



Information Technology Services QuickStart

Using the Franklin & Marshall College Bulletin Board

The Franklin & Marshall College Bulletin Board allows students, faculty and professional staff to view and post advertisements that may be of interest to the campus community. You will find links to the board from the Current Student and FPS audience gateway pages of the College Web site. You can also access the board at:

http://web1.fandm.edu/bulletin_board

While anyone can view the ads posted, only those with an fandm.edu e-mail account can post a new topic. Only approved employee supervisors can post ads in the On-Campus Jobs section.

Posting messages

To post an ad, you must first log in to the board. Click the Login link in the right-hand side of the navigation bar. Enter your F&M username and password.



Once you return to the board index page, click on the title of the appropriate forum. Click on the New Topic button.

Enter a subject for your ad. This will appear on the list of postings for that forum. Enter the body of your post. You may use the toolbar to add tags that will format your text. URLs with http:// will automatically create links. See below for an example.

Subject:

[b]1999 Toyota Camry for sale[/b]

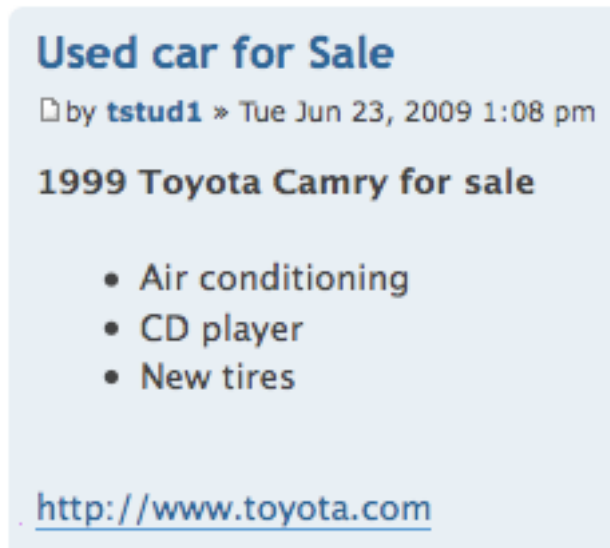
[list]

- [*]Air conditioning**
- [*]CD player**
- [*]New tires[/list]**

<http://www.toyota.com>

BBCode is ON
 [img] is ON
 [flash] is OFF
 [url] is ON
 Smilies are OFF

When finished, click Save, Preview or Submit. The above code would look like this:



Used car for Sale
by **tstud1** » Tue Jun 23, 2009 1:08 pm

1999 Toyota Camry for sale

- Air conditioning
- CD player
- New tires

<http://www.toyota.com>

Your post will remain for 60 days, after which point you must re-submit.

Responding to messages

Because they were set up for the sole purpose of advertising, users may not respond to topics in these forums. You should include contact information directly in the ad, but be aware that users may contact you directly by clicking on the Email button on your post.

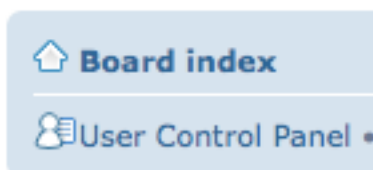
To edit or delete an existing post



You can edit or delete any posts that you create. To do so, navigate to the post you wish to change. In the upper right-hand corner of the post, select either the Edit or X (Delete) buttons.

Subscribing to messages

You can subscribe to receive an e-mail regarding new posts on any of the forums. In the footer of each forum index is a link that says “Subscribe forum.”



You can manage your subscriptions and view other information about your account by click on the User Control Panel link at the top of each page. From here you can quickly unsubscribe from all forums.

Posting to the On-Campus Jobs section

Posting in the On-Campus Jobs section is limited to an employee supervisors group in the bulletin board system. You must join this group before you can post your first job opening.

To join:

From the menu at the top of the page, select User Control Panel.







Select Usergroups tab.

Select the “Employee supervisors” radio button. Choose “Join selected” from the dropdown and click Submit.

This generates an e-mail to Varo Duffins. Once he approves your membership, you will have access to add an opening. You only need to perform this action the first time you use the On-Campus Jobs forums.

User Control Panel

The screenshot shows the 'User Control Panel' with tabs for Overview, Profile, Board preferences, Usergroups, and Friends & Foes. The 'Usergroups' tab is active, leading to the 'Manage subscriptions' page. A sidebar on the left contains links for Front page, Manage subscriptions (highlighted in red), Manage bookmarks, Manage drafts, and Manage attachments. The main content area shows a list of watched forums with columns for forum name, description, last post, and a mark checkbox. The forums listed are 'For the Common Good', 'Goods For Sale', 'Housing', 'Ridesharing', and 'Services'. At the bottom, there is a message stating 'You are not subscribed to any topics.' and buttons for 'Unwatch marked', 'Mark all', and 'Unmark all'.

WATCHED FORUMS	LAST POST	MARK
 For the Common Good Want to recommend a good read, solicit time or money for your favorite charity or advertise an off-campus event? Post your notices here.	by tstud1  23 Jun 2009 06:08 pm	<input type="checkbox"/>
 Goods For Sale Have an item for sale or something to give away? Post your sale, exchange or free ads here.	No posts	<input type="checkbox"/>
 Housing Selling your house or looking for an apartment? Post any home sale, rental or roommate ads here.	No posts	<input type="checkbox"/>
 Ridesharing Looking for a ride? Create a carpool or stick out your thumb here.	No posts	<input type="checkbox"/>
 Services Looking to hire or be hired? Post your odd-jobs here.	No posts	<input type="checkbox"/>

You are not subscribed to any topics.