BASIC GUIDE TO THE EINZTEIN SOCIAL LEARNING NETWORK

Go to http://www.einztein.com

Step 1: Create your account

- Click the Sign Up button.
  
- Fill in this form:
  - Register as Individual
  - Your First Name
  - Your Last Name
  - Password of your choice
  - Your email address (needs to be valid for account activation)
  - Upload a profile photo/image of your choice using the Browse button
  - Click the Sign Up button

- You will be able to Invite Friends, Find discussions and share on your other social networks later. For now, click the link at lower right that says: skip this step.

- The most important thing to do is to activate your account. For that, you must check your email.

‡ Teachers: You might consider using an LCD projector (etc.) to go through this guide together with your whole class.
Step 2: Activate your account

When you check your email, you should see an email from Einztein entitled “Einztein Account Activation.”

If not, it may be that your school computing network does not allow incoming emails from “.com” domains. Teachers should check this in advance. If you have this problem, please go to http://einztein.com/contact and fill out the form. Under “Issue” select the option “I'm having a major technical problem.”

- Open your account activation email.
- Click on the link provided to activate your account.
- You are now back on Einztein and your account has been activated.
- We suggest you click “Complete my profile” – let your colleagues know something about you!
  - Edit your profile by adding your city, country, the name of your school and even some information about yourself if you wish.
  - If you haven't yet, you should upload a picture of yourself or a meaningful image by clicking on Change Picture on the right hand side.
- Note that you will have to log in after activating your account to fully participate in the Einztein conversations
- Note also that you have been automatically joined to the ISCFC Learning group. More on that below.
- STUDENTS: skip Step 3 and proceed to Step 4 !!

Step 3: Discussions among teachers and ISCFC staff

- TEACHERS: go to your Home page by clicking the Home link (at upper right)
- TEACHERS: Now click on the link in the update box at right that says “ISCFC Teacher Planning Discussion Link”
- You are now on the ISCFC Teacher Planning, September 2012 Discussion page. Note that this Discussion is only for teachers, so that they can make plans for the ISCFC and share teaching ideas.

Students should skip down to Step 4 (two pages forward) to find the student Discussions.
• Click on **Join Discussion to Post** or on **Join Now** and you are now a member of this discussion!

• Click on **Write a post** and introduce yourself or make a suggestion for an ISCFC Discussion topic.

• Read other teachers posts; view any comments (or make your own comment) on these posts by clicking the **Comments** button below each post.

• In this example at right, ISCFC curriculum coordinator Pam Miller made a post, and ISCFC teacher Kimberly Scoville wrote a comment. You could submit an additional comment by writing your own message in the text field (here it says “I totally agree!”) and click the **Comment** button on the right hand side of your text to submit your comment.

• Now you can return to your ISCFC Learning Group by clicking on the back button of your browser (upper left corner).

...or just go directly to this address: [http://einztein.com/user/jason/the-international-carbon-footp-12645/](http://einztein.com/user/jason/the-international-carbon-footp-12645/)

...or go to your home page anytime by pressing the **Home** button (at upper right),

and you will see the ISCFC Learning Group button listed on the right side of the page under your **Learning Groups**
Step 4: Join the ISCFC discussions

Learning Groups are the organizational centers at Einztein, the place where discussions are gathered. Through Learning Groups, you get easy access to all of the discussions associated with that group. For the ISCFC, we have our own Learning Group and all ISCFC participants (teachers and students) are already joined!

So go to your Learning Group page and check it out!

- Go to [http://einztein.com/user/jason/the-international-carbon-footp-12645/](http://einztein.com/user/jason/the-international-carbon-footp-12645/)
  - or go to your Home page by clicking the Home link (at upper right)
  - ...you will see the ISCFC Learning Group button listed on the right side of the page under your Learning Groups

Now you are on your ISCFC Learning Group page and you can explore the different ISCFC discussions listed half way down the page.

Each discussion focuses on a specific topic related to the ISCFC. For example, “DISCUSS: Off the table” is an honest discussion about aspects of their daily lives that the students are not willing to change even for the sake of the planet.

- Only four Discussion topics are displayed at first. Press [Show All Discussions] to see more.

- Click on a Discussion topic that sounds interesting to you. Read the introduction, and join it if you want by clicking on the Join Discussion to Post or Join Now buttons.

- You can now make posts or comment on other peoples' posts.

- Once again you can return to the list of the ISCFC’s discussion topics by clicking on the back button on your browser (upper left corner), or by clicking on the Learning Group button on the upper right part of each Discussion group page.
  - If you ever get lost, you can always use this direct link to find your ISCFC Learning Group: [http://einztein.com/user/jason/the-international-carbon-footp-12645/](http://einztein.com/user/jason/the-international-carbon-footp-12645/)

- You can explore all the different ISCFC discussions, join, post and comment.

- You can see which Discussions you have joined by visiting your Home page (see Step 6, next page).
Step 5: Navigating around Einztein

Wherever you are in Einztein, you always have these 3 buttons following you (upper right corner).

- Click on **Home**, and on the upper middle part of the page, you can write a post (with links if you wish) and select in which of your **Joined Discussions** you will publish it. As you can see, you are even allowed to create your own Discussion!

- Below the post window is displayed all the latest posts from the different Discussions that you have joined.

- On the right side you can see:
  - Your name, your picture (if you uploaded one; the default image is the brain cartoon), the number of posts you published and the number of Learning Groups and Discussions that you created.
  - **Learning Groups** lists the Learning Groups you have either joined or created. In this example, the ISCFC group appears because you are already joined.
  - **Discussions** gives you a list of all the Discussions you have either joined or created; you can click on each Discussion name to go directly to its Discussion page.

If you click on **Explore**...

- You will see recent posts from all Einztein discussions (not only the ones you joined) and featured discussions.

If you click on **Learned**...

- Right now this page is empty, but while you will be exploring Einztein and the ISCFC Discussions, you will surely stumble upon posts that you will find extremely instructive or interesting.
• You can then click the **Learned** button on the upper right corner of any post.

  ![Learned button](image)

  • The star to the left of the Learned button turns yellow, and this post is now displayed in your **Learned page**!

  • This is a great way to keep track of the best pieces of information you find.

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**Step 6: Getting help and exploring further**

• Now that you are familiar with the basic functions of Einztein, you can explore this site further and test the many different options available. Don’t be afraid, just click, nothing bad will happen!

• If you encounter a problem, don’t hesitate to ask the Einztein Staff about it.

  • To do so, go to the lower left corner of the web page and press the **Contact** button.

  • You can also find an FAQ link in the menu under **Account** in the upper right corner.

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**Have fun learning and exchanging knowledge !!**