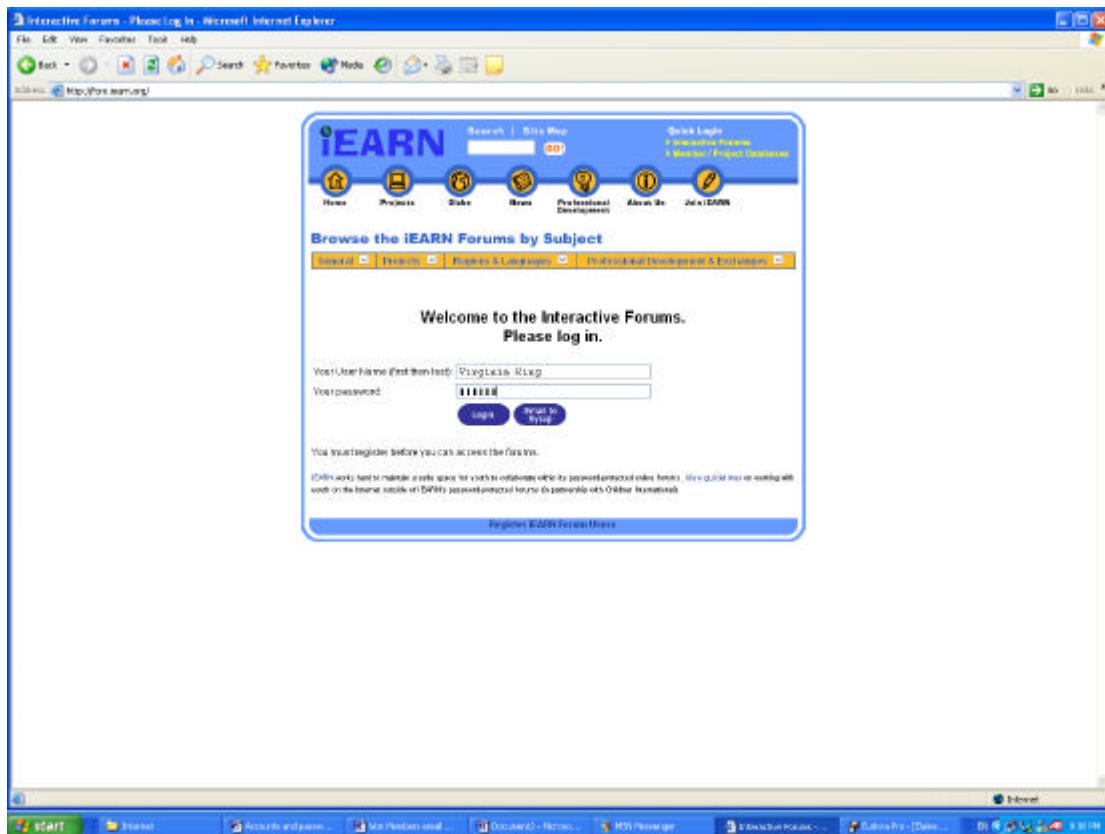


# Instructions for using the web based conferences in iEARN

1. You go to the following web page and log in with your name and password:

<http://foro.iearn.org/>

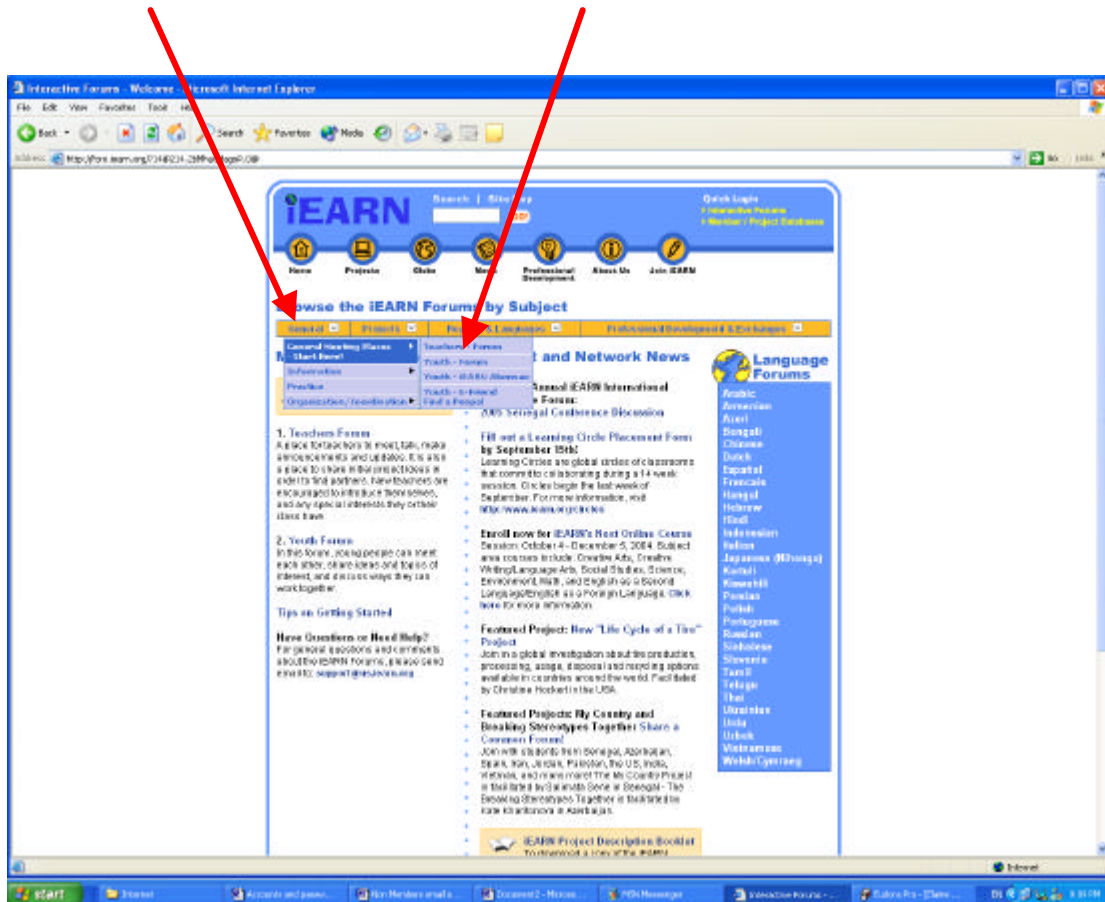


2. You will see the following page which lists the forums in groups: **General, Projects, Regions and Languages and Professional Development and exchanges.