

Leap into Science: *Forum Guide*

What is the Leap into Science Forum?

This is a private forum where Leap into Science educators and state leaders can convene to share successes and challenges, ask questions, and learn more from the nationwide network that we’re forming.

Find an awesome new book about balance? Share a link to purchase it here.

Host a successful workshop at your library? Share best practices here.

Have a question about your materials? Ask it here.

The forum is moderated by Leap into Science staff, but it’s a place for you, our network, to create and use in the way that is most helpful to you.

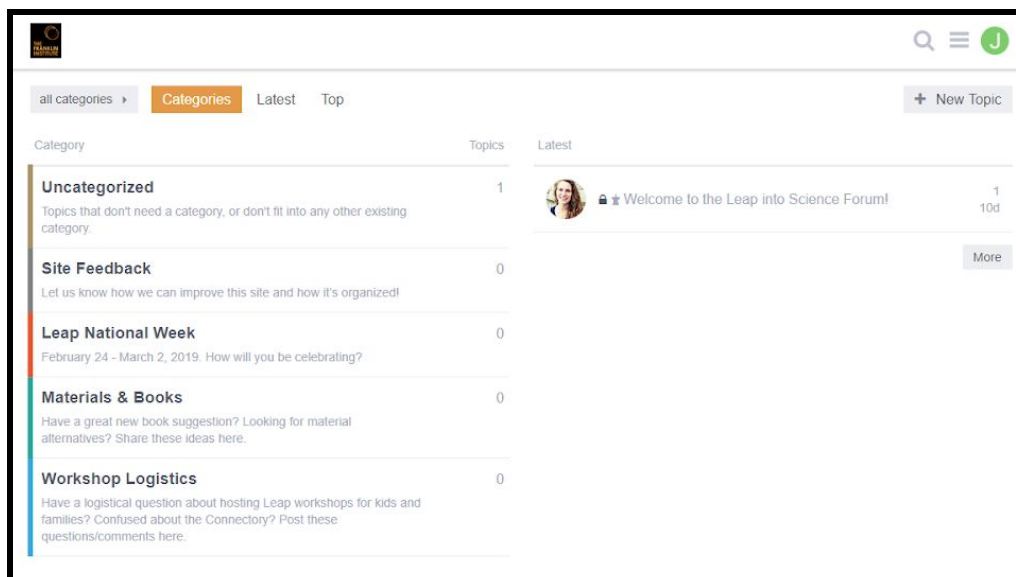
How do I access the forum?

You’ll receive an email inviting you to make an account. Once you’ve created your account, access the forum from the “forum” tab on the [Leap into Science website](#), or by going to forum.leap.fi.edu. Contact Jillian Clark at jclark@fi.edu with any issues accessing the forum.

FORUM FEATURES

HOMEPAGE

Your homepage should look like the image below. Along the left side, posts will be arranged by category. Along the right, posts will be displayed chronologically, showing the most recent at the top.



RETURNING TO THE HOMEPAGE

At any time if you’re trying to get back to the homepage, click **The Franklin Institute Logo** in the upper left corner.



LEVELS OF CONVERSATION

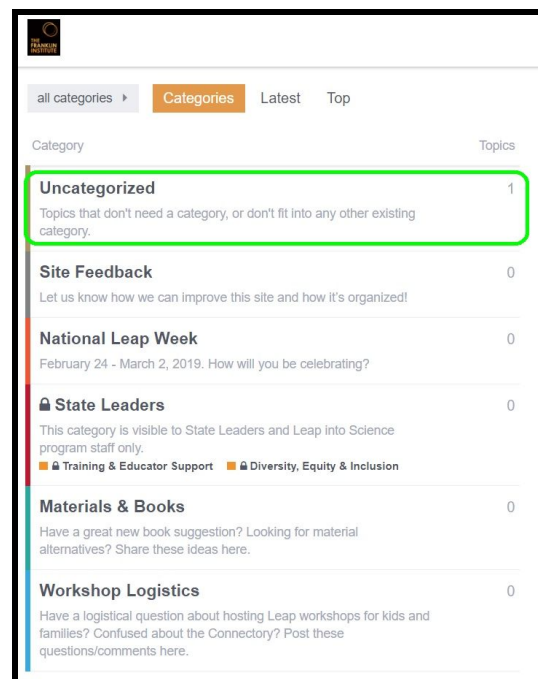
Category | Topic | Reply

Category

We've started the forum with three categories: National Leap Week, Materials & Books, and Workshop Logistics. Categories are the **most broad** grouping on the forum, and only Leap into Science Program staff can create them.

