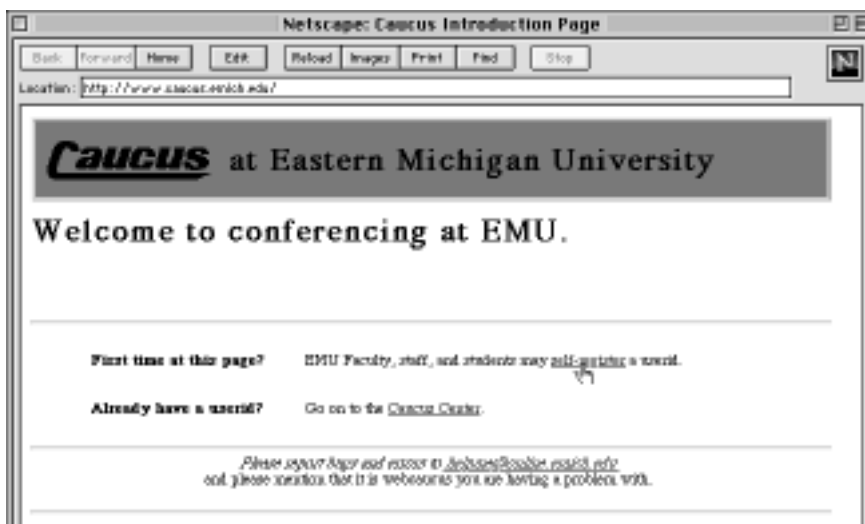


Getting Started with EMU's WebCaucus

Signing in for the first time

1 In the Location box in your web browser, type in the Caucus URL: **http://www.caucus.emich.edu**
This address takes you to the sign in page for EMU's Web Caucus.

If this is your first time using WebCaucus, click on **self-register** (see illustration). You only need to register the **first** time you log into Caucus. Next time, you will already be registered, so choose **Go on to the Caucus Center**.



2 A screen will pop up asking you to fill in the boxes with your username. In the next two boxes, create a password for yourself and enter it twice. You can choose your own password. Don't know what a username is? The directions on the screen will link you to an explanation about what it is and how to get one.

3 Another screen will pop up, asking you to enter your username and password. Enter the same username and password you used in step 2. You will see a new box asking you to

confirm your password. In the future when you enter Caucus, these are the screens you will see each time you sign in. Be sure you remember your password!

4 The next screen asks you to enter information about yourself. In the box where it asks for your name, put your real first and last name (not your username). Your name is required. This will be used to identify you each time you put a response in Caucus. If you put your email address in the box requesting it, others can click and send you a personal comment. A short description of yourself is a good way to introduce yourself electronically.

Joining a conference

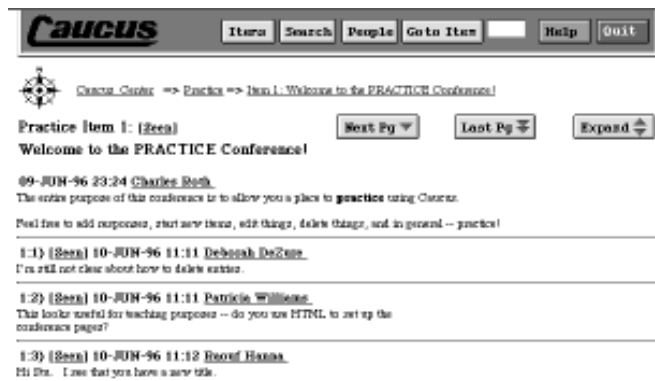
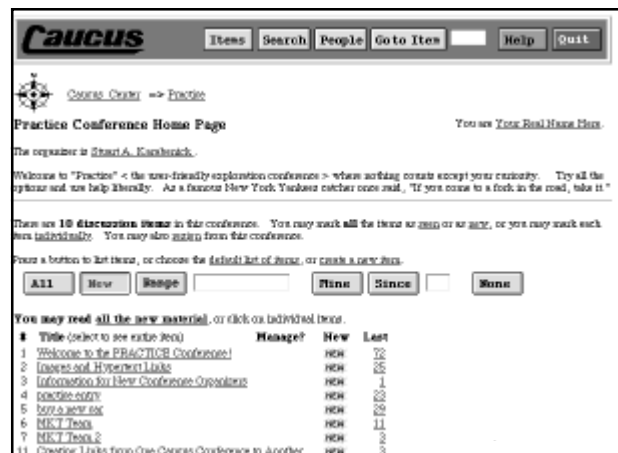
At the Caucus Center Page, you will see your name and a list of some public conferences. You can enter one of these by clicking on the underlined title. If your conference isn't listed, type in the name of the conference you want to join in the blank box and press **JOIN**. If you don't know the name of the conference or want to see what else is open, choose the all conferences option. When your conference comes up, you can choose to join by clicking on the Yes! button.

