



EHDI GRANTEE DISCUSSION BOARD – TIPS FOR USE

These tips share some basic information to help you get started on the discussion board. If you have any questions, feel free to call or email Becky Stewart at the Improve Group (877) 467-7847, ext 13 or beckys@theimprovegroup.com.

Remember this **discussion is shared** by fellow grantees, the technical assistance team and OMMH staff. We encourage you to participate as you would in a professional meeting with these same people, but remember that your contribution is “written” so take the time to ensure you are posting what you mean to post.

STEP 1: LOG IN AND JOIN THE EHDI DISCUSSION

Go to the discussion board online by clicking on “Join the Discussion” at <http://www.health.state.mn.us/ommh/grants/ehdi/forgrantees/index.html>

You will need a user ID and password. You will receive an email from the Minnesota Department of Health with this information. You can set your own password after the initial one MDH gives you. Your log in name helps us all know who you are and what organization you work for.

Save the web location as a “favorite” on your browser. That way, you can easily check back.

When you log in, review the rules and click “OK”

Next, you will come to your Welcome page and see two folders. Click on and review the contents of “Quick Help” for additional directions on using the discussion board. Then, check out the EHDI discussion board by opening the folder “Eliminating Health Disparities Initiative Discussion Board”.

STEP 2: NAVIGATION OR HOW TO GET AROUND THE DISCUSSION BOARD

At the **top** of your screen, you will see the line of folder locations showing the trail of folders you have clicked on [see red box on screen shot below], just like the address line in a web browser or your explorer window when you navigate to a document in Windows.

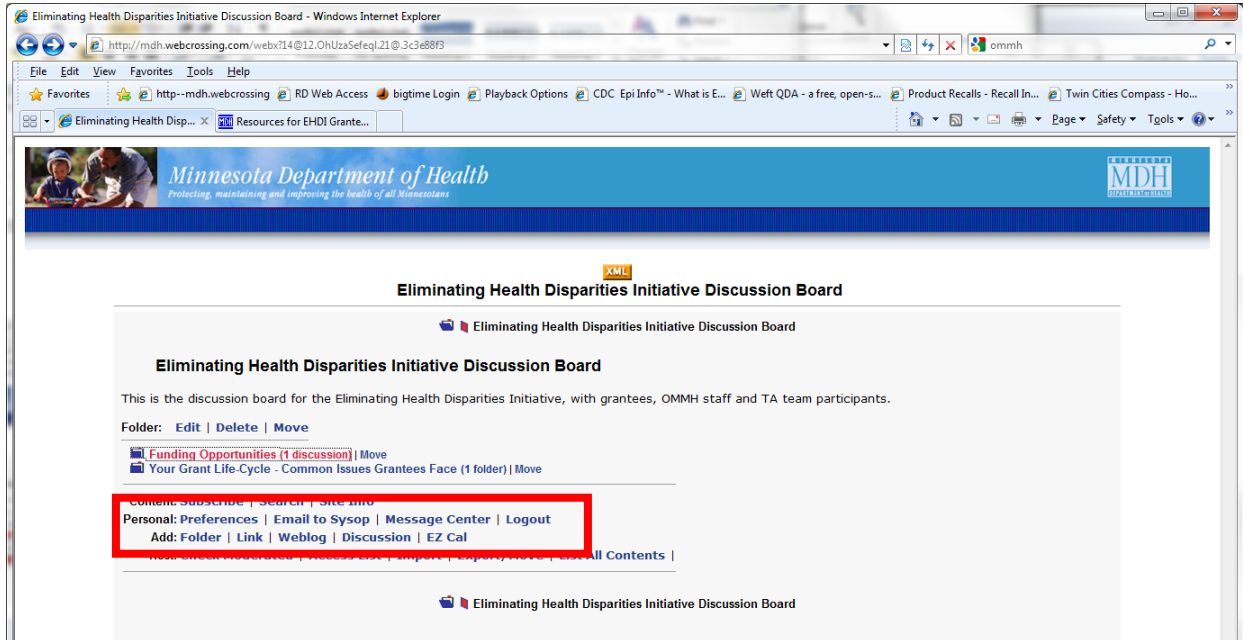
You go backwards through the path by clicking on this string at a previous location, or by using the “back” button on your browser.

