

## Log In

Once in the Groups log-in area, enter your user-name and password and click LOGIN.

If you forget your password, enter your user-name and click LOGIN. A window will pop up, offering to email your password to you.

## Share Your Knowledge

Sharing your knowledge is important to the success of your Culturescope online working group. You can share information by posting almost any kind of file: a PDF file, an MS Word document, a photograph, a PowerPoint presentation, a media file, or another website.

**1** In the "Participate" area, click on ADD RESOURCE. You will have several knowledge objects to choose from that will guide in how to classify your document. For example, you can choose to classify a resource under Studies and Reports or under Guides and Case Studies.

**2** Click on the type of knowledge object you wish to add and click ADD.

**3** Fill in the appropriate information, giving as much detail as possible. To attach your document, scroll down the page to click the BROWSE button. Locate the file you wish to add on your computer. Finally, scroll to the bottom of the page and click FINISH.

The website will automatically refresh when all required fields in the pop-up window are filled in. Another message will let you know if any required fields are left empty.

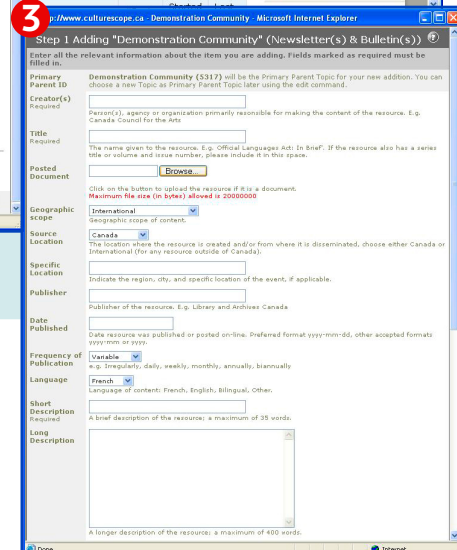
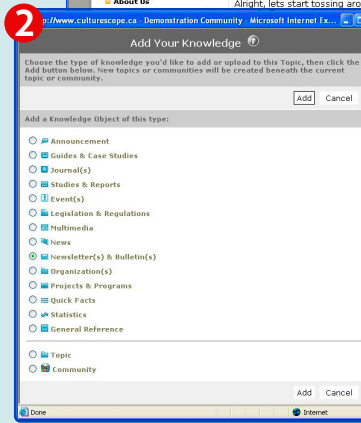
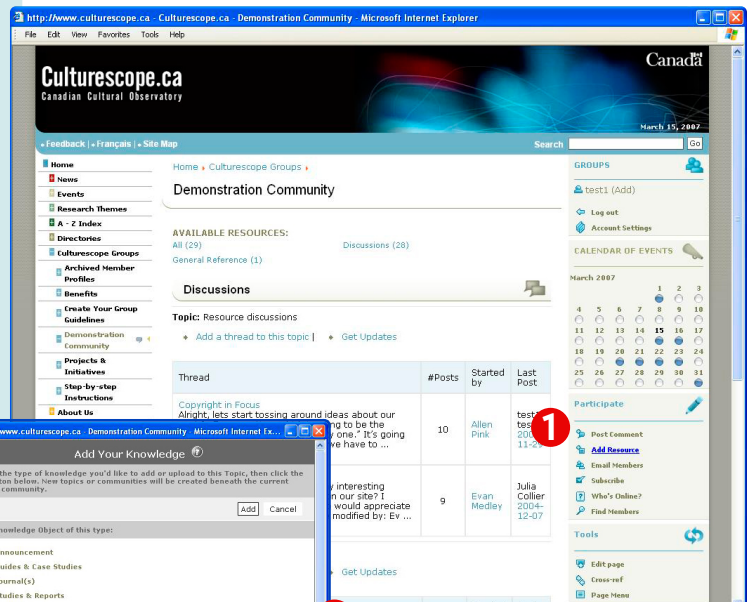
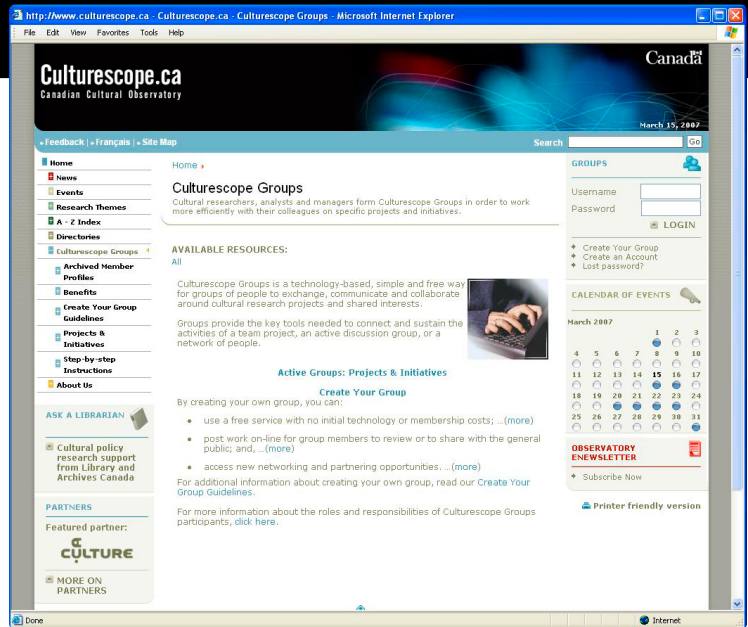
If a document is bilingual, you have the option to upload the resource in both French and English.