** If you put your mouse over each group, you will see what is included under that group.



3. When you first start using the forums it is a good idea to introduce yourself on the Teachers' Forum. This is where iEARN teachers communicate with each other. Rather than start a new topic, it is best to choose an existing topic and respond to that.

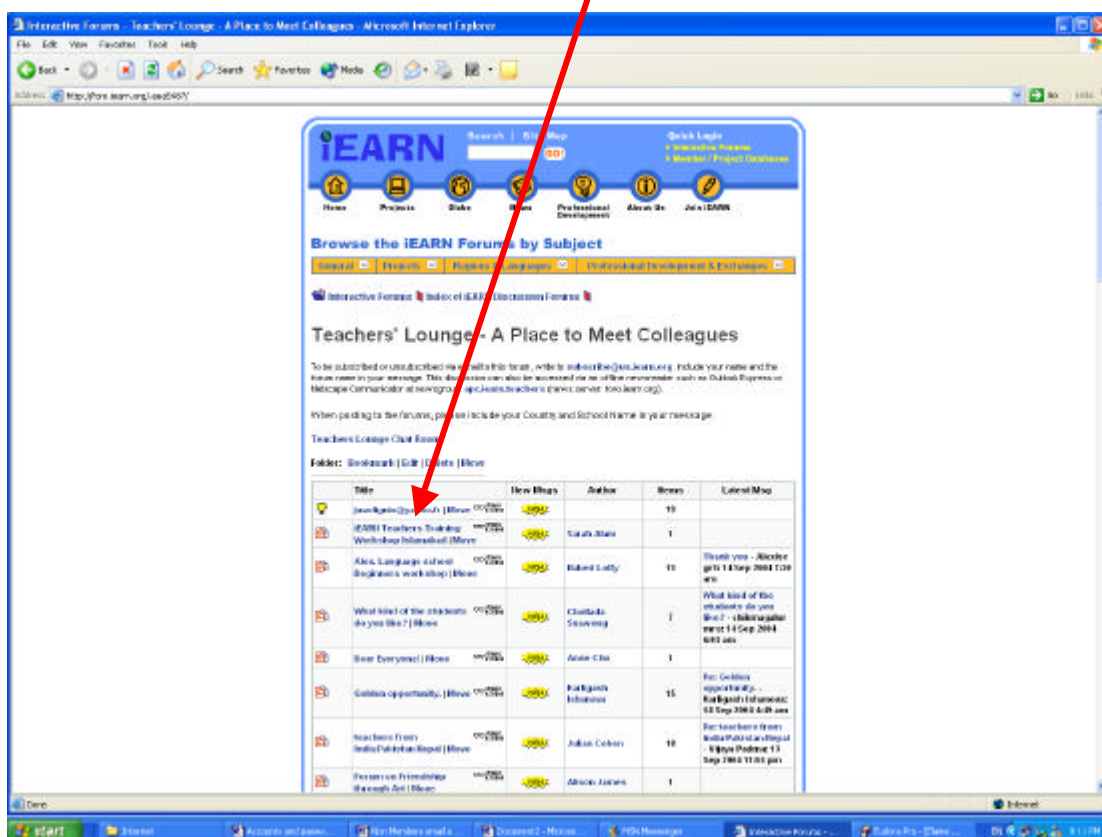
Go to **General – General Meeting Place – Teachers' Forum**



