

# Detailed guide to using the new ISCFC discussion forum

September 18, 2014

1. Navigate to the new forum website: <http://footprint.stanford.edu/discuss.html>

*[...or click the "Discuss" footprint link in the banner on any page within the ISCFC (footprint.stanford.edu) domain]*

2. You will see a page that looks like this:

The screenshot shows the ISCFC discussion forum homepage. At the top, there is a navigation bar with "My feed", "All posts", a search bar, and a "Log in / Join" link (labeled A). The main content area features a "Welcome to the Sept-Oct 2014 ISCFC discussion forum!" message, a globe graphic, and instructions for students and teachers. A registration link is provided. Below the text is a text input box labeled "Share your thoughts here..." (labeled D). At the bottom, a recent post by Jason Hodin is visible, titled "Greener jet fuel...from tobacco?" (labeled E). On the right side, there is a sidebar with categories: "General Announcements", "Student Discussions" (labeled B), and "Teacher Discussions" (labeled C). The "Student Discussions" list includes links like "Wants or Needs?", "Student Footprints", "Sustainable City", "Reuse & Repurpose", "Off the Table?", "Open Forum", "Now It's Time for Action", "Food & Hunger", "MY Family Footprint", "Clean Development", "Home Grown", "ISCFC Schools in the News!", "Is Climate Change Real & Human-Caused?", and "Climate Change Resources". The "Teacher Discussions" list includes "Teacher Planning Discussion", "Climate Change Resources", and "ISCFC Schools in the News!".

"A" points to what we call the **top banner**, which includes a "Log in / Join" link at the far right

"B" points to the list of **Student Discussions**. These are active links, pressing them will take you to that specific discussion topic page.

"C" points to the list of **Teacher Discussions**.

"D" points to the box where you can **write a new post**.

...and "E" points to the **most recent post** in the discussion.

*Go ahead and spend time exploring the discussions, but before participating you will need to register.*

3. Click the **Log in / Join** link in the top banner.



4. You will then see a **"Log in / Join"** dialog box pop up that looks like this (see picture at left).

**Click the "Join" tab**, as indicated by the dashed circle.

5. You need to complete **all** of the items on the Join screen in order to register:

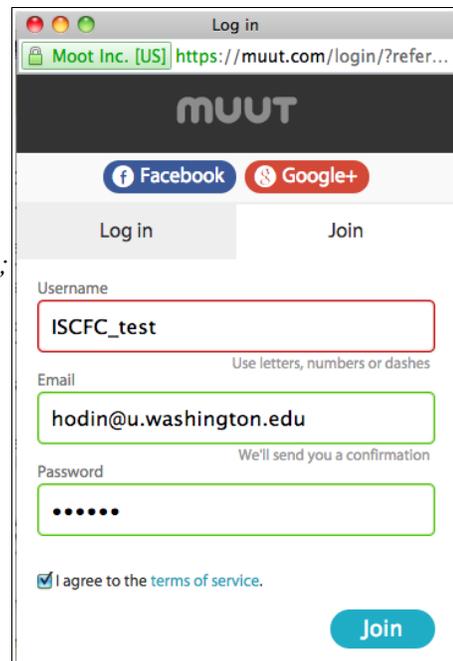
**Username:** keep this simple, and something that you will remember.

*You can only use letters, numbers or dashes in your username; the surrounding box will turn green if your username is valid.*

*Note that in the example shown at right the username is not valid (red box), because it uses an underline "\_" character.*

**Email:** you *\*must\** have a valid email address, and an email address can be used for only one registration.

You will need to confirm your registration by checking your email account (*see below, step 7*).