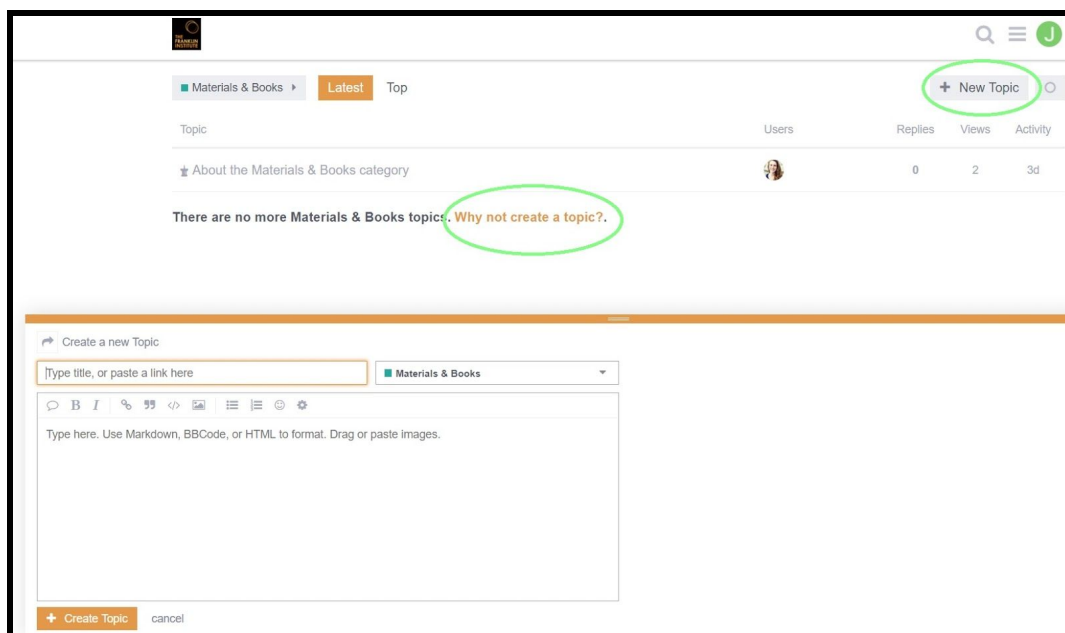
Have something to discuss that doesn't fit within the categories we've provided?

Place it in the **uncategorized** section (circled at right).
We'll monitor this section and create new categories as needed.



Topic

Topics are nested within categories, and are **more narrow** than categories. You, the users, can **create topics**. Nested within the Materials & Books category, for example, you might wish to start topics about “Affordable book vendors” or “Alternatives for workshop materials.”

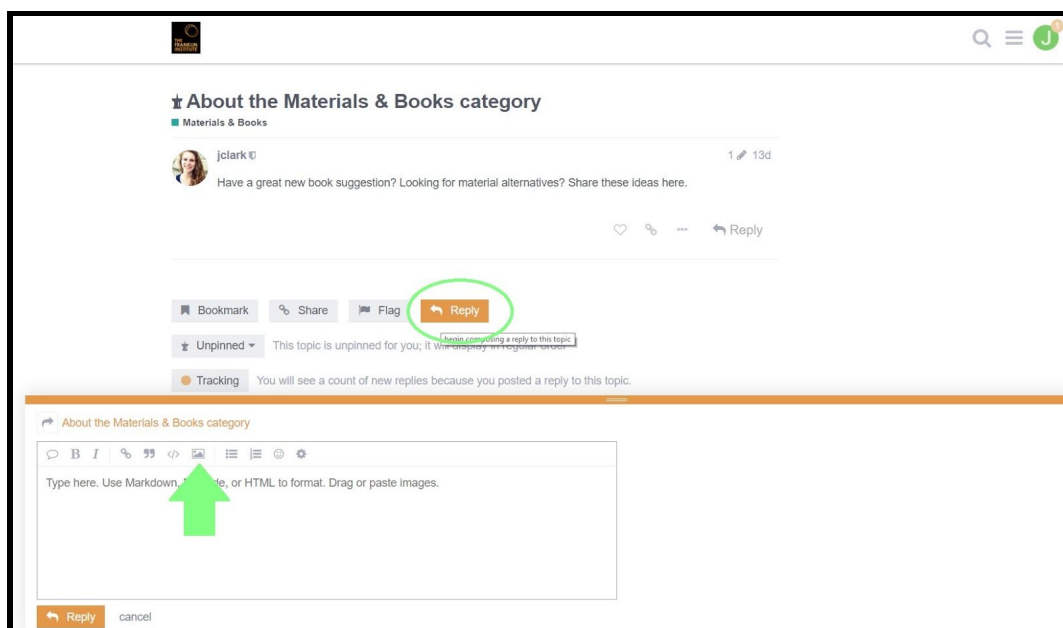


Reply

Replies are the most narrow level of public communication on the forum.

