

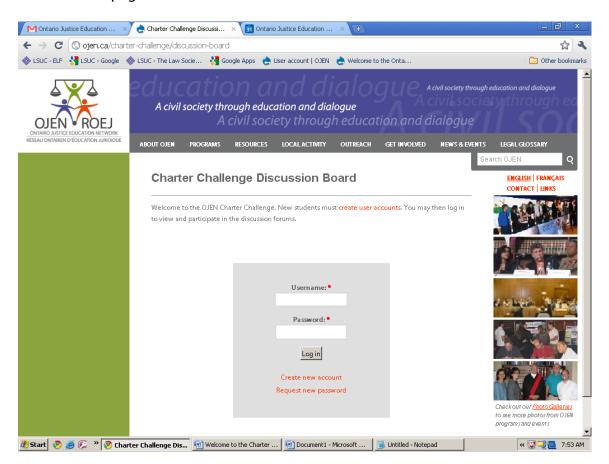
## Welcome to the Charter Challenge Discussion Board

## 1. First, Let's Create a User Account

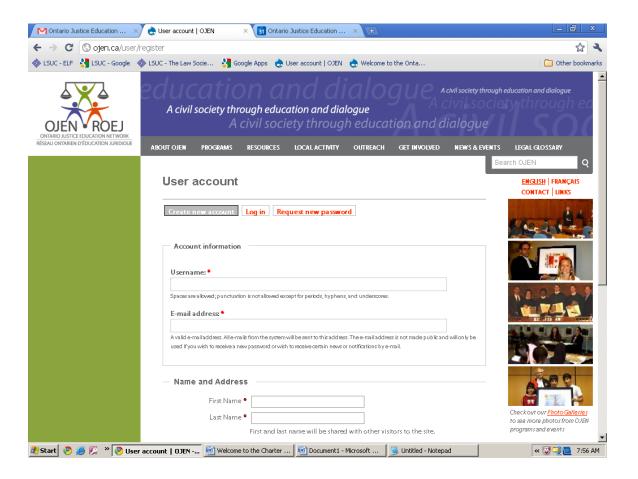
To login to the discussion board for the first time, you will need to create a username and password. (Please be aware that <u>passwords are case-sensitive</u>)

To access the discussion board page, go to: http://ojen.ca/charter-challenge/discussion-board

You will see a page that looks like this:



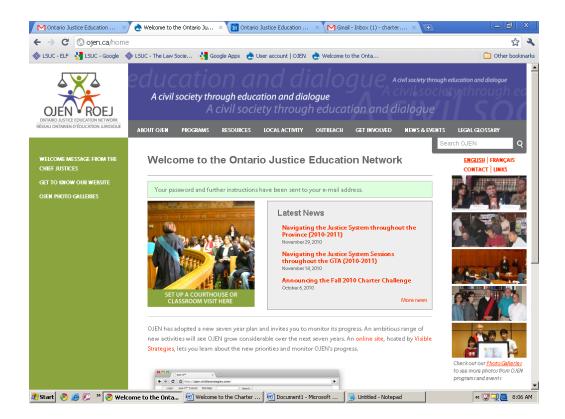
Click on: Create new account



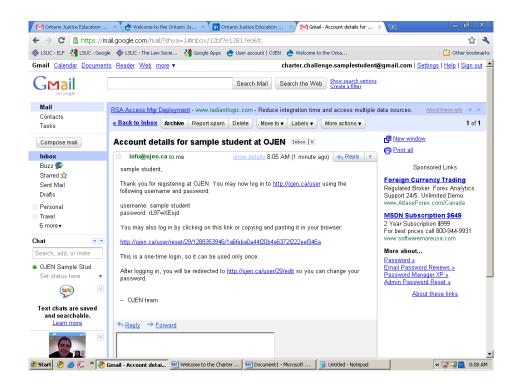
Follow the instructions on the **User Account** page. All fields marked with a red asterisk (\*) are mandatory, but nothing but your username will be made public. Information such as your email address, first name, last name and school name are for Charter Challenge administration purposes and will not be shared.

- Please remember that the required format for a username is: first name and last initial. Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.
- When you have completed the information in all of the fields, scroll down to the bottom of the page and click on the "Create new account" button.

