


# Navigating the FLARE Discussion Forum

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## Login

Go to the FLARE Web Site, [www.flareassessment.org](http://www.flareassessment.org) and log in using the user name and password provided by FLARE. If you forgot your password or would like to be included in the FLARE Community, contact the FLARE project at: [info@flareassessment.org](mailto:info@flareassessment.org).

Click on the Discussion Forum button.

FIGURE 1

## Organization

You will now have access to the FLARE Forum based on your user role, for example, if you are a member of a Participating School District, you will be able to see various sections of the FLARE Discussion Forum including your District forum and the FLARE Support section.

The FLARE Forum is organized into **Categories, Forums, Topics, and Post / Replies.**

In Figure 2, FLARE Support is a **Category**, and FLARE Suggestion Box is a **Forum**.

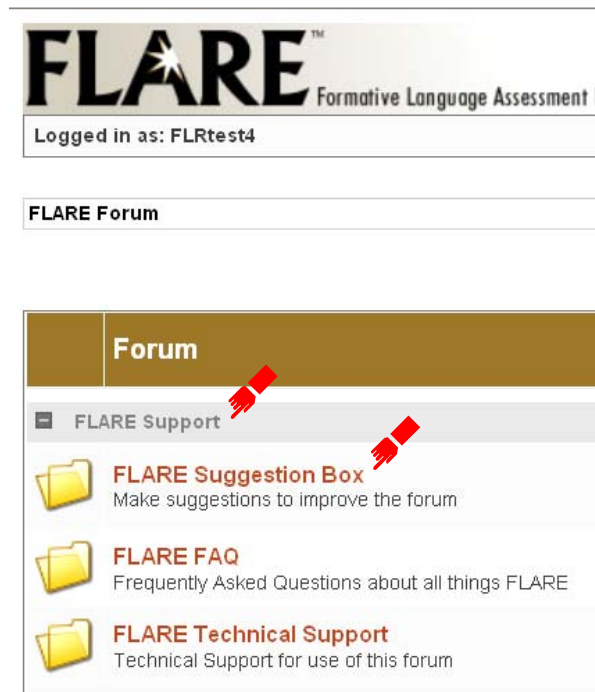


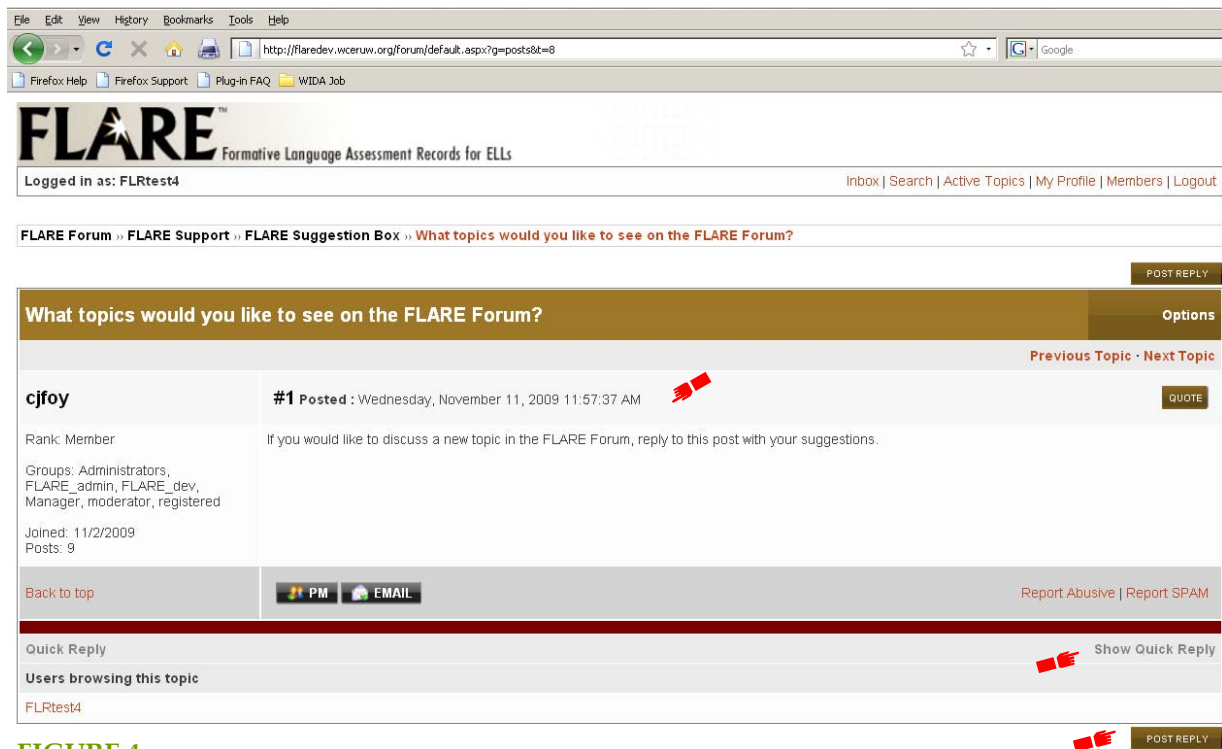
FIGURE 2

When you click on the Forum, you will be able to see all the **Topics** within the Forum. In Figure 3, the Forum, FLARE Suggestion Box, is still indicated in the gold bar at the top and “What topics would you like to see on the FLARE Forum?” is the **Topic**.

FLARE Suggestion Box					
Topics	Topic Starter	Replies	Views	Last Post	
 What topics would you like to see on the FLARE Forum?	cjfoy	0	32	Wednesday, November 11, 2009 11:57 AM by cjfoy	
Users browsing this forum					

FIGURE 3

When you click on the Topic you will be able to see all the **Posts / Replies** within the Forum. The Topic is still indicated in the gold bar at the top and “What topics would you like to see on the FLARE Forum?” is the **Topic**. The initial posting is #1 Posted, and usually asks a question or gives instruction.



The screenshot shows a Firefox browser window with the URL <http://flaredev.wceruw.org/forum/default.aspx?g=posts&t=8>. The page header includes the FLARE logo and navigation links. The breadcrumb trail is: FLARE Forum » FLARE Support » FLARE Suggestion Box » What topics would you like to see on the FLARE Forum?. The main content area shows a post by user 'cjfoy' with the title 'What topics would you like to see on the FLARE Forum?'. The post is marked as '#1 Posted' and includes a red ribbon icon. The post content reads: 'If you would like to discuss a new topic in the FLARE Forum, reply to this post with your suggestions.' The user's profile information is visible on the left, including their rank (Member), groups, and join date. At the bottom, there are options for 'Quick Reply' and 'Users browsing this topic'.

FIGURE 4

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## Posting

You can reply to the Post by clicking on either the Show Quick Reply button or the Post Reply button. The Post Reply button has more features and allows you to format the post, include a quote from another post, and attach a document. The Quick Reply is text only, however you can re-enter your Quick Reply and edit it or attach documents.

You can attach a document to your reply by selecting POST REPLY and checking the box next to “Attach files to this post?” You can find your document with the BROWSE button. Please note that when you select your document it will not appear in the box next to the BROWSE button, you have to select UPLOAD before you can see that it has been attached to the reply.

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## Crumbs

Use the Crumbs line to navigate back to the main FLARE Forum page (Figure 4).



FIGURE 4

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## Logout

Is in the upper right hand corner of the FLARE Forum menu (Figure 5).



FIGURE 5

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## Please note

We are always working to refine and improve the FLARE Discussion Forum and appreciate your feed back, ideas or posts to the Suggestion Box.

*See you on the FLARE Discussion Forum!*