

Online Discussion Events Guidelines for Participants

1. How to participate

1.1 Registration of Stakeholders and Moderators

In order to participate users will first have to register on the website. This makes the participant able to upload documents and provide content to the ODE in the three days period where it takes place.

You can find the link to the registration page several places on the portal (http://desire.eun.org), for example in the second left text box named "sign in" as shown in the screenshot of the front page below.

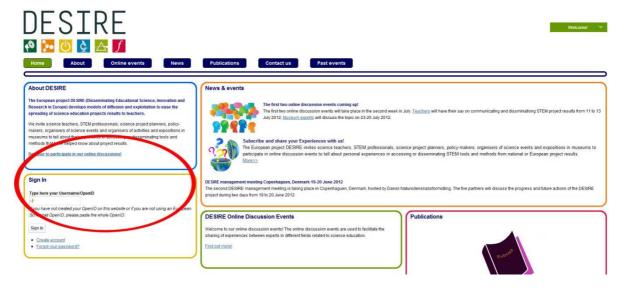


Figure 1: Registration link (http://desire.eun.org/)

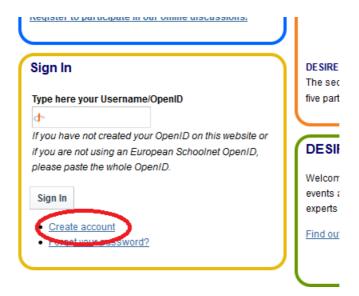


Figure 2: Creating a EUN openID account

When following the link named 'create account' the participant will access a page similar to the picture shown below.

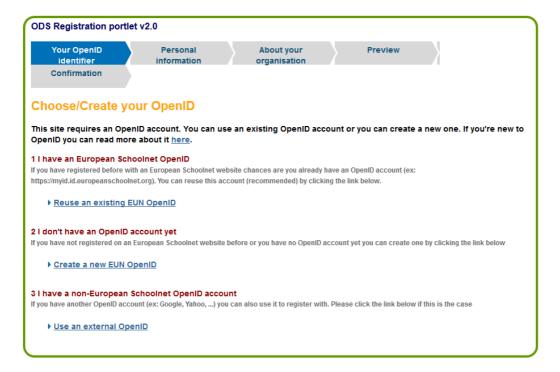


Figure 3: How to register

If the participant has already participated in online activities of European Schoolnet, it is very likely that he/she already has an OpenID. In this case he/she can use the first link named "Reuse an existing EUN OpenID". If the participant does not have an OpenID account he/she simply follows the second link named "Create a new EUN OpenID". The last link can be used if the participant already has an OpenID which he/she has used, but not in European Schoolnet activities.

When the registration has taken place the participant can enter the open ODEs by clicking on the "Online event" button in the menu. Here the open ODEs appears directly in the menu:



Figure 4: How to enter the online event

If you have problems related to the registration, please refer to the first left text box named "How to participate" in the section named "Online events" (see picture below).



Figure 5: How to participate

For further help you can contact the EUN team (Xenia.lauritsen@eun.org or premysl.velek@eun.org) that will attend the problem as fast as possible.

Bellow you find an example of an open discussion page:



Figure 6: Example of an ODE

1.2 Pre-registration

If you wish to keep informed about future the ODEs, you can subscribe to the pre-subscription form. The link can be found in the third right box in the section named "Online events". You can also find the link below.

http://desire.eun.org/communities#pre-subsription

2. ODE functionalities for participants

As a Participant you can reply to *Treads* posted by the moderators or other participants or comment on other participants' comments.

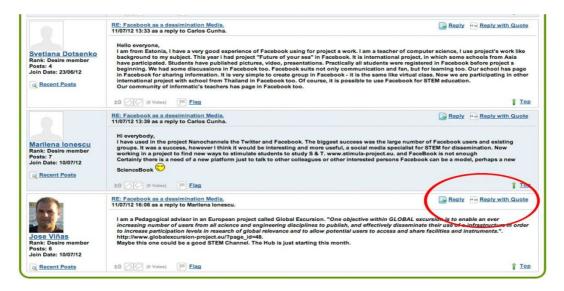


Figure 7: Participants ODE tools

Participants can "Reply" or "Reply with Quotes" as shown in figure 6.

If a participant uses the option "*reply*" to a thread, it is seen as a reply to the discussion in general or as a comment to the latest posted thread. Otherwise "*Reply with Quotes*" can be used when the participant wishes to reply to a specific post within a thread. When writing the thread message (as indicated below in figure 7), the thread text marked in red contains the original post while the participant can write her/his comment bellow (marked in blue).

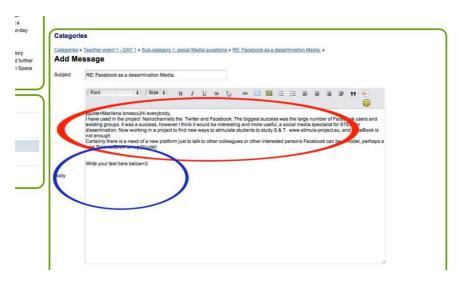


Figure 8: How to post a thread

You cannot as a participant reply to a category or a subcategory, only to treads. The treads are organised in categories and subcategories with the purpose of making it easier for the user to keep an overview of the different discussions you can participate in.