Bulletin Boards - Respondent Instructions

1. Look out for your link to the discussion board from an email ending in @visionslive.com

2. Login to the bulletin board through the link attached in this email.

3. Once you have logged into the board, please read any instructions your moderator has left for you on the welcome page.

4. To move between questions, you can use the arrows at the bottom of the page to move forward or backwards (please see the image below). You can use the middle arrow to jump to the top of the page.

5. You can also click on the drop down arrows next to the section titles on the navigation pane to view and/or jump to a specific question.
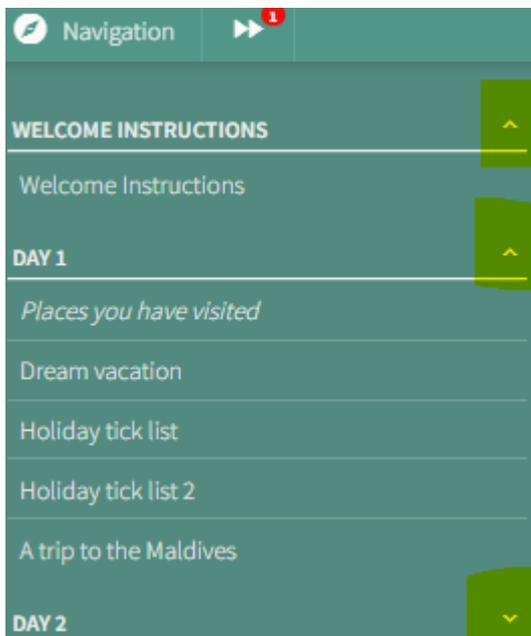
6. For any text based responses please type your answer in the text box provided and then press 'submit reply'. If your moderator has asked you to upload any images, videos or audio

files please go to the attach files button below your text box, select your files and then click submit reply.

7. You may also use the universal tools along the top of the text box area to complete your answer if you wish to.
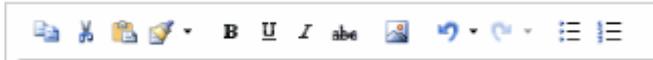
8. For any poll questions, please tick the appropriate options and then click 'submit reply'. If your moderator would like you to submit a text response as well, please use the text box provided and then click 'submit reply'.

9. For any heatmap activities, please click where you would like to drop either 'I like' 'I dislike' or an 'I think' pin, please see below for an example.
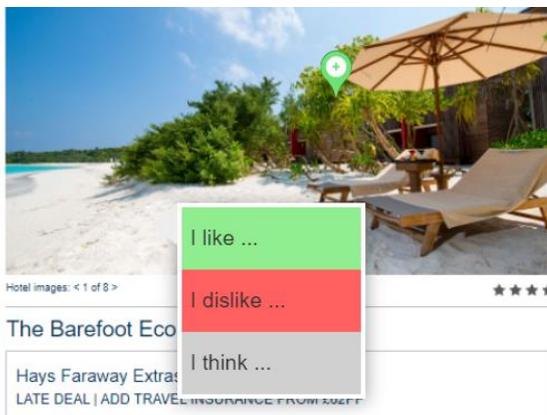
10. Once you have selected which of the three pins you would like to drop, please type your answer in the text box provided and click 'ok' to save. You can place multiple pins and you can also delete any of your pins by clicking onto the pin and then selecting the trash can icon.
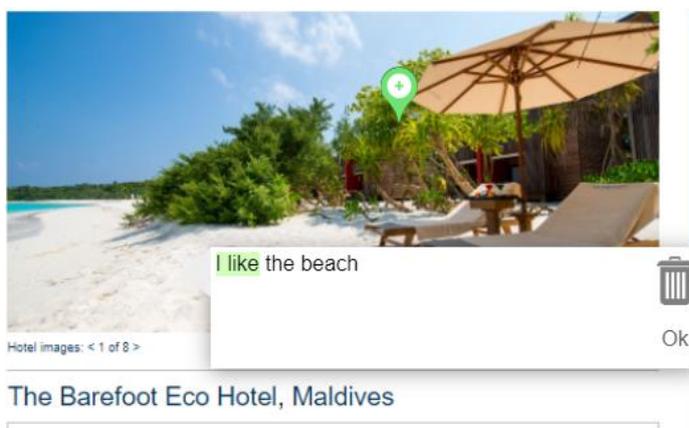
11. Your moderator may have asked you to complete a white board activity. For white board exercises please use the tools along the top of the whiteboard to complete this task. You can

use the selector tool to select and resize images shapes and text. You can use the pencil tool to annotate and draw on the board. You can use the line tool to create graphs and add arrow heads to it to create scales. The upload button (arrow in a circle) can be used to upload any files. The text tool can be used to annotate, add titles, and add any text responses. You can also place ticks and crosses using the tick and cross tools. There is also a highlighter tool, shape tools and an image tool available to use. If you notice that any of the tools mentioned above are not available, this is because you are not required to use them.

12. Throughout the duration of the board your Moderator may contact you. To view any messages on the board from your moderator please go to the envelope icon on the top right of your screen. A red icon will appear next to the envelope if you have any new or unread messages.