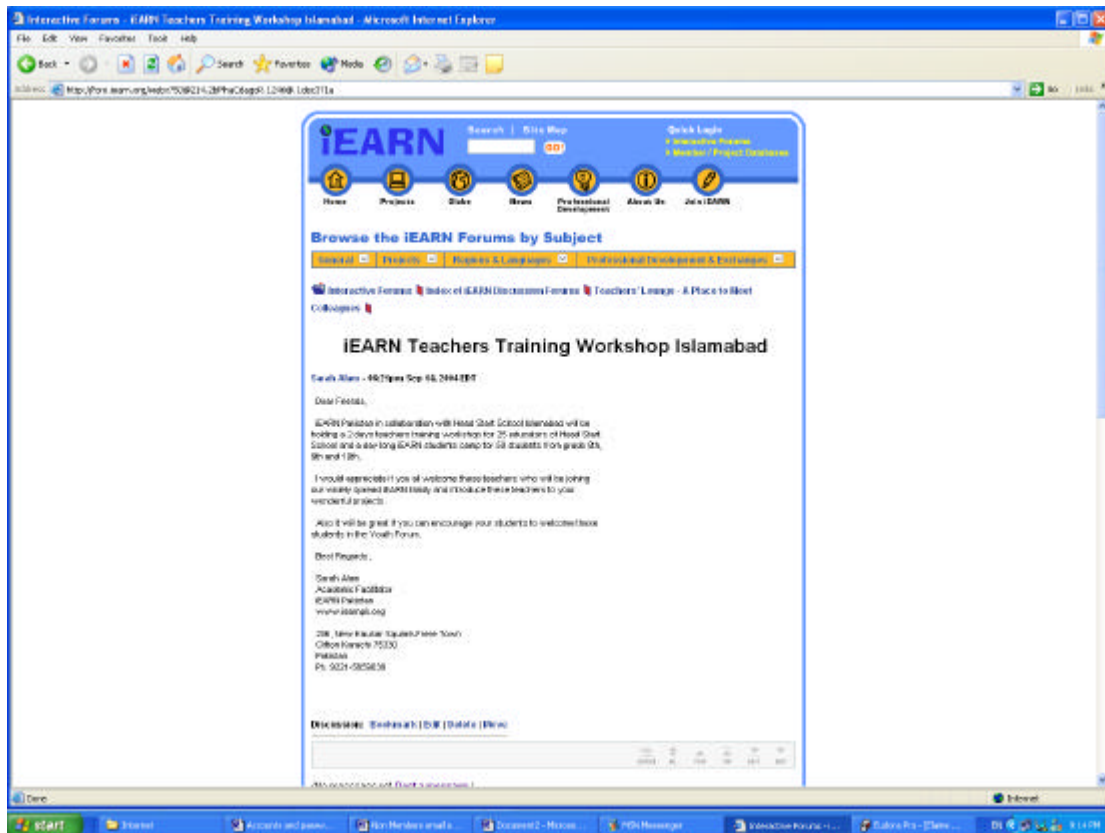
4. You will see the following screen which list all the discussion topics in the Teachers' Lounge. The number to the right shows the number of responses to each topic.