Once you have filled in the required fields in the pop-up window in English, scroll down to the bottom of the window and click GO.

Fill in the required fields in French.

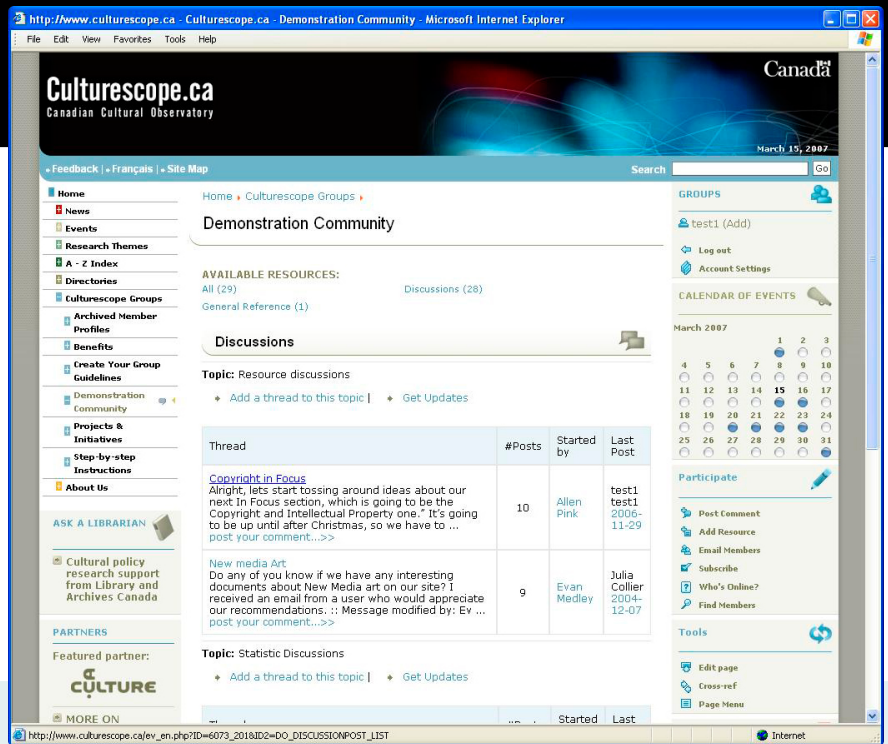
Scroll down and click TERMINER.

You can easily correct any mistakes in uploading your resource document by clicking first on your resource and then on EDIT PAGE under the "Tools" section. A pop-up window with the same fields as the first window will appear. Change the necessary required fields, scroll down, and click FINISH.



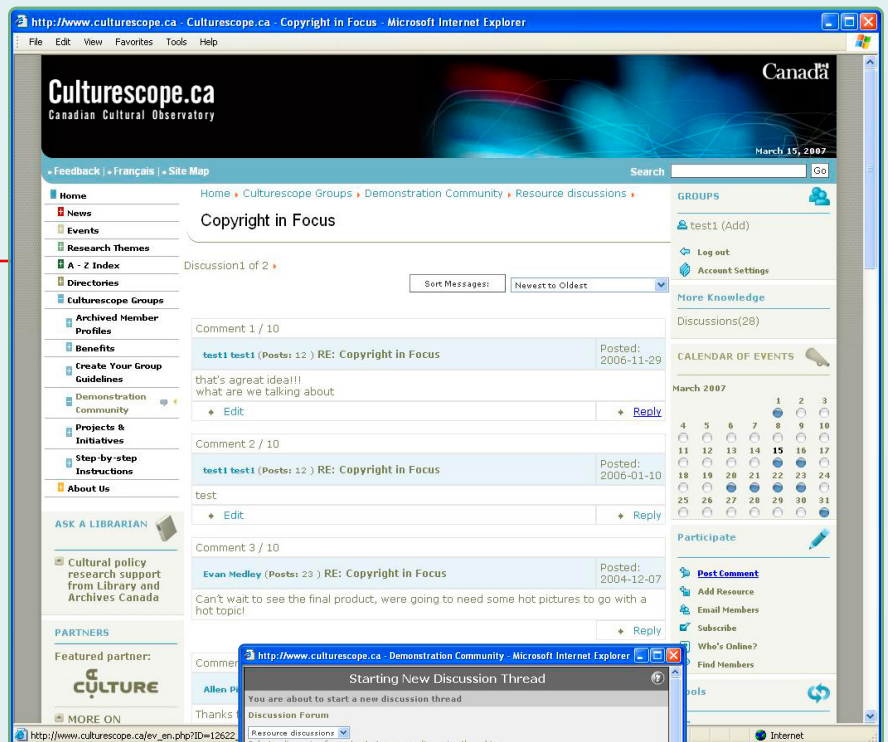
## Participate in a Discussion

Only Culturescope Groups members will be given discussion rights with the group in which they are registered. A member can participate in a discussion by adding a discussion link or starting a new discussion thread.