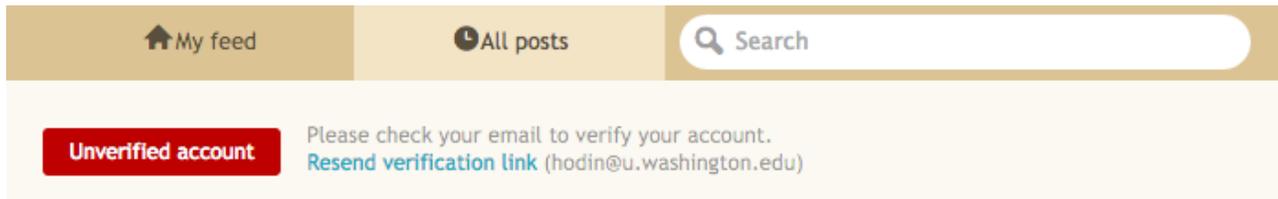


*[If you don't use email, but you do use Facebook, use your Facebook email account here. For example, if your Facebook username is "happygirl123", then your email address is happygirl123@facebook.com . See: <https://www.facebook.com/help/224049364288051> ]*

**Password:** don't forget it!! You'll need to **agree to the terms of service**, and then press

**Join**

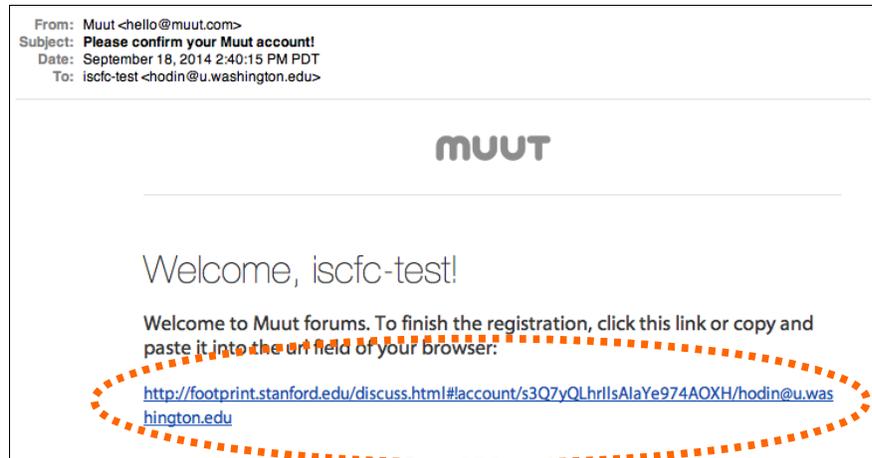
6. If your registration entries were valid, then the "Log in / Join" dialog box should disappear, and **you should see the following message on the upper left** portion of the discussion forum page:



7. Now you need to **verify your account.**

Log on to your email, and **you should see an email message from Muut** entitled "Please confirm your Muut account!"

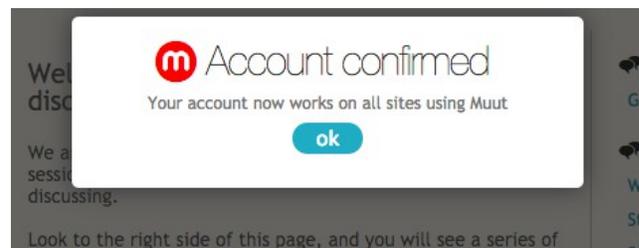
**Click the link** in that email message (or copy and paste your link into a web browser window).



*Note that if your school computer system blocks access to student emails, then students should register for the discussions in advance, either at home or on a public computer that does allow email access.*

8. You should now be back on our forum discussion page and you should see a confirmation message that tells you that you are registered.

