

Ford PAS Forum Instructions

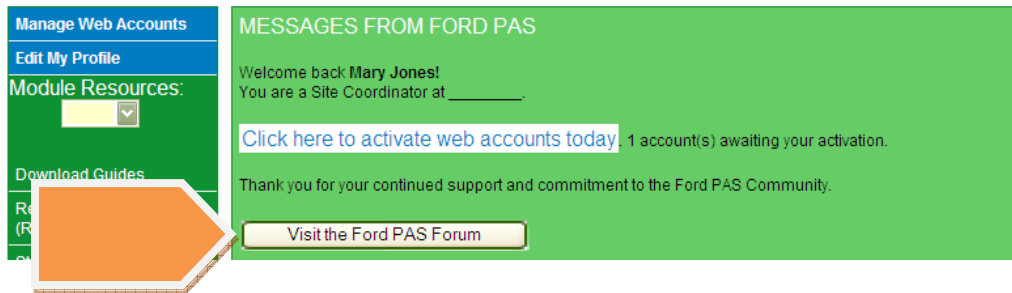
Join Your Community Online!

The Ford PAS Forum is an online discussion area where you can make connections, ask questions, and share ideas with others in the network regardless of your location! WebBoard, the software used for the forum, enables you to join discussions, anytime, anywhere, as long as you have an Internet connection (with Internet Explorer 4 and above or Firefox.)

Where is the Ford PAS Forum?

Login at www.fordpas.org, and click the **Visit the Ford PAS Forum** button from your home page.

Classroom Resources



The screenshot shows a web interface with a green header and a blue sidebar. The sidebar contains links: 'Manage Web Accounts', 'Edit My Profile', 'Module Resources:' (with a dropdown menu), and 'Download Guides'. The main content area has a green background and is titled 'MESSAGES FROM FORD PAS'. It contains a welcome message for 'Mary Jones', a link to activate web accounts, and a 'Visit the Ford PAS Forum' button. An orange arrow points to this button.

You can:

- post your own experiences, comments, questions, ideas, and concerns
- read and reply to messages
- attach documents to messages



Where can I get help?

- In the forum, select **Help**, found in the top navigational menu.
- Send an e-mail to info@fordpas.org.

The Discussion Area

Sign Up Search Options
Chat Help News
Log off

search

Welcome stung

Show New Messages

Ford PAS Home Page » Ford PAS Forum » Log In

Tree View


Conference	Status	Topics	Messages	Last Post
Welcome to the Ford PAS Forum Connect with others in the Ford PAS community! Pose new questions, or post a response to one. Download "Directions for Participating in Your Online Community" here. Created By: stung 03/07/07 12:00am	Read Only: No Moderated: No Verification: No	10	15	06/02/08
Share your Ford PAS Web Site! Do you have a Ford PAS Web page for your program at home or school? Publicize it here. Created By: stung 06/10/08 12:00am	Read Only: No Moderated: No Verification: No	3	3	06/10/08 12:57am
Ford PAS Communities (by region) Join a discussion by region. Created By: stung 04/10/08 12:00am	Read Only: No Moderated: No Verification: No	4	7	06/05/08 03:13pm
Arizona Regional Community This is a space where Ford PAS community members discuss concerns, and more. Created By: ronda 05/08/08 12:00am	Read Only: No Moderated: No Verification: Yes	0	0	05/08/08 12:00am
Ford PAS Coordinators Connect with your community of Ford PAS Coordinators, exchange ideas, and learn how your	Read Only: No			

