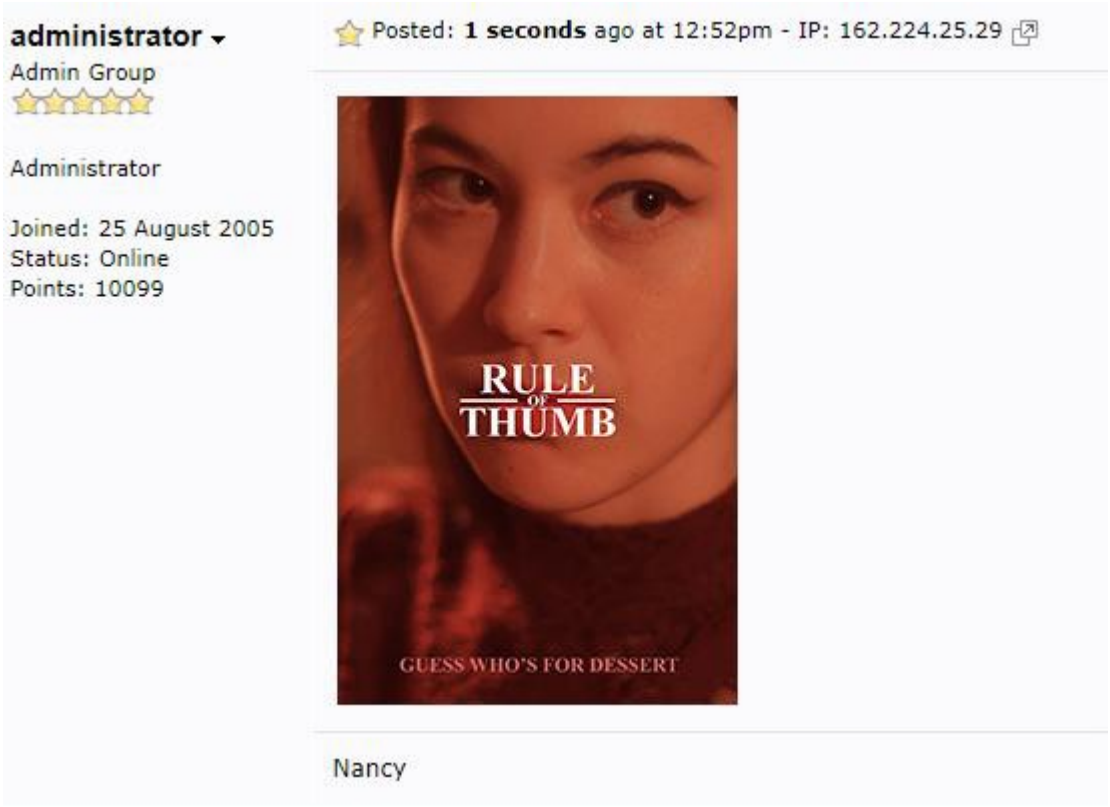






Images should be at a low resolution 100 is good And the size should be no larger than 2x3
Otherwise it will look too large on the Forum screen



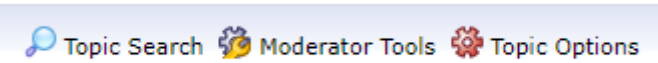


This is a poster originally 13 inches wide and 500 Resolution Resized to 2x3 and 100 resolution

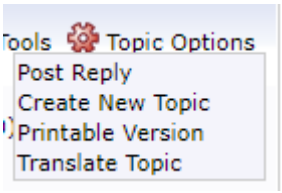
How to Print from the Forum

At the end of the class you may want to print all the posts from you and the instructor. The FORUM is set up to do this and includes any images or documents that you have posted.

- **On the right tool bar find Topic Options**



How to Print from the Forum



- From the Topic Options menu
- Find Printable Version

- You can print to file, PDF or your printer. Print Page and Close Window.