Checking new items

Now that you have joined your conference, you are at the Conference Home Page. It lists your conference's organizer, along with the discussion items and options for viewing them. You can read new responses, create your own item, or send a message to the organizer by clicking on the link to his/her name.

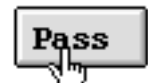
The easiest way to get started is to click on the first **New** item (these appear in yellow). Each time you enter the conference you will have a list of anything that you have not read before. (Hint: if you want to see an item that is not listed because you've already read it, click the **All** button.)

New	Last
NEW	72
NEW	25
NEW	1



Items, like the one on the left, are individual discussion topics that an instructor or conference member starts. Participants can add their questions, comments, or thoughts by responding to any topic. Items and responses are ordered by when they are submitted by the participant. In each, the author is identified and the response is time stamped. This allows for conversation even when all participants can't be present at the same time or place.

Each time you sign in to the conference, new items and responses will be highlighted. When you finish reading an item and responses, you can click on **Pass** to go to the next new item.

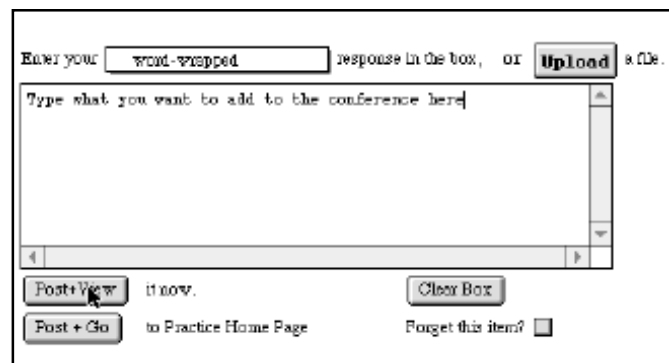


Adding a response

When you want to add your thoughts to an existing topic, you have an edit box at the end of all the responses where you can type in your ideas. Just put your cursor in the box and begin to type the same way you would in your word processor. You can also copy and paste text into the box that you created in a program on your computer.

When you are done typing, the best choice is the **Post & View** button, which will update the screen so you can see what your response looks like. Your response will appear just above a new, cleared text box with your name and the date automatically added. If you want to make a change, you will have an **Edit** button which will reopen the text box for editing.

When you are satisfied with what you wrote, select the **Pass** button and you will be taken to the next new item or back to the Conference Home Page.



Learning more

Additional documentation for EMU's WebCaucus is available from inside Caucus by choosing the **Help** button at the top of the page. There is a tutorial and tips on more advanced features. The Practice conference is a good place to see examples of how to use Caucus.

If you have a question, you can send email to the Learning Technology consultants at helpme@online.emich.edu or call them at (313) 487-4325.



Quitting WebCaucus

To leave WebCaucus, use the red **Quit** button at the top of the page. By quitting, you prevent others from using your login to access the conferences.



For additional copies of this document, check the web at <http://www.emich.edu/public/lt/caucus.html>