



HOW TO USE AKS Class Forums

About Forums

Most eCourses have a Class Forum (*a few of the initial offerings do not*).

The Class Forum is used as a means of communicating with the instructor during the first six months of the class. After the initial six months the students may continue to utilize the Forum to communicate with each other, however instructors will not be required to monitor activity.

Registration in the Class Forum is automatic when you register for the class.



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Accessing Forums

There are two ways to access the Class Forum and both begin by clicking on My Classes (1) on the purple menu bar. Remember, you must be logged into the AKS website.

The first and easiest way to access the Class Forum is by clicking on the correct Forum on the right hand side (2) of the My Classes page.

The second method of accessing the Class Forum is through the course itself on the left hand side (3) of the My Classes page. Note: Not all courses and/or modules include this means of accessing the Class forum.



American Kumihimo Society

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Click on any eCourse in your list to continue learning or review your completed lessons.

If you were enrolled in a eCourse that was presented via Facebook, it will not appear on this list, however, the Facebook group should still be active.

To register for a new eCourse or see upcoming eCourses

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3
These are your eCourses.

Course
▶ CBB - Fundamentals & More
▶ Color Theory Simplified

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How To Use Forums

Home (1) In the Home view posts are displayed chronologically, with the most recent post on top. As new posts are added the older posts will move down the list and eventually will not be viewable, this is similar to how Facebook works. It is not recommended to post in the Home screen but rather go to the Forum.

Forum (2) This is the best way to comment and post photos. All topics will be created by either the instructor or the Forum administrator. Use the appropriate Topic and post your Photos, ask a Question or join in on a Discussion.

Topic (3) – Often the Topics set up by the instructor align with the course modules allowing the braider to post their questions and/or photos. The instructor only monitors the Class Forum for the initial six months of the course. However, braiders will find valuable information in many of the Class Forum Topics.

Please do not start a new Topic. If a new topic is started, it will be merged into one of the existing topics.

Voices, Replies and Last Post (4)

These all let you know how many people have posted to a particular topic and also how current the discussion is.

There are two options of how you view content and how you add your comments and photos; **Home** and **Forum**.

Private Group 15 days ago
On Demand eCourse with Adrienne Gaskell
Group Admins
Leave Group

1 Home **2 Forum** Members 106 Send Invites Manage

CBB – Fundamentals & More

Viewing 13 topics - 1 through 13 (of 13 total)

3 Topic	4 Voices	4 Replies	4 Last Post
📌 Class Extended to February 27, 2019 Started by: Adrienne Gaskell	1	0	1 year, 3 months ago Adrienne Gaskell



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Posting Pictures in Forum

This is easiest completed using a computer. Once you are in the appropriate Forum Class tab, click on on the most appropriate Topic. Then scroll down to the bottom of the page and click inside the text box. Next choose the **photo icon**.

Reply To: Edo Yatsu

Your account has the ability to post unrestricted HTML content.

A screenshot of a forum post editor. At the top right, there are two tabs: 'VISUAL' and 'TEXT'. Below them is a toolbar with various icons: bold (B), italic (I), quote (speech bubble), ABC (text color), bulleted list, numbered list, indent, outdent, undo, redo, link, and a camera icon. The camera icon is circled in red. Below the toolbar is a large empty text box for the post content.

Source: Using the Source open box locate the picture/file on your computer and then click on the camera following the Source box. It will turn purple when you hover over it.

Image: Name your image.

Dimensions: This can be left blank.

Click on OK to upload your picture. Note: It is wise to watermark your pictures prior to uploading the photo.

A screenshot of a dialog box titled 'Insert/edit image'. It has a close button (X) in the top right corner. The dialog contains several fields: 'Source' (with a camera icon circled in red), 'Image' (empty), and 'Dimensions' (with two input boxes separated by an 'x'). There is a checked checkbox for 'Constrain proportions'. At the bottom, there are 'OK' and 'CANCEL' buttons.

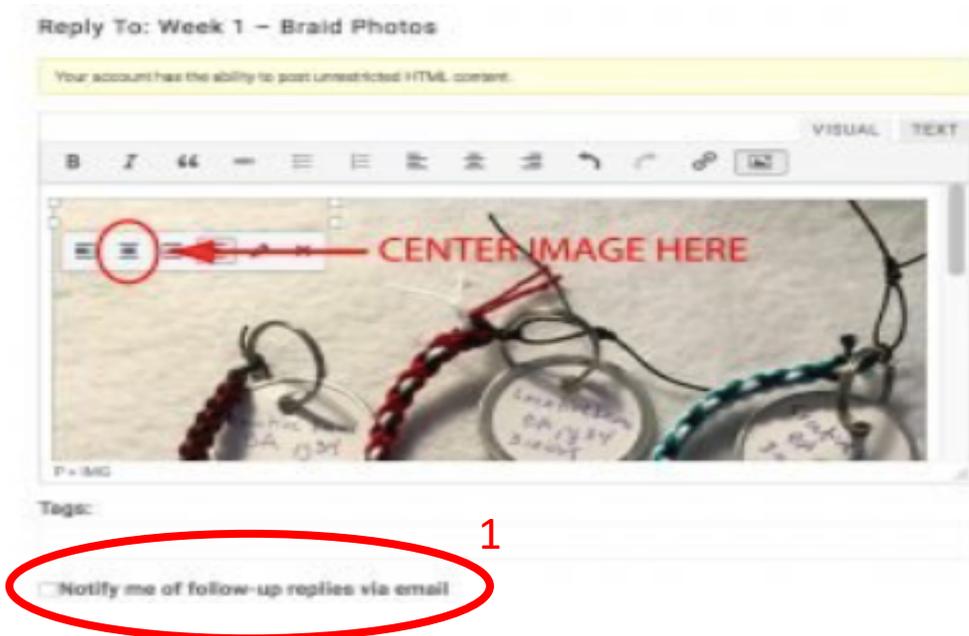


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Posting Pictures in Forum *cont.*

This is what it will look like after you upload your photo. The boxes on the corners can be used to resize your photo. You should CENTER THE IMAGE as this will make it display in the topic better.

Also click on Notify me of follow-up replies via email to receive notifications. (1)



Hit RETURN on your keyboard before adding text

Use the scroll bar on the right to scroll to the bottom of your photo.

Again, do a hard return on your keyboard before adding text.

Hit submit to enter your picture and/or text.

Note: Please try to limit personal messaging to the instructor – if you have a question, most likely someone else will have the same question and all will benefit from your question and the answer.



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Forum Etiquette

- As members of AKS you are asked to adhere to online standards of behavior. To ensure proper use of the Class Forum please keep the following in mind:
- All materials shared in this eCourse are the property of the instructor and are not to be shared with others.
- All photos shared in the Forum belong to the owner of the photo and are not to be posted or shared without the express written consent of the owner of those photos.
- We all want an environment free from advertisements, therefore we ask that there be no solicitations for personal business from participants.
- Most importantly, please participate in the **Forum** to ensure you and others benefit from asking questions and sharing your insights, photos or ideas.
- **Note: Please try to limit personal messaging to the instructor (or Forum moderators) - if you have a question, most likely someone else will have the same question and all will benefit from your question and the answer.**

HAPPY BRAIDING!