Please note that when you look at this page there will be new messages so you won't see exactly the same screen as below. The newest messages are displayed at the top.

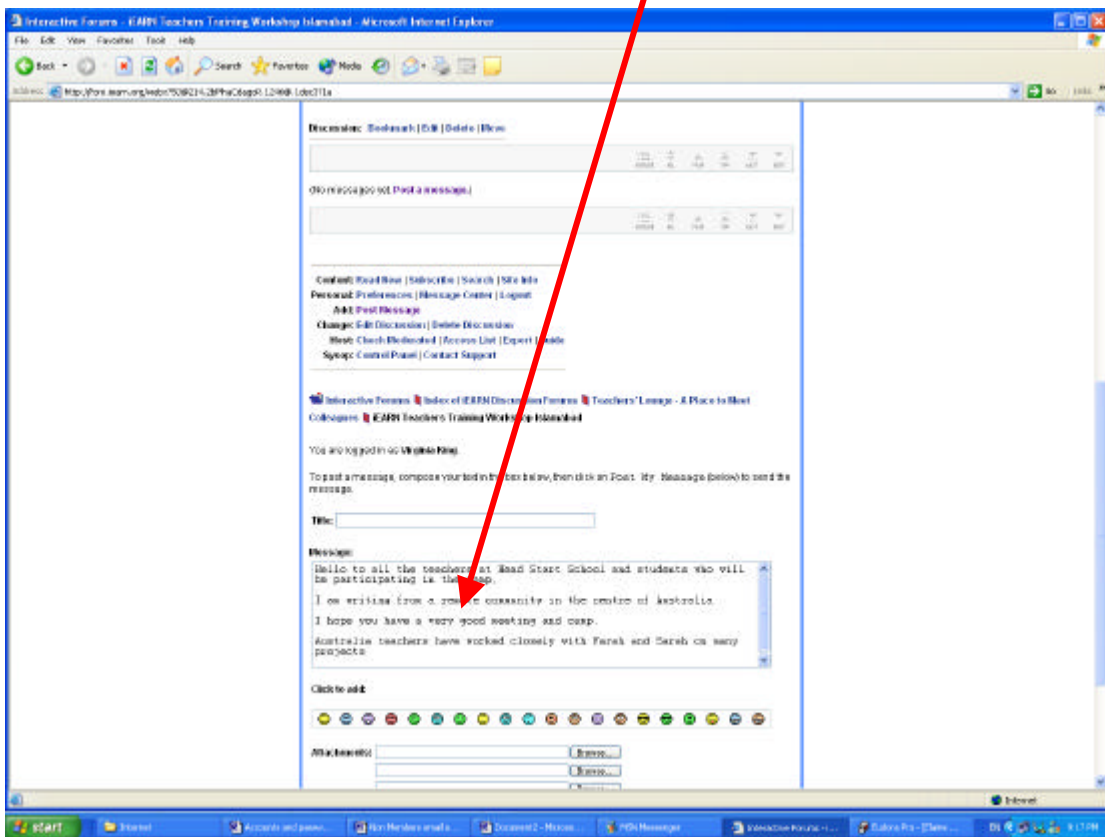
Choose a topic, for example *iEARN Teachers' Training Workshop Islamabad*.