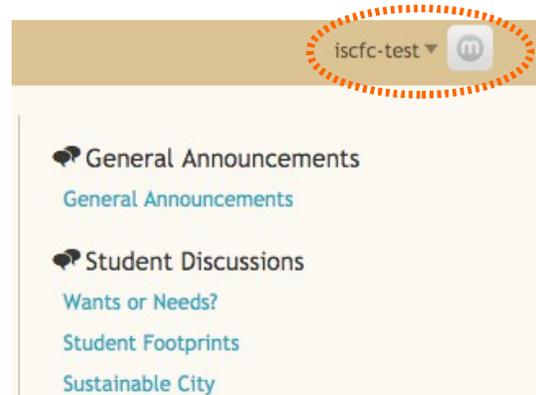
**Press the OK button, and you're now ready to participate in the discussions!**



9. Look at the upper right of the page in the top banner. **You'll see that the "Log in / Join" link has now been replaced by your Username and a default "m" icon.**

*This indicates that you are logged in.*

**Click on this Username link.**



10. When you click on your username link, your account information box pops up. **Here, we want to make two very important changes** and check one other thing.

(1) – **CHANGE YOUR DISPLAY NAME TO:**

**First Name Last Initial (Your Country)**

So Pablo Suarez from Honduras would change his Display name here to "Pablo S (Honduras)"

*You'll see that your "Display name" is the same as the Username that you chose when you registered. But it does not have to be the same!*

*In fact, for our discussions, we think it is best if the students know where the other students are from.*



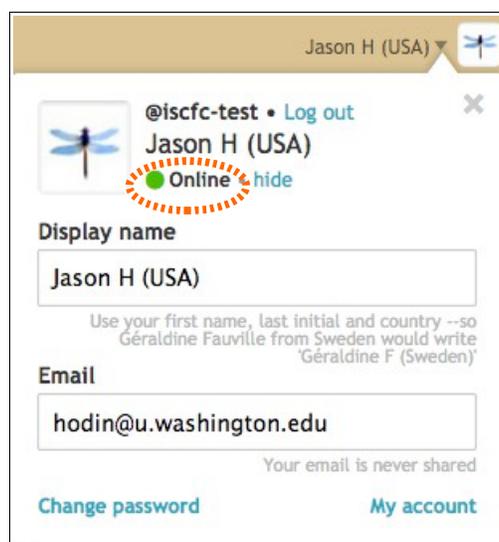
Press the **Change** button that appears in the "Display name" box to accept your updated name.

(2) – **Change the default "m" icon/avatar to the image of your choice**, by clicking the "m" icon.

*At right, you will see that I changed my Display name to Jason H (USA), and the default icon to an image of a dragonfly.*

*You will also notice that my new Display name now appears in the top banner.*

(3) – **Make sure that it shows you as "Online" as indicated** at right, or you will be anonymous, and your teacher and your fellow students will not know who they are talking to!!



11. Now, **click back on the discussion page**, and your account information box will disappear.

*In the next step, we are going to examine one of the Discussion pages and learn how to write a post or reply to another post. You can go ahead and try this on your own, or if you want more help, keep reading on the next page.*

*If you just want to practice making a post or comment in the muut format, then you can go to this practice page at the muut website: <https://muut.com/demos/forum.html>*

12. Click on the "Sustainable City" link at the right side of the page and you will see something like this:

The screenshot shows a forum interface. At the top, there is a navigation bar with 'My feed', 'All posts', a search bar, and the user name 'Hodin J (USA)'. The main content area is titled 'Sustainable City' and features a bicycle icon with a globe as a wheel. Below the icon is a description: 'Here's your chance not just to be the mayor, but the original city planner as well! Imagine a medium sized city that would be developed with modern, low carbon transportation in mind, and other strategies to reduce the average citizens' carbon footprints. What would that city look like? Would that make you more likely to want to live there?'. Below this is a text input field labeled 'Share your thoughts here...'. A post by 'Jason Hodin (WA-USA) Admin' is visible, titled 'Power California just with wind, water & sun energy?'. On the right side, there is a sidebar with a list of discussion topics, including 'Sustainable City', which is highlighted with an orange arrow labeled 'A'. Other arrows point to the description (B), the input field (C), and the post title (D).

"A" points to the active discussion, which is now highlighted in the list.

"B" points to description of the discussion, with ideas for getting the discussion going.