If you wish to read and then reply to a discussion, click on it and scroll down to where you see REPLY. Add your comment. It will appear in the discussion thread.

If there is no discussion thread underway or if you want to start one yourself, click on POST COMMENT in the "Participate" section.



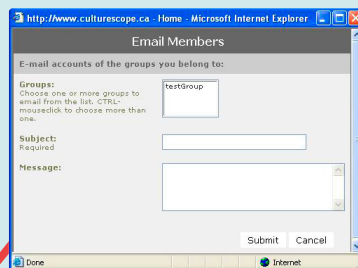
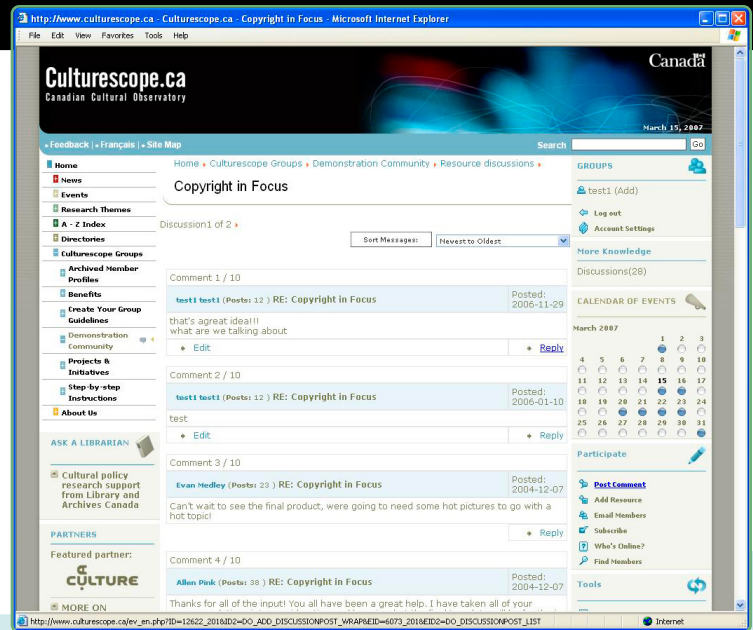
Enter a subject and a message in the pop-up window. Then click SUBMIT. Your message will soon appear.

## Subscribe to a Page

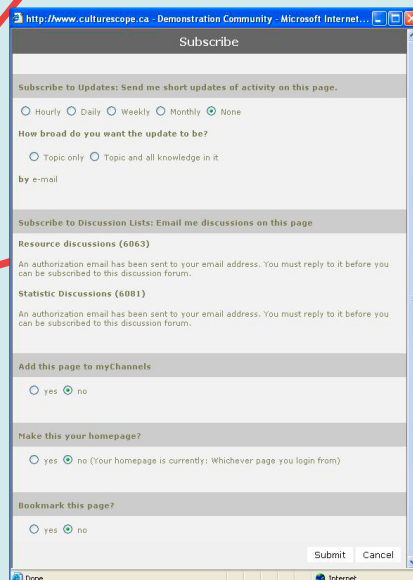
Members will be notified by email whenever a new knowledge object or a discussion thread is posted on their group's space.

Members who also subscribe to the home page will be notified whenever anything anywhere in the site is updated.

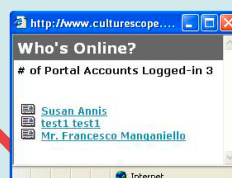
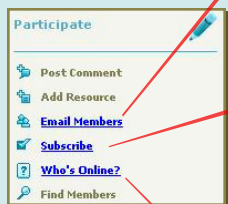
We highly recommend subscribing to daily or weekly updates. Timely information updates will help keep your online working group active.



Lastly, you can email members of your working group while working online. Click on EMAIL MEMBERS under the "Participate" section. Highlight your group's name, fill in the "Subject" and "Message" fields, and click SUBMIT.



Go to the page you would like to subscribe to and choose SUBSCRIBE in the "Participate" menu. Choose how frequently you would like to receive updates.



This service will save you time and allow you to interact directly and more efficiently with your members. You can check which of your members are currently logged into the site at any time by clicking WHO'S ONLINE under the "Participate" section.