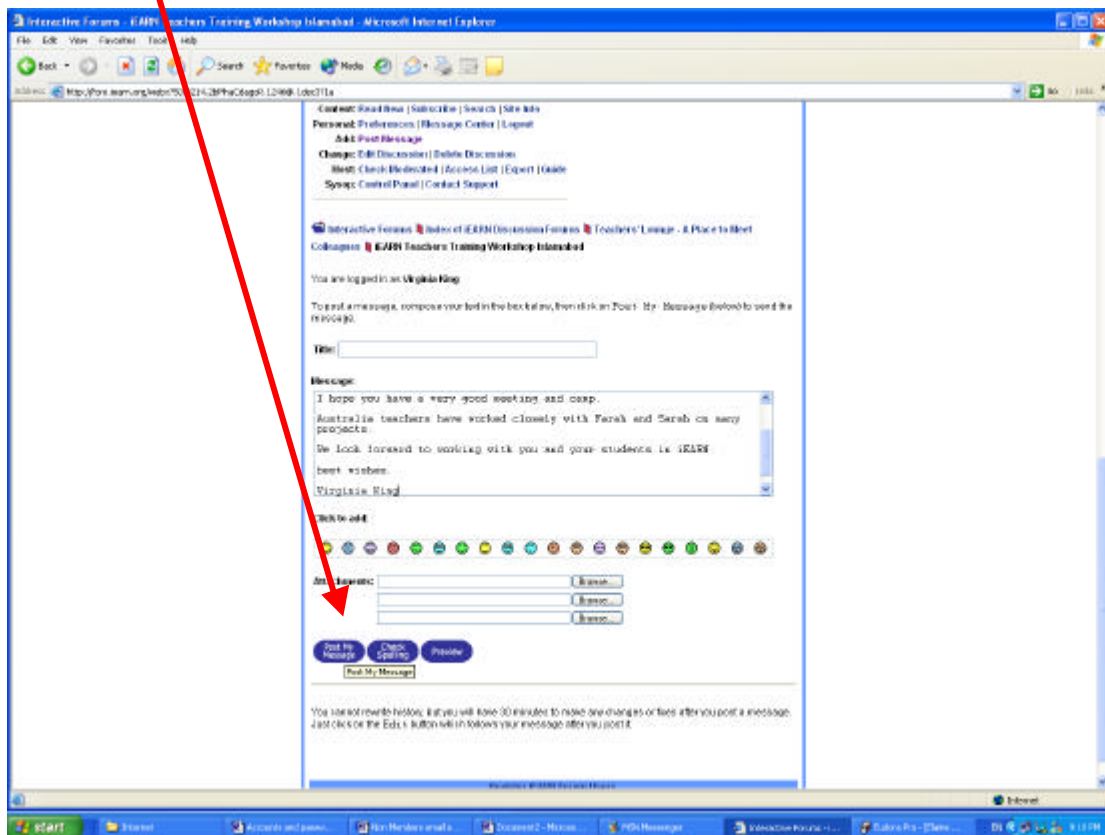
5. You will see the following screen which displays the message which has been written.



6. To respond to this message, scroll down the page and write your message in the space provided. You do not need to put a subject.

