

How-To Guides for Online Conferencing with Web Crossings

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Student Directions for Entering the Online Conference

1. Go to this website: <http://pec2.jun.alaska.edu/webx.acgi>
2. Type in your name. Your name is your first name “in Juneau” – but don’t use the quotes. For example, Bryce will type in: Bryce in Juneau
 - Use a capital letter for the first letter of your name, and for the first letter of Juneau. Use small letters for everything else.
 - You must only have one space between the words.
3. Type in your password. Your password is: xxxxxx
 - Do not begin xxxxxx with a capital letter for the password.
4. Click on:
5. Next screen:
Click on: Online Conference for Alaskan Students
6. Next screen:
Click on: Week 1: Introductions (or Week 2, Week 3)
7. Next screen:
 - Read what it says under “Week 1: Introductions”
 - Read any messages you see posted.
 - Scroll down to bottom of messages, and type your message in the large white box. You can type in a title if you want.
 - When you are done typing in your message, click on:
 - Click on EDIT or OK. (Hit OK only one time!)
8. There is no special way to log out. Just exit the Internet.

Online Conference for Alaskan Students

DIRECTIONS & OVERVIEW

1. GO TO:

<http://pec2.jun.alaska.edu/webx.acgi>

(you may bookmark this page before logging on.)

2. Type in your name and password:

- **Name:** (name) in (town) – capitalize your name and the name of your town. For example, *Krista in Juneau*, or *Peter in Wasilla*.
- **Password:**(assigned by conference host). No spaces between words for password.
- Click on **LOG ON**.

3. On the next screen, click on: **Online Conference for Alaskan Students**

4. On the next screen, you will see 3 folders (blue folders with a red flags):

- ❖ **Ongoing Topics:** Click on this if you want to go to:
 - ✓ **Book Discussions** (Woodsong, Dogsong, Harry Potter)
 - ✓ **Alaska Regions (geography and culture)**, or
 - ✓ **Recipes**.
- ❖ **Weekly Topics:** Click on this if you want to go to the discussions that begin on Monday and end on Friday.
 - ✓ Week 2: “**day in the life.**”
 - ✓ Week 3: “**village in the past.**”
 - ✓ Week 4: “**village in the future.**”
 - ✓ Week 5: “**making a difference where I live.**”
- ❖ **Introductions and Sharing:** Click here if you want to go to read and share personal information of your choice (about yourself, where you live, what you like and don't like). There is a new discussion each week. You may read any of them, but only write in the one that is for the week you are in.

TROUBLE-SHOOTING TIPS (for Web Crossing's Conferencing System)

• **NAVIGATION (HOW DO I GET TO WHERE I WRITE?)**

Each time you click on a folder, it will send you to a new screen that will either have another folder (the picture for a folder is: blue folder with red flag) or a discussion (the picture for a discussion is: white paper outlined in red, and with red lines on it....and a grey triangle pointing at it from the left).

- Whenever it is a folder (blue folder with red flag), you have to click on it. You keep going until you come to the discussion. (Folders are like a filing cabinet that organizes the discussions into categories, and discussions are where we read and write – exchange messages.).
- When you get to the discussion, before clicking on it, click on the grey triangle to the left of it. This will bring you to a screen that shows every message that has been posted on the conference. Any of the messages that you haven't seen will have a bright yellow star next to it that says "NEW."
- Click on the first message with a yellow star. This will bring you to the conference right at the same place where you last left off. Read through all the messages that appear on the screen.
- If there is not a white box on the bottom for typing in, then there are still more messages to be read. Click on **MORE**. Continue scrolling through messages and clicking MORE until you come to the white box.

• **HOW DO I POST A MESSAGE?**

To post your message, type in the white box. Then click on **POST MY MESSAGE**. Very important: Your message is not posted yet. A screen will come up with your message on it. You have to scroll down to below your message, and click on **OK**. If you do not do this, your message will not be posted. You won't see your message appear in the conference until a moderator (teacher) has "approved" it.

• **WHAT IF I CAN'T FIND A WHITE BOX FOR TYPING MY MESSAGE, AND IT SAYS I HAVE "GUEST ACCESS FOR BROWSING"?**

If, at the very end of all the messages in the discussion, you don't see a white box for typing: Look at the top of the screen to see if it says: "*You have guest access to browse.*" If it does, it means that you need to exit the Internet all the way.

Don't just close it. EXIT (QUIT) it. (Go to File → Exit or Quit). When you go back on the Internet to the conference, make sure you have to log on.

- If you bookmarked the conference AFTER you logged on, so that you didn't have to log on when the bookmark brought you to the conference, you may have this problem. Make sure you bookmark the screen that asks you to log on (before you log on).
- If you type in the web address rather than going to a bookmark, you might notice that after you type the last letter of the address, a whole bunch of numbers and letters show up after it. This may or may not be a problem. To be safe, *hit the space bar once* after typing in the address. Then hit return or go.
- Also, make sure your computer is set to accept cookies. Go to: Edit→ Preferences→ Advanced →"Accept all Cookies"→ OK

• **WHAT IF I CAN'T FIND THE WHITE BOX AND I DON'T HAVE "GUEST ACCESS"?**

If you can't find the white box for typing in, and it doesn't say that you have "guest access for browsing," follow the instructions in the first tip: Click on the grey arrow next to a discussion. Then, when you see the whole list of messages in the discussion, click on the very last one. This will bring you to the last message in the discussion. Hopefully now you will see a white box for typing.

• **WHAT IF THE SCREEN SAYS: 504 GATEWAY TIMEOUT?**

If you ever get a grey screen that says "504 Gateway Timeout," simply hit the **RELOAD** button at the top of the screen.

• **ANOTHER NAVIGATION TIP:**

If you are in one discussion, and you want to move to a different discussion, look at the top or bottom of your screen (scroll to top or bottom) for the names of the folders underlined in blue (*Online Conference for Alaskan Students, ongoing topics, weekly topics, introductions and sharing*). Click on the folder that has in it the discussion you want to go to.

• **I FORGET...CAN I WRITE TO A SPECIFIC PERSON?**

REMEMBER: A "conference" is NOT the same as e-mail. We don't write messages to one specific person. We want everyone in the conference to feel welcome to read everything we write. We do want to read what others write and respond. How do you respond to what someone writes without writing to that specific person? Good question! You can refer to something that specific person says, but then write what **you** think about it, and then open it up to everyone by asking a general question about it to everyone. For example:

▪ *I read that Mary in Nome likes dogs. I do too. I have always wanted to go dog sledding. Has anyone ever done that? How many dogs were on your team?*

OR

▪ *I agree with what Joe in Point Hope wrote about fishing. I love fishing. Mostly we fish for salmon around here. What does everyone else fish for?*

• **WHAT IF I'VE EXITED THE INTERNET AND THEN GONE BACK ON, COOKIES ARE ACCEPTED, AND I STILL DON'T GET A SCREEN ASKING ME TO LOG ON?**

This is probably unlikely, and is something that your parents or teacher should take care of for you. When on Netscape (the Internet), go to:

Edit → Preferences → Advanced → Click on the + sign next to Advanced and then Click on "Proxies" → Choose "Direct Connection to the Internet" → OK. If it is already selected, just hit CANCEL.