

Four Easy Steps to the Forum Users' Guide

Step One – Signing In


At the MCFD Communications Forum web site (www.edudata.educ.ubc.mcfcd/) type your sign-in name and password in the box on the left and press enter.

Step Two – Joining the Conversation




Next, click the “Join the Conversation” icon in the middle of the page. This will take you into the Communications site where you can then select a Forum to visit (e.g., MCFD Communications Forum).

Step Three – Inside a Forum

To *visit* a Forum, click on the link beside the red icon  to the left of the page. You will see a list of Discussions that you may join. Select the one that interests you (e.g., Data Map Discussion).

You will next see a list of posts by forum members. Click on any link to *read* what others have said.

If you wish to *contribute* to the conversation, click on the  icon and type your comments in the dialogue box. Scroll down to the button when you are finished.

Step Four – Secure Logout



You must click on the logout icon to securely log out of the system. There is a link to the logout page on the bottom left of the window.