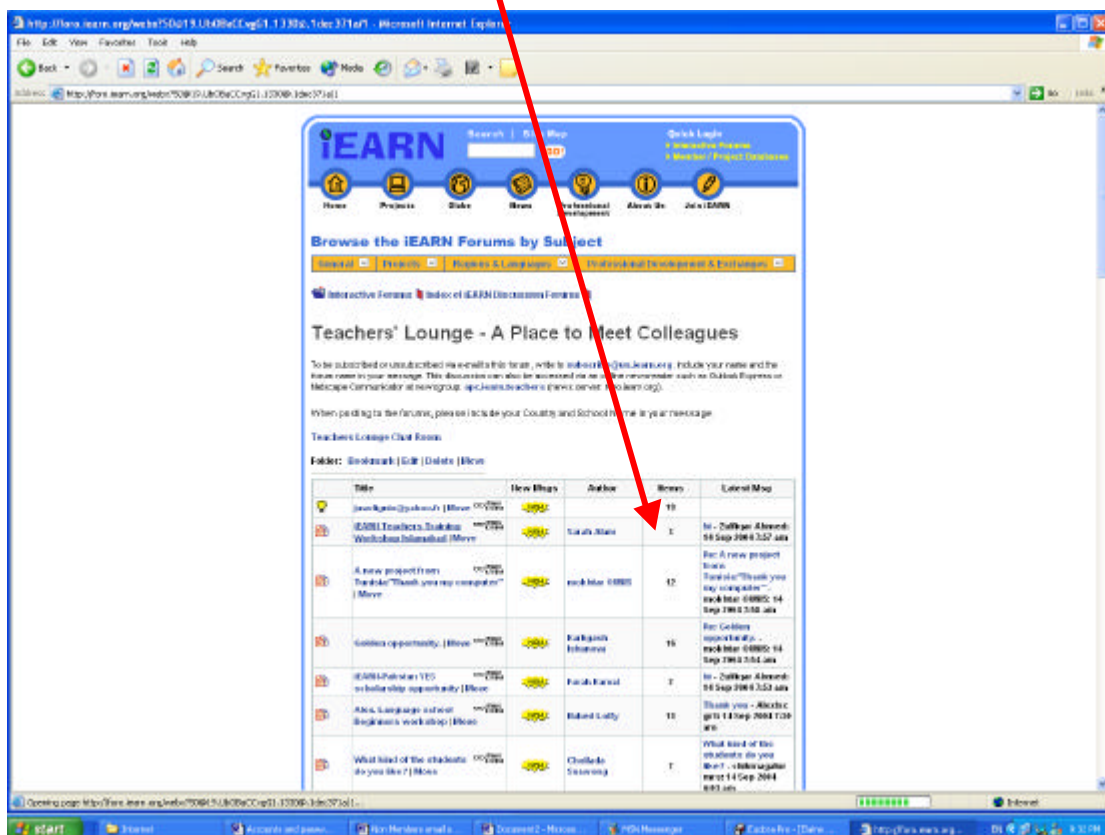


7. When you have finished writing your message, scroll down the page and click on ***Post My Message***



8. When you have finished posting your message...after a few minutes you can read your message as an answer to the original message. If you click on the **Back** button until you reach the first page of the Teachers' Lounge and refresh the page, you will notice that the number of replies to the message has increased.

In this case it has gone from 1 to 3, which means that there are now two replies to the original message.

