

Hello Students,

As you have probably discovered by now, participation in the course eBoard is worth **25%** of your final grade! “What the heck is the eBoard?” you’re asking? Read on.

The eBoard, which is where you'll engage each other in online discussions, can be found by navigating to this URL: <http://fmsboards.asu.edu/eboard>

I’ve created directions for the eBoard (which is brand new this semester). These directions are simple, but they have three parts (so you may want to print them out):

1. Creating a User ID & Password
2. Registering for your specific class eBoard
3. Using the eBoard and Posting Replies

Follow these simple directions below, and you will be ready to go for the first day of class. If you have any questions, please email me at kmitton@asu.edu

-- Kevan Mitton, Tech Support

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Creating a New Username & Password

1. Go to: <http://fmsboards.asu.edu/eboard>
2. Click the “Register” button in the top-right corner (below the search box)
3. Click “I agree to these terms”
4. Select a username and fill in the required registration fields.

When you register, you are **REQUIRED** to create your User ID according to the following format:

LAST NAME and then FIRST NAME (e.g., SpielbergSteven, LucasGeorge, ScorseseMartin)

(SSpielberg, StevenSpielberg, GLucas, or GeorgeLucas are **NOT** acceptable.)

Anything posted under User IDs that don't follow this format will not be graded.

5. Click “**Submit.**” You will then receive **the first email** with your User ID and password. Save this email and write down your User ID and password. (Note: This first email does not grant you access to the eBoard. See below for more details.)

The next step is to register for your class eBoard. See directions below.

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Registering for Your Class eBoard

Each class has its own eBoard. So if you are taking more than one class, *you must register for each class eBoard separately.* (For example, if you are taking both FMS 351vm and FMS 440mg, you would sign up for the 351vm eBoard AND the 440mg eBoard.) Below are directions for registering for your class eBoard. Please follow them carefully.

1. Go to: <http://fmsboards.asu.edu/eboard>
2. Login using your existing user ID & password. (The "Login" button is in the upper right corner.)
3. Click the "**General Information**" link (1/2 way down the page, on the left).
4. Click the "**Joining Your Course Discussion**" link.
5. Click the "**Click Here to Select Your Courses**" link (in light blue, below the paragraph in black).
6. The Course Management screen will display a list of all available classes that a student can join. To apply for access to any course, click one of the radio buttons next to the course title, and then click "**Submit**" at the bottom of the page.
7. The next screen will confirm that you are requesting access to join the course. Click "**Yes**" to complete the request.
8. The screen will say that you must wait for someone to approve your request. Once you have been approved, you will receive a **second email** that says you can now access the class eBoard. **You will not be able to access the class eBoard until you receive this second email.**

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Using the eBoard -- Posting Replies (Hint: Never click on "NEW TOPIC")

Once you have been approved to your class eBoard, you are ready to start posting! Follow the directions below to learn how to post correctly. **Posts that do not follow the directions below will NOT be counted toward your grade.**

- 1) Go to: <http://fmsboards.asu.edu/eboard>
- 2) Login using your existing user ID & password. (The "Login" button is in the upper right corner.)
- 3) Click "Board Index"
- 4) Click on "**Lesson 1**" (If you have 2+ classes, make sure you are posting to the correct eBoard. The eBoard title is in small, dark red print, usually right above the "Lesson 01" link.)
- 5) Click "**Post Reply**" and write your answer to the question. (**Never click on "New Topic"**)

(It may seem overwhelming at first, but don't worry -- it'll all click into place before you know it!)

If you have any questions about registering or using the eBoard, please email me at kmitton@asu.edu. But if you have questions regarding when posts are due, getting credit for posts, or other class-related questions, please email your TA or professor.

Have a great semester & Good luck!

-- Kevan Mitton, Tech Support