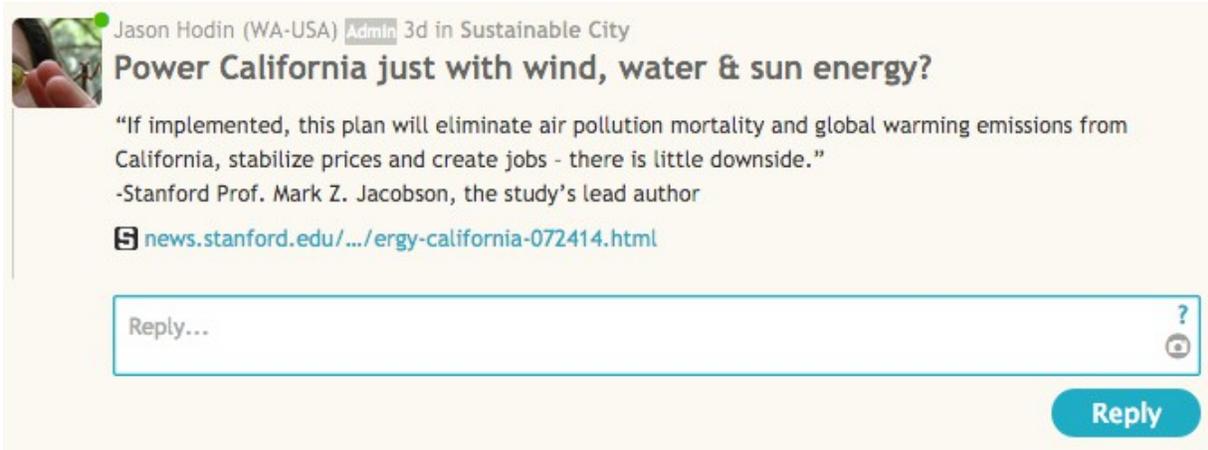
"C" points to the box where you can write a new post.

...and "D" points to the title of the most recent post in the discussion, and tells you who wrote that post.

13. If you click on this most recent post, then it will show the full text.

This screenshot shows the full text of the post mentioned in the previous block. It includes the user's profile picture, name 'Jason Hodin (WA-USA) Admin', and the post title 'Power California just with wind, water & sun energy?'. The main text of the post reads: 'If implemented, this plan will eliminate air pollution mortality and global warming emissions from California, stabilize prices and create jobs - there is little downside.' -Stanford Prof. Mark Z. Jacobson, the study's lead author. Below the text is a link to the news article: 'news.stanford.edu/.../ergy-california-072414.html'. At the bottom, there is a 'Reply...' input field.

If you want to reply, click in the "Reply..." box and you will see something like this:



Simply type in the reply box and press the **Reply** button to submit your comment.

**The camera icon  at the right side of the box will allow you to upload a picture, which will appear as a clickable link below your comment.**

*The "?" icon in the right side of the box will show you formatting options.*

#### 14. To write your own post, click in the box that says "Share your thoughts here..."



When you click in that box, you will see the following:



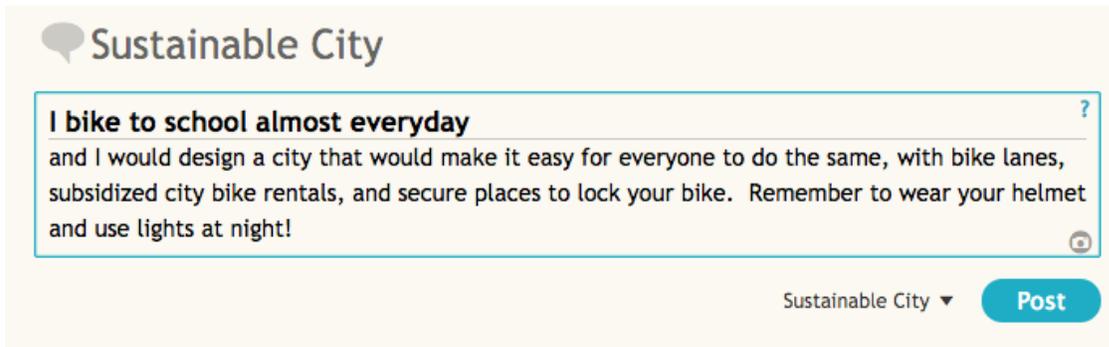
Click on the "Title" field and **write a title for your post, and then enter the text of your post** in the "Body text" field.