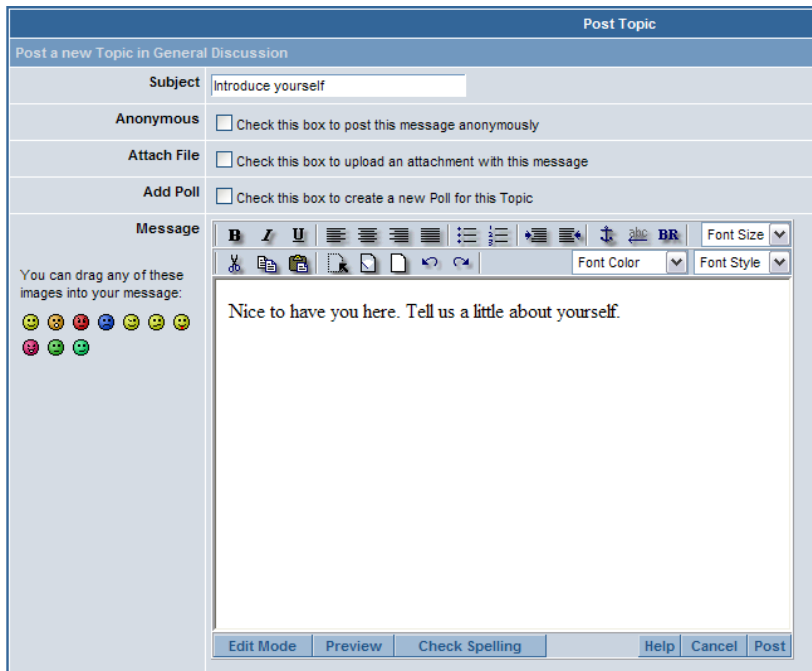
- A list of discussion **conferences** is found on the main page. There is a short description below the name of each conference. *Some conferences require invitation; e-mail Ronda at ralex73@ford.com if you think you should be added to one.*
- Within a conference, there are many **topics**. You may post a new topic or reply to an existing one.
- Within each topic, there may be one or more messages.

How do I post a new topic?

Post a new topic if you are starting a discussion about a new subject.

Follow these easy steps:

1. Select an appropriate conference by clicking on its name.
2. Select **Post a new topic to this conference** in the right-hand window, or select the  button on the left side of the screen.
3. On the next screen, you will see a **Post Topic** form that looks like this:

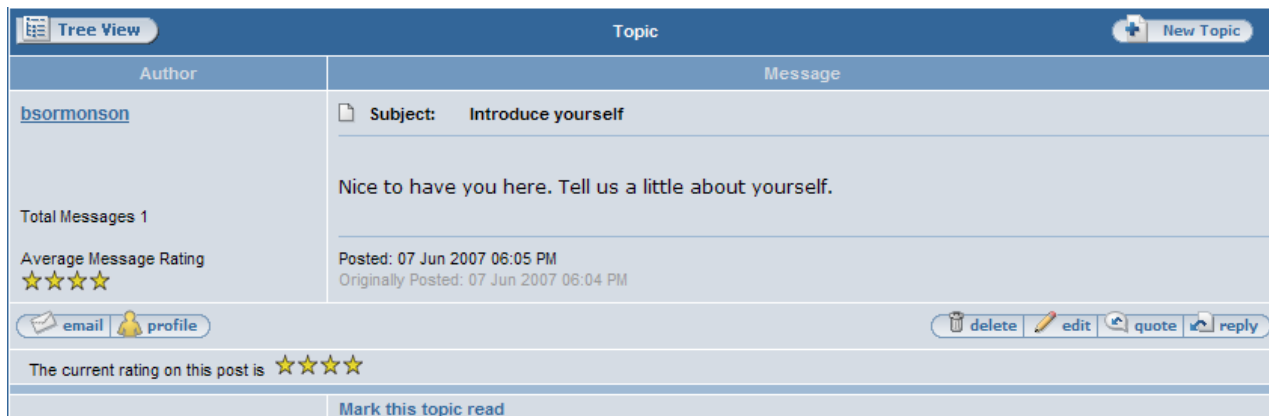


Post Topic Screen

4. Enter the subject of your new topic in the **Subject** box, and type your message.
5. You can format, spell-check, and/or preview your message. At any time, you can cancel by pressing the **Back** button on your browser.
6. Once you are done, select the **Post** button. If you choose to **Preview** your message, remember to click the **Post** button again or your message will be lost.
7. You may always delete a post you've made by selecting the **Delete** button.

How do I reply to a message in an existing topic?