The screenshot shows a Windows Internet Explorer browser window displaying the Minnesota Department of Health website. The address bar shows the URL: <http://mdh.webcrossing.com/webx714@12.0hUzaSefeqL23@3c3e8acf>. The page header includes the Minnesota Department of Health logo and tagline: "Protecting, maintaining and improving the health of all Minnesotans".

The main content area is titled "Funding Opportunities" and features a breadcrumb navigation path: [Eliminating Health Disparities Initiative Discussion Board](#) > [Funding Opportunities](#). This path is highlighted with a red rectangular box. Below the breadcrumb, the page content includes a description of the discussion board, a "Folder: Edit | Delete | Move" section, and a list of items, such as "CURA - requests for student research due October 30th, 2010 | Move".

At the bottom of the page, there is a copyright notice: "(c)2002 -2010 Web Crossing All rights reserved" and a "Show Edit Links" button. The contact information for comments or questions is provided as "health.forums@state.mn.us".

On the **bottom** frame of your screen you will see more navigation options (see red box on the screen shot below). A few key items are described below.



CONTENT

Subscribe: This sets up how you can keep track of the discussion in your email. You can either

1. Get a “digest” of all new content in the discussion or,
2. Sign up to get an email every time something new is posted.

A digest is recommended so your email inbox doesn’t get overwhelmed with messages. If you want to make more adjustments (for instance, how often or when you get digests) click on **Preferences** in the **Personal** menu.

Search: You can use this if you are searching for a particular posting; for instance, perhaps you wanted to go back to some discussion about a particular grant.

PERSONAL

Preferences: We suggest making sure your email address is correct here. Also, set your notification schedule here for when you want to get your email digest of message on a discussion.

Logout: Click here to log out.

STEP 3: JOIN THE DISCUSSION!

Folders are used to sort topics and discussions on the Discussion Board. A folder organizes contents; the discussion is where you and others post comments and questions. Click on a folder or discussion to check out its contents.

Want to add your own two cents to the discussion?