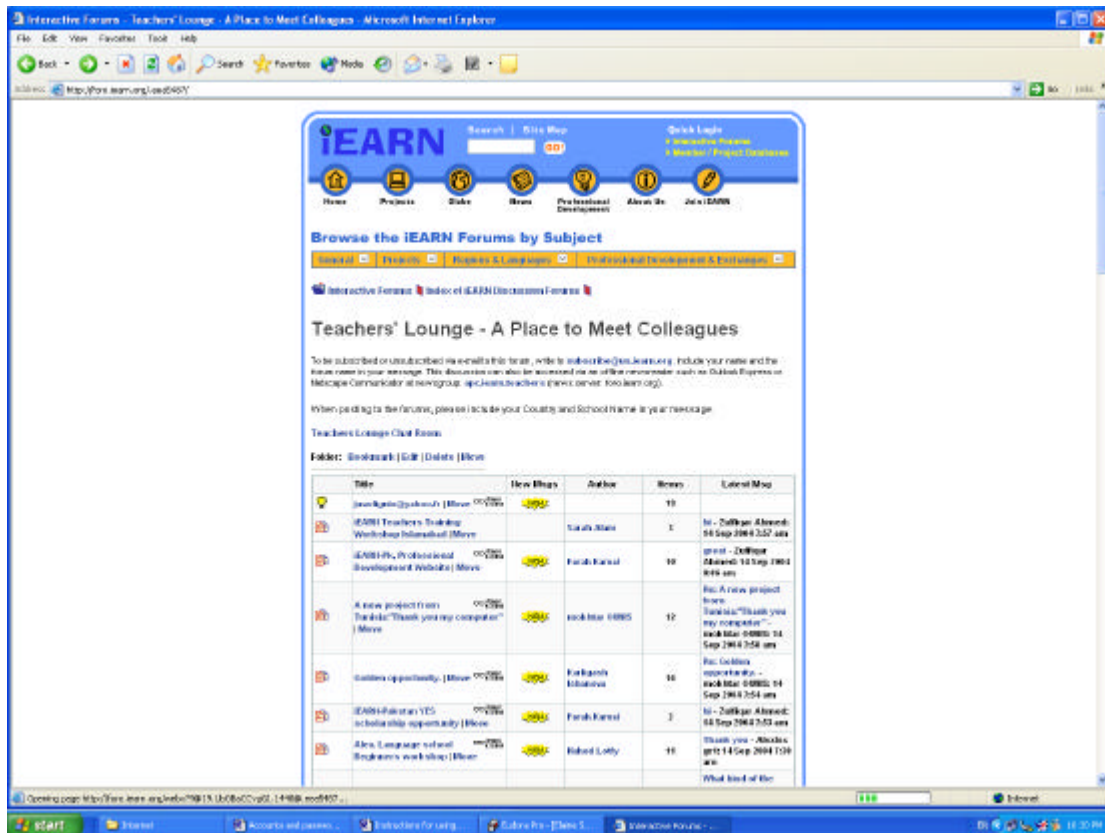


The screenshot shows the iEARN website interface. At the top, there is a navigation bar with the iEARN logo and a search bar. Below this, there are several icons representing different forum sections: Home, Projects, Clubs, News, Virtual World Management, About Us, and Join iEARN. The main content area is titled "Browse the iEARN Forums by Subject" and includes a dropdown menu for "General" and "Teachers & Learners". Below this, there is a section for "Interactive Forums" and "Index of iEARN Discussion Forums". The main heading is "Teachers' Lounge - A Place to Meet Colleagues". Below this, there is a sub-heading "Teachers Lounge Chat Room" and a "Folder: Bookmarks | Edit | Delete | Move" section. The main content is a table of forum messages. A red arrow points to the "Replies" column of the table.

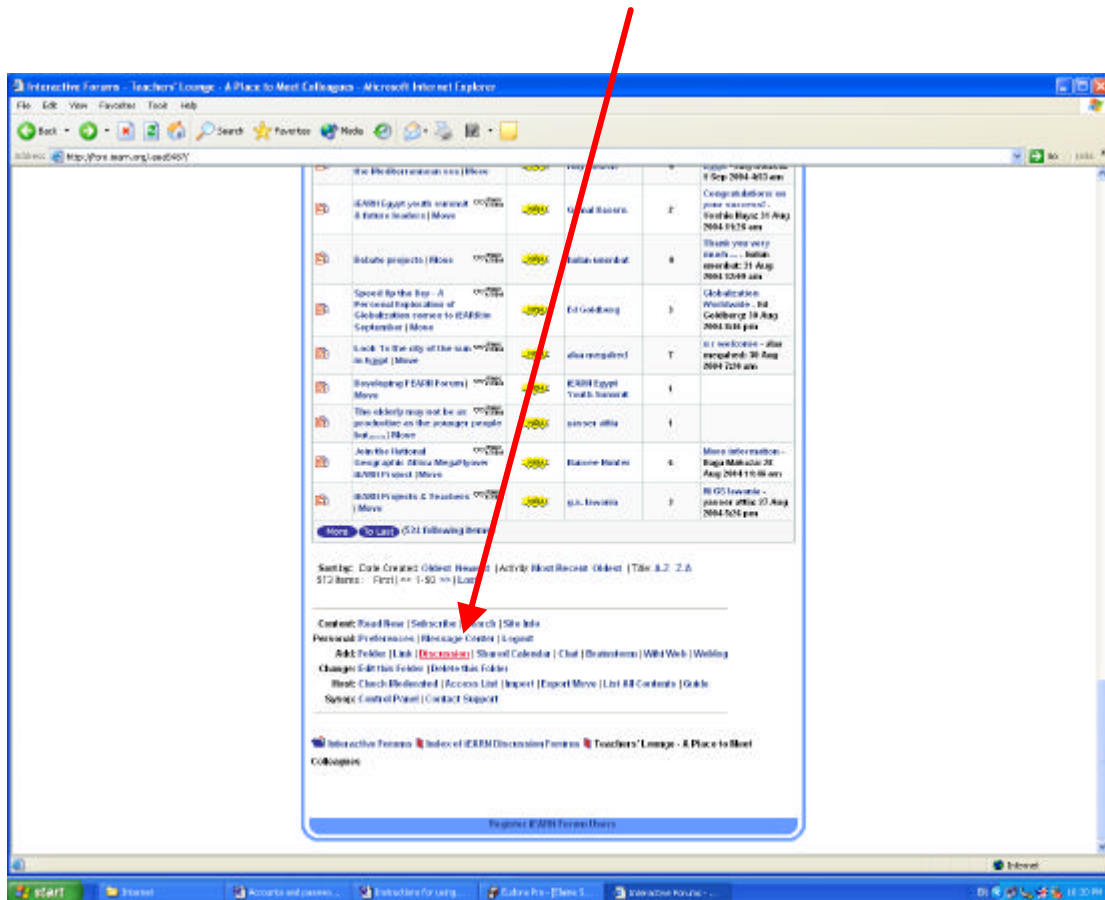
Title	New Replies	Author	Replies	Latest Msg
jeanapain@yakovskij   Move	00000		10	
iEARN Teachers Booklist - Workshop Indonesia   Move	00000	Farah Rizal	3	Re - Dzhigee Alievich 14 Sep 2004 3:52 a.m.
A new project from The Duke "Thank you for computer"   Move	00000	rockstar 0885	12	Re: A new project from The Duke "Thank you for computer" - rockstar 0885 14 Sep 2004 3:58 a.m.
Golden opportunity   Move	00000	Kakiguchi Inoharue	16	Re: Golden opportunity - rockstar 0885 14 Sep 2004 3:54 a.m.
iEARN chat on YES - an online chat opportunity   Move	00000	Farah Rizal	3	Re - Dzhigee Alievich 14 Sep 2004 3:52 a.m.
Asia Languages school (Singapore) workshop   Move	00000	Richard Luddy	11	Thank you - Richard Luddy 14 Sep 2004 7:39 a.m.
What kind of the students do you like?   Move	00000	Chloé de Saunoy	7	What kind of the students do you like? - Anshu Gupta 14 Sep 2004 6:53 a.m.