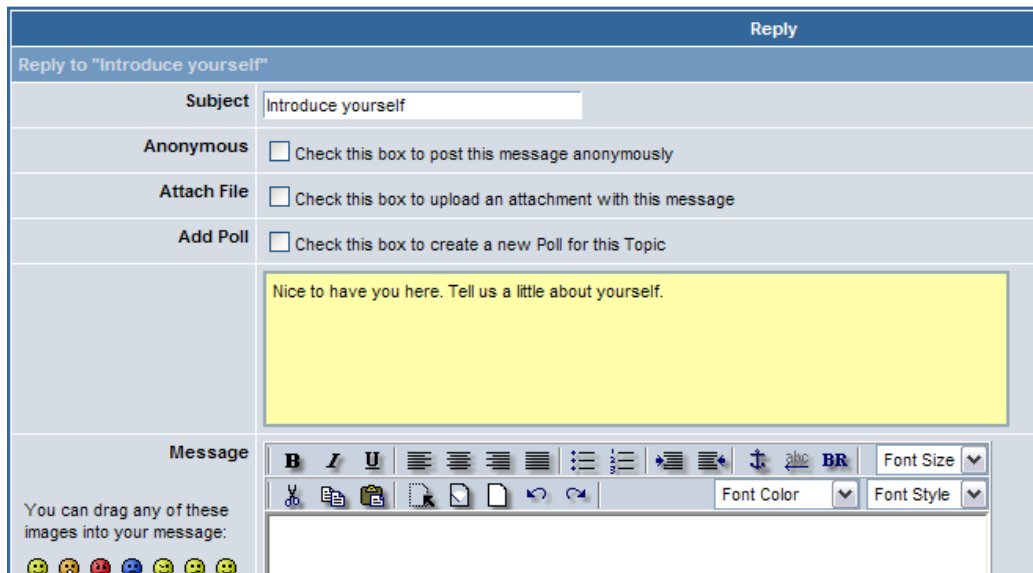
After reading someone's message, you can reply in one of two ways—by using the **reply** button or by using the **quote** button.



Sample Post

Using the **reply** button to respond to a message

1. Open the message you want to respond to by selecting it.
2. Select **reply** found on the bottom left of the message.
3. On the next screen, you will see a message creation form.

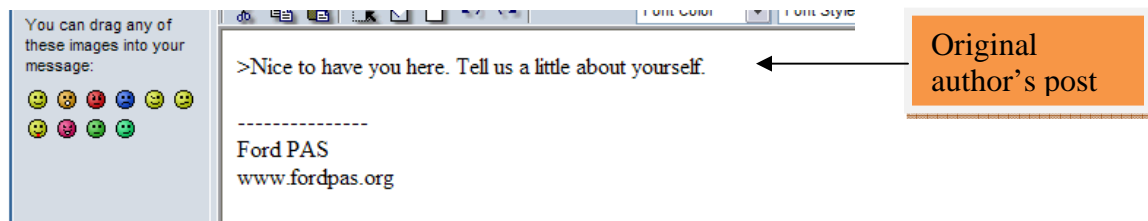


Reply Screen

4. Continue by following steps #4–6 in **How do I post a new topic?**

Using the **quote** button to respond to a message

1. The **quote** button works the same way as the **reply** button, but includes the previous message's text in the body of your new message.



Reply Screen 2

2. It is especially useful if you're replying to a message with extensive thoughts and comments. By including parts of the author's message in your own message, others may find it easier to follow the discussion.
3. To keep it short, delete unneeded parts of the original message by highlighting text and using the **Backspace** key.

I want to share a file. How do I attach it to my message?

Attach a file to a message the same way you do with an e-mail:

1. Create a message either by making a new post or replying to an existing one.
2. Type your message, and then select the **Attach File** checkbox by clicking on it. Click post. You'll then see a screen where you can select your attachment.
3. Click **Upload Now**.

Why should I complete my profile? How do I do this?

Let others know more about you and your Ford PAS program by completing your profile. By default, your profile contains your first and last name. You can specify your state, your school/organization and other information.

Access your profile by selecting **Options** at the top of the main page and then select **My Profile**.

What else can I do with a post?

Interact with others! In each post, you can also do the following:

Profile	Select profile to see the poster's profile.
E-mail	Select email to e-mail the poster.
Average Message Rating	Click on the stars to rate a good post.
Mark this Topic Read	Mark the topic "read" so that you'll know what you've read and what you haven't.
New Topic	Open a new window to create a new topic (your new topic will not appear beneath the one you are reading).
Delete	Select delete to remove your own post.
Edit	Select edit to return to your own post and edit it.

Questions

E-mail info@fordpas.org at any time.