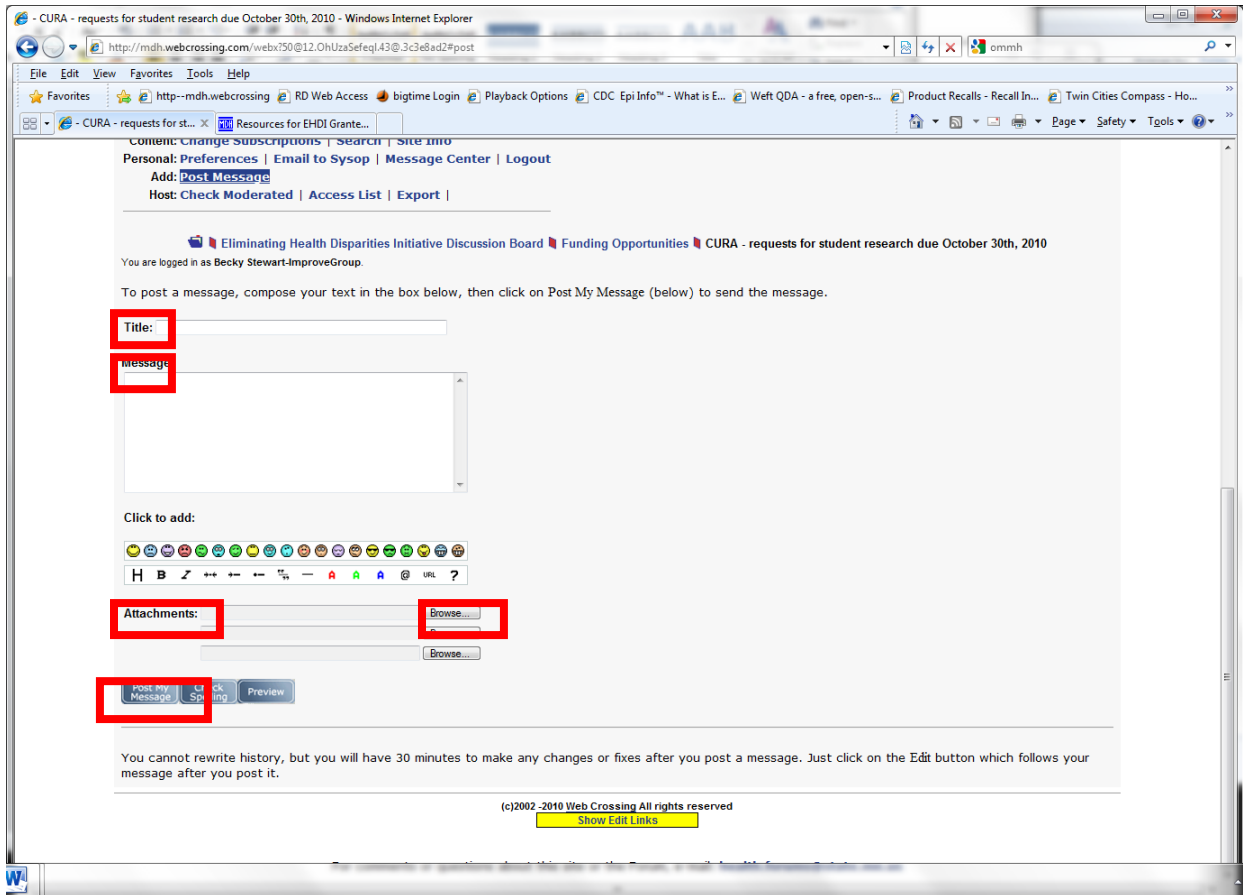
The **Add menu** allows you to add content. You have the option of adding a **folder** if you are in a folder or add to the **discussion** if you are in a discussion. When you get to the discussion level the **Add** menu lists “Post Message” [see red box below]. Click on this, then title and type your message.

The screenshot shows a web browser window with the following content:

- Browser Title:** CURA - requests for student research due October 30th, 2010 - Windows Internet Explorer
- Address Bar:** http://mdh.webcrossing.com/webx/50@12.0hUzaSefeq.43@3c3e8ad2
- Page Header:** Minnesota Department of Health logo and tagline: "Protecting, maintaining and improving the health of all Minnesotans".
- Breadcrumb Trail:** Eliminating Health Disparities Initiative Discussion Board » Funding Opportunities » CURA - requests for student research due October 30th, 2010
- Discussion Title:** CURA - requests for student research due October 30th, 2010
- Post:** Becky Stewart-ImproveGroup - 09:36am Sep 30, 2010. Content includes information about CURA Community Based Research Programs and a link to www.cura.umn.edu/Programs/ApplicationProcess.php.
- Discussion Controls:** Edit | Delete | Move | Freeze this Discussion
- Message Input:** A text area with the placeholder "(No messages yet. Post a message.)" and a toolbar with icons for RETURN, ALL, FIRST, TOP, LAST, and POST.
- Footer Menu:** Content: Change Subscriptions | Search | Site Info; Personal Preferences | Email to Sysop | Message Center | Logout; **Add: Post Message** (highlighted in a red box); none check moderated | Access List | Export |

You can also attach documents to your post, such as Word documents or pictures. This works just like email. Click on the browse button to locate a file on your computer and attach it to your post. [see screen shot below]

When you are done, click on the blue button at the bottom to “post my message” [see screen shot below].



You are posting to the discussion board! Congratulations!

If you have any questions, do not hesitate to contact Becky Stewart at the Improve Group (877) 467-7847, ext 13 or beckys@theimprovegroup.com for some help.