*You can also just type your post without a title into the Title field, and it will automatically make the first few words of your post become the Title.*

*The "?" and camera  icons are the same as described above for the reply box (see Step 13, above).*

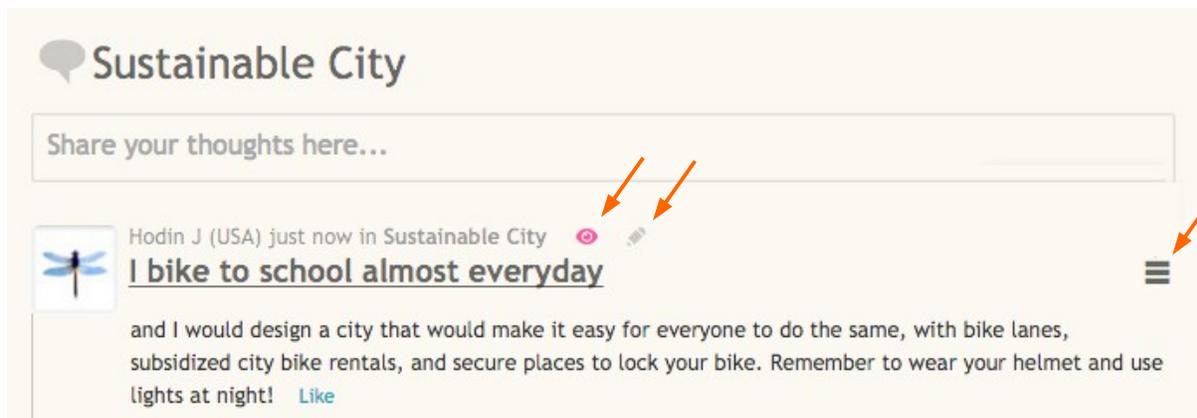
Please **be sure that you have the correct discussion selected for your post** (*dashed orange circle*).

Here, I have written a title and some text about biking to school.



When you **push the**  **button**, your comment will be submitted!

15. Now **roll your cursor over this new post** and you will see several options that appear as small icons near to the top of your post as indicated by arrows below:



The  icon, when it is colored, indicates a post that you are "watching".

