Welcome to the PDC Chalkboard!

The PDC Chalkboard is a web-based forum where you and your instructors can share ideas and information. Instructors can post announcements and homework assignments for their cohort participants to access through their individual accounts. This informational document was created to answer any questions you may have about this service as well as provide a step-by-step guide on how to create an account on the PDC Chalkboard.

Creating an account is a one-time action that will give you access to a multitude of learning opportunities on our website. The only requirement is that you have a valid email address. This is because each account created requires a validation code, which helps us reduce the amount of spam on our boards. It also helps us make sure we have a way to contact you in case there is a problem with your account. Your email is safe with us; it will not be shared with any third parties. If you do not have an email address, it is relatively simple to create a free web-based email account on a commercial service such as Yahoo or Hotmail.

To create a new account, first open your Internet browser and type http://pdc.sdsu.edu/ into the URL or Location bar. There is no ‘www’ at the beginning; typing ‘www’ at the start will cause the browser to load the wrong page. When you press Enter or click the Go Button, the home page will load, and you will be presented with the following screen:

In order to access The Chalkboard:

Refer to the picture to the Left. Click on the link at the bottom highlighted in green. It is the link the arrow is pointing towards.

When you click The Chalkboard link, you will be redirected to another page with some information related to The Chalkboard. Much of that information you have already read in the preface to this document. You can read the information again for a summary of what The Chalkboard is and what it can do for you.

When you are ready to move forward, you can click the link that says “click here” to be transported directly to The Chalkboard forum.
The link can be seen in the picture to the left, just follow the arrow.

When you click the link, you will be directed to the main page of The Chalkboard forum. Guests are allowed to read posts, as well as post replies, but only on a limited basis. Guests will not be unable to post or view attachments, such as word documents, images, slide shows, notes, or homework assignments, or to send private messages to instructors or other cohort participants. This is why it is imperative to make an account to utilize the full functionality of The Chalkboard. After you click the link, you should see this image and these buttons at the top of the page:

Click on the “Register” button to begin creating your new account. After you click the Register button, you will see the screen in the picture below. This is a simple disclaimer, please read through it and pick the proper link at the bottom:

The first link indicates that you agree to the listed terms and are over the age of 13. The second link states that you agree to the terms, but are under the age of 13. As a cohort participant you are obviously over the age of 13, but it is a legal necessity to keep this link here in order to comply with the Children’s Online Privacy Protection Act (COPPA). If you do not agree to these terms, click the link indicated by the Red Arrow. You cannot participate on The Chalkboard if you click this link.
If you agree to the terms listed, after you click the “I Agree to the terms” link you will be presented with the following form:

The **Blue Arrow** points to the Username field. This is where you should type your desired username. The instructors have requested that you use a username that identifies you by first or last name. For instance, if your name is Molly Simmons, instead of Butterfly12 you may want to choose something more descriptive such as M. Simmons or Molly S. You can be creative, just make sure the instructors can figure out who you are.

The **Green Arrow** points to the E-Mail Address field. Make sure to use a valid E-Mail address, as you will automatically receive registration confirmation via e-mail with a link you will need to follow to activate your account. If you use an invalid email address, you will not receive this email and your account will be disabled.

The **Red Arrows** point to the Password fields. You will need to create a secure password with a minimum of 6 characters, we suggest using a combination of numbers and letters (both upper and lower case can be used). Type it once again into the bottom box to confirm.

The **Purple Arrow** points to the field where you will type the confirmation code in the grey shaded box above the field. In the picture above, the code is 5P64S8. Your code will be randomly selected and will vary. The code is case sensitive, so be sure to type each letter as it appears. This is to prevent spammers from creating accounts automatically and infiltrating our boards.

When you are finished with this section, press the Submit button identified by the **Yellow Arrow**.
When you submit the form you will receive the following dialog:

Information

Your account has been created. However, this forum requires account activation. An activation key has been sent to the e-mail address you provided. Please check your e-mail for further information.

Click Here to return to the Index.

You are almost ready to start posting. Simply check your email and look for a new message with the subject line “Welcome to PDC Forums”.

Welcome to PDC Forums

Please keep this email for your records. Your account information is as follows:

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Username: Your Username
Password: Your Password

Your account is currently inactive. You cannot use it until you visit the following link:

http://pdc.sdsu.edu/forum/profile.php?node=activate&u=10&act_key=ojalkfjigoeimk338

Please do not forget your password as it has been encrypted in our database and we cannot retrieve it for you. However, should you forget your password you can request a new one which will be activated in the same way as this account.

Thank you for registering,

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Thanks,
Mike Klass
PDC Forums Administrator

The E-Mail will look similar to this; just follow the link in order to activate your account. If you use an older version of AOL, or if the link does not show up in blue or underlined, you may need to copy and paste the link into your browser’s Location or URL bar to continue.

After clicking the link, you will receive the message in the picture below. You now have an active account, just follow the instructions in the dialog and you are ready to go. If you need more help, check out the FAQ link in the buttons at the top of the page.
Please remember that you must be logged in to post messages on the board. A good way to minimize confusion when trying to post messages is to log in first every time you visit the board. This way you can make a habit of logging in before you want to post a message, saving you time in the long run. If you log in at the very beginning, the site will keep you logged in for as long as you keep the window open. To log in, use the “Log in” button at the top of the page indicated by the arrow:

![Log in button](image)

After you click this button, you will be presented with the following dialog:

<table>
<thead>
<tr>
<th>Please enter your username and password to log in.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username: [mike klass]</td>
</tr>
<tr>
<td>Password: [**************]</td>
</tr>
<tr>
<td>Log me on automatically each visit: [ ]</td>
</tr>
<tr>
<td>[Log in]</td>
</tr>
<tr>
<td>[I forgot my password]</td>
</tr>
</tbody>
</table>

Type in the **username** you selected in the box indicated by the Green arrow. My username is Mike Klass, but I was able to type in mike klass. As you can see, the username field is *case insensitive*. You do not have to type it in with caps. redninja will work for Redninja, RedNinja, ReDnInJa or any other combinations of caps and lowercase letters. Spaces, however, are required. For example, redninja would not work for Red Ninja.

Type in the **password** you selected into the box indicated by the Blue arrow. The password field is *case sensitive*. If your password is “MonKey7”, you must type it in with the proper caps. If you type in “monkey7”, it will yield an “invalid username and/or password” warning.

You can optionally check the “Log me on automatically each visit” box indicated by the Red arrow. Every time you visit the page using the computer and browser you are currently using, the website will automatically log you in.

When you are finished, press the “Log in” button indicated by the Purple arrow.

If you forgot your password, you can click the link underneath the “Log in” button that says “I forgot my password” indicated by the Yellow arrow. Follow the instructions and you will receive an email telling you how to reset your password.