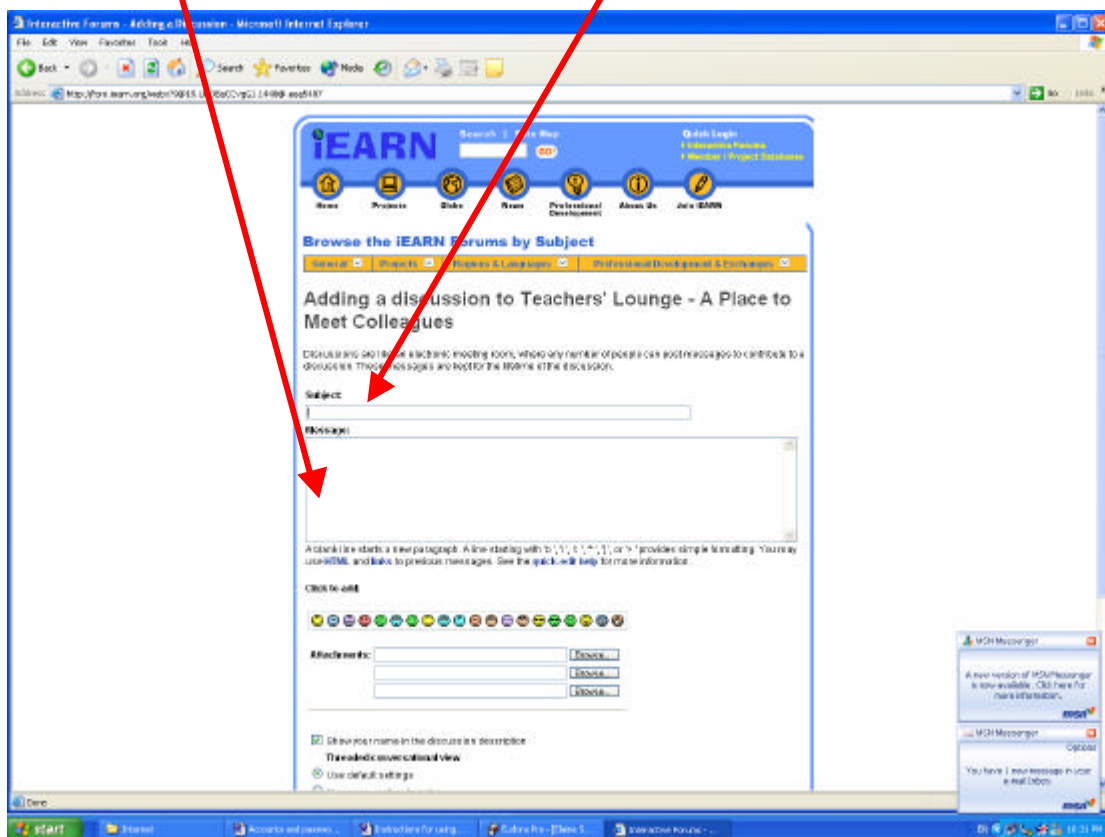
10. To create your own topic go to the forum where you want to write your message (eg the *Teachers' Lounge*)



11. Scroll down the page until you come to **Add:** and click on **Discussion**.



12. You will see the following screen. Enter the subject of your message and then write your message.



13. After you have written your message scroll down the page and click on *Add Discussion*.