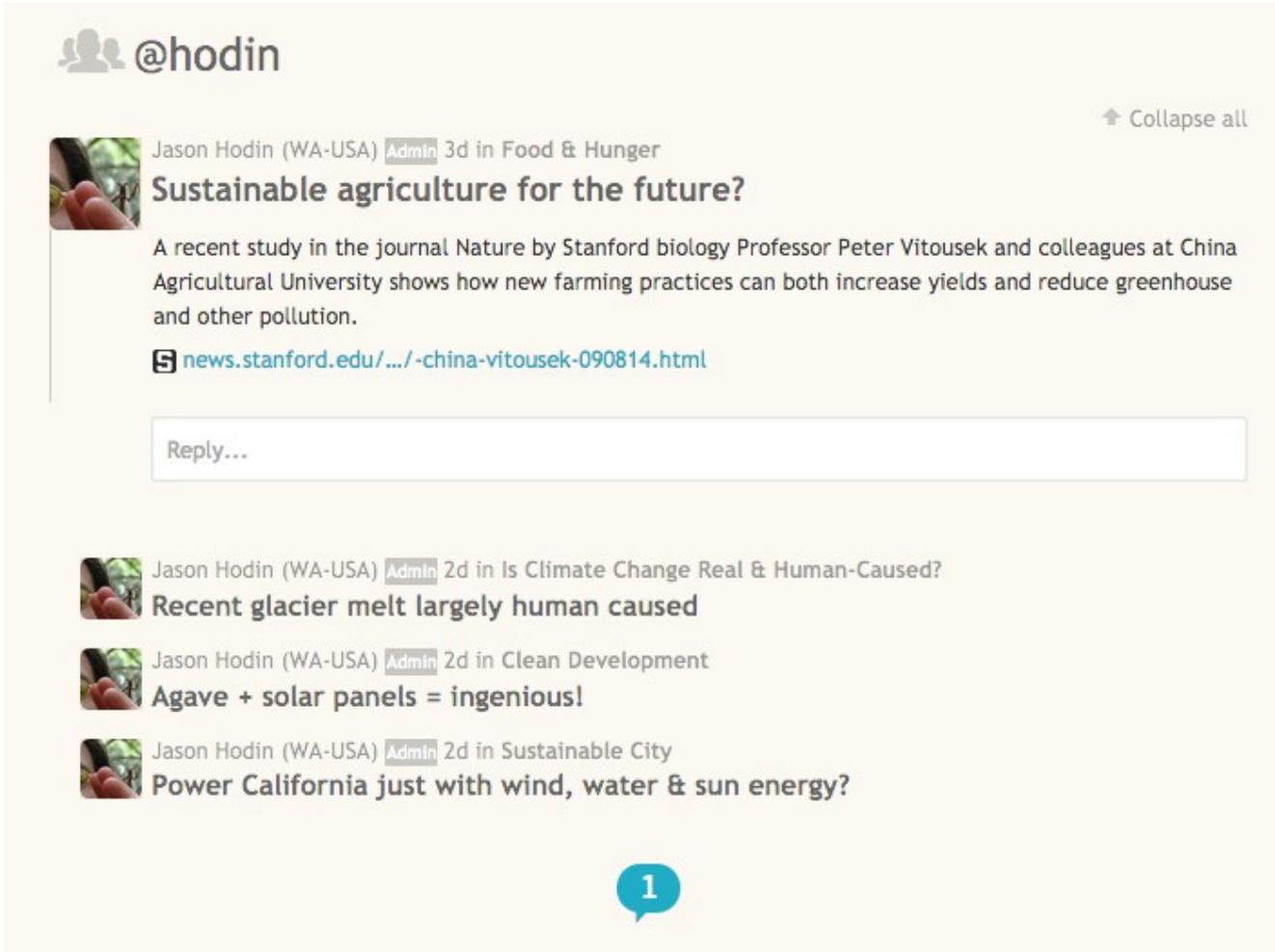
*By default you watch all posts that you wrote or in which you commented. You will be notified by email when a new comment has been made on a post you are watching. If you want to "un-watch" a post (including your own), simply click this icon, and it will turn grey.*

The  icon only appears during the first 2 minutes and 30 seconds after you write a post or comment; **pressing this icon** within that time **will allow you to edit or delete your post or comment**. After the 2 min 30 sec are over, your post/comment is permanent!

The  icon will give you access to the direct web link to that post, which you can then share by Twitter, Facebook or other means.

16. If you **click on any icon/avatar for anyone posting on our discussion forum**, you can view all of the posts & comments written by that person.

For example, here is what this profile page for Username "hodin" looks like today:



*Four comments at a time are shown,. The number in the "call-out" icon (the **1** above) refers to the number of additional (older) posts or comments that this user has written. Clicking on this icon will reveal those additional posts.*

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**Congratulations! You are now ready to discuss your carbon footprints with your peers worldwide!**

Remember to use quality internet links to support your positions, be courteous and thoughtful, and have fun!

*If you notice problems with this users guide, or if you have other questions about the forum, please email Jason at [seastar@stanford.edu](mailto:seastar@stanford.edu)*