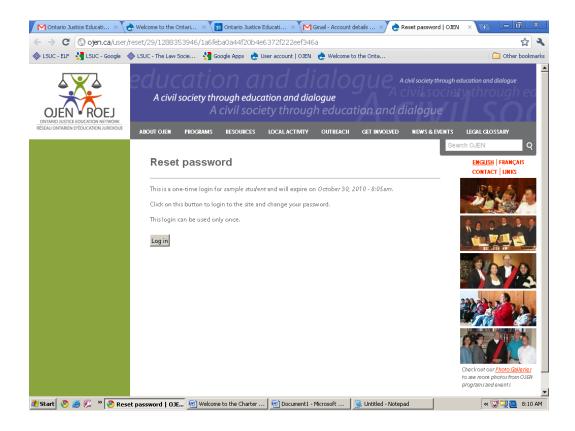
You will be redirected to OJEN's homepage with a message in the green box at the top of the page explaining: "Your password and further instructions have been sent to your e-mail address."



Once you check your email account, you will find an email from **info@ojen.ca** with a temporary password and instructions on how to login and change your password. (It is easiest to click on the longest link – the middle one – provided in the email.)



The link in the email will bring you to this page:

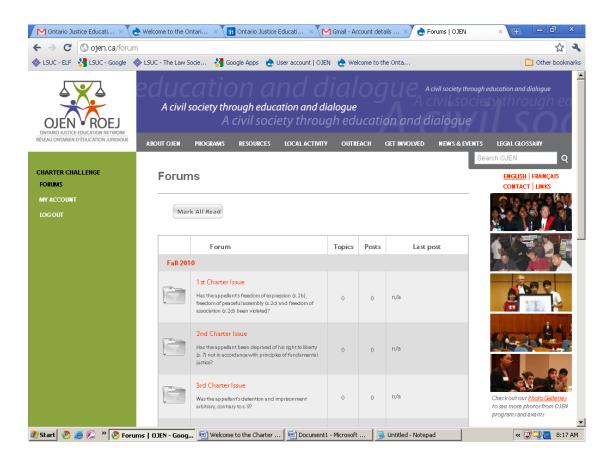


When you log in again, you will be given the chance to create a new password. It is recommended that you create a password that uses both letters and numbers.

- You can also upload a profile photo/avatar at this time. The allowed file upload size is 200px by 200px and 300kb.
- Make sure to save your changes! You are now ready to begin!

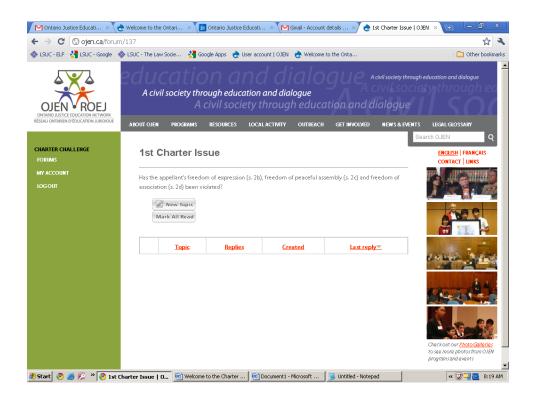
## 2. Using the Forums

The green left-hand side bar allows you to access to the online forums, your account, and a logout option. If you click on FORUMS, you will be brought to a page like this:

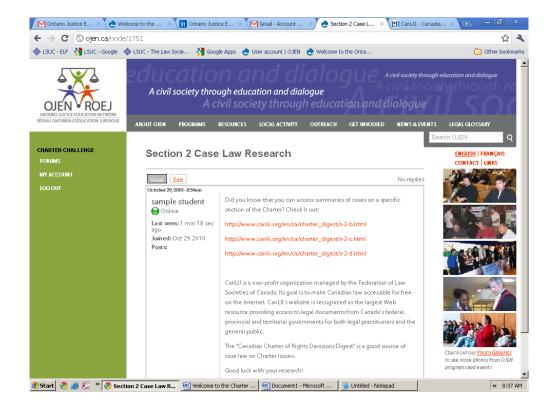


In addition to the <u>four forums on the four Charter issues</u>, you can post general comments in the "**Student Discussions**" forum, pose a question to a lawyer in the "**Ask a Lawyer**" forum, or raise any technical problems you are having with the online discussion board in the "**Technical Questions**" forum.