This is where the conversation will happen!

Within your reply, click on the **photo icon** if you'd like to attach an image to your post.

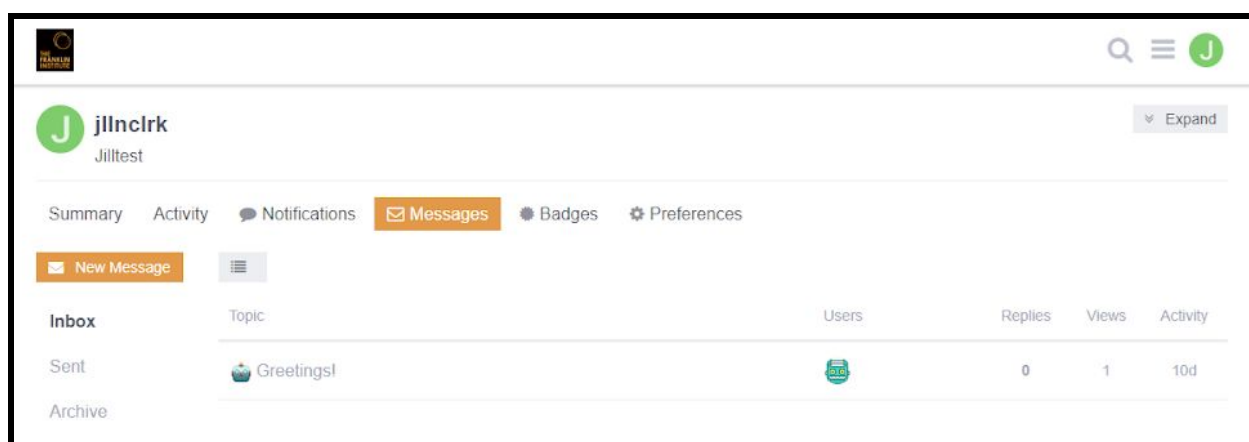
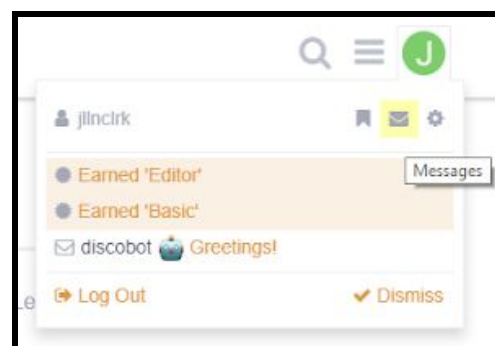


PRIVATE MESSAGES

Have a question specifically for another educator or state leader? Use the private messaging feature to take your conversation off the main discussion board.

To send a private message, hover over your name icon in the upper right corner, and select the **mail icon** ("Messages" should appear when you hover over it).

This will take you to your **messages inbox** (shown below), where you can send and receive private messages.

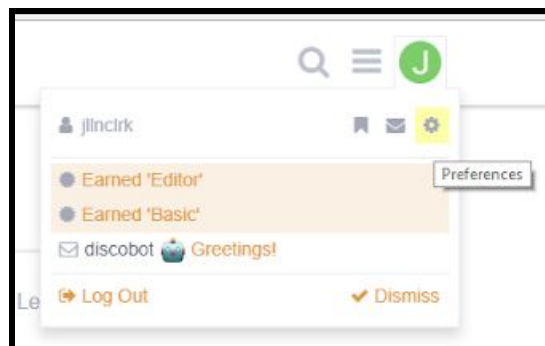


PREFERENCES

Looking to add a profile picture or update your password? Do so here.

Hover over your name icon in the upper right corner, and select the **gear** icon (“Preferences” should appear when you hover over it).

This will take you to your **preferences page** (shown below), where you can update your name, email, password, and profile picture.



 A screenshot of the user preferences page. The page has a header with the user's name 'jllnclrk' and a profile picture. Below the header is a navigation bar with tabs: 'Summary', 'Activity', 'Notifications', 'Messages', 'Badges', and 'Preferences' (which is highlighted). The main content area is divided into sections: 'Account', 'Profile', 'Emails', 'Notifications', 'Categories', and 'Interface'. The 'Account' section includes fields for 'Username' (jllnclrk), 'Name' (Jilltest), 'Email' (jllnclrk@gmail.com), and 'Password'. There are buttons for 'Send Password Reset Email' and 'Enable two factor authentication'. The 'Profile Picture' section shows a circular profile picture with the letter 'J' and a 'Save Changes' button. At the bottom, there is a 'Delete My Account' button.

QUESTIONS?

Have any questions about the Leap into Science Forum? Contact Jillian Clark at jclark@fi.edu.