Let's say you're working on the first Charter issue. Click on the forum, and you will be brought to a page which looks like this:



If you click on "New Topic" you can start a new thread in the "1st Charter Issue" forum. Make sure to save your comment, and when finished, your posting will look like this:



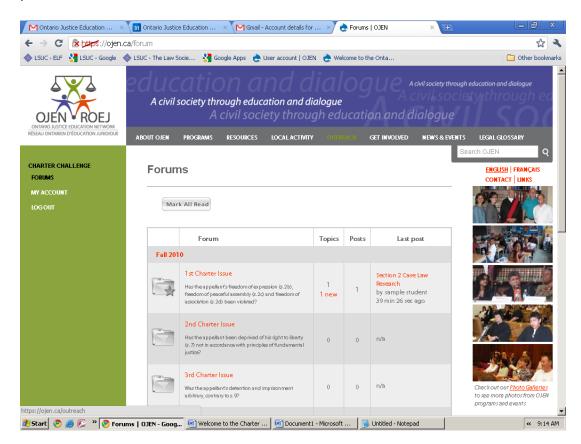
Other students can comment on your new topic by clicking on the "Post Reply" button at the top of the page. The original topic posting will always be the first posting on the page, with newer replies immediately following it. (They are arranged from newest to oldest as you scroll down the page.)

It is also possible to reply to someone else's "reply" to the original topic. You do this by clicking on the "Reply" button in their posting. If you choose to do this, instead of replying to the original topic with the "Post Reply" button, then your response will appear after the reply (and not near the top under the original topic).

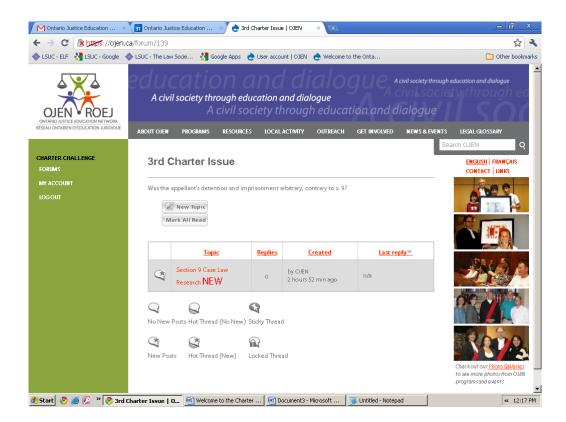
You can always create new threads by selecting the "New Topic" button on the individual forum pages.

## 3. Logging in and looking for NEW posts

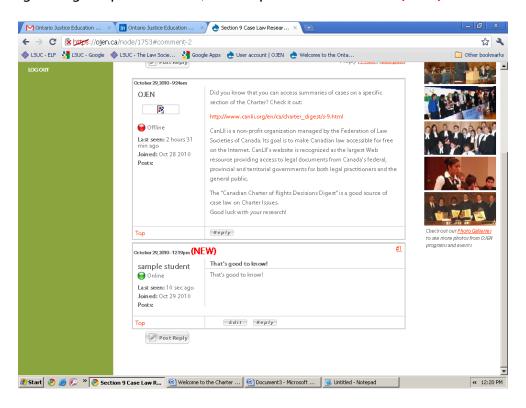
Each time you login, you can look for new posts on the main forum page. Forums which have stars on the folders in the left-hand column are forums which have new posts:



If you click on the forum, you will be brought to another page which lists the various discussion threads:



Topics that have new posts will be indicated with a star and marked **NEW** or **UPDATED** (in red letters). Topics within a forum are arranged newest to oldest. When you are scrolling through a specific thread, all new posts will be marked (**NEW**).



4. Technical Questions of Problems?
Please post any technical questions or concerns in the "Technical Questions" forum or email us at: charterchallenge@ojen.ca.
Good luck!
Ontario Justice Education Network