

## Short instruction manual for the use of the KoGe discussion forum

Welcome to the KoGe discussion forum at <https://koge.ch/forum>. The KoGe website is the internal website of our learning community, which is password protected. With the password (KoGe), you can login on the page.

URL KoGe website: [www.koge.ch](http://www.koge.ch)

URL KoGe discussion forum: [www.koge.ch/forum](http://www.koge.ch/forum)

**General Username:** KoGe

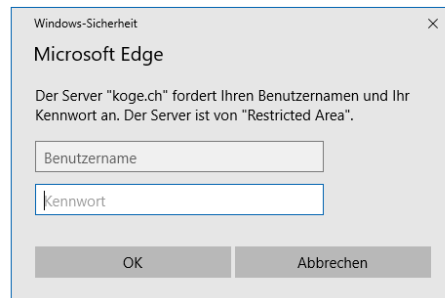
**General password:** KoGe

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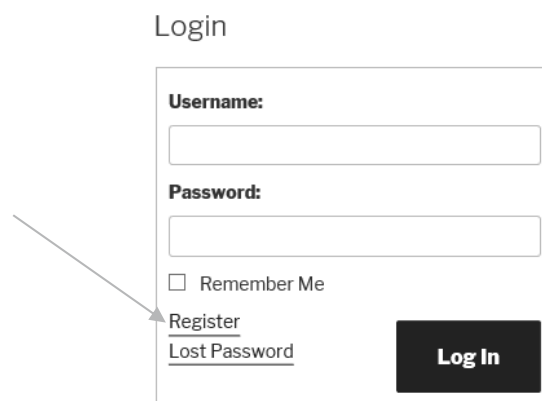
## 1. How to create your own account

To participate in our e-discussions, it is necessary to create your own account. To do so, please enter the KoGe home page by typing in the username and password of the site (namely **KoGe** for both username and password).



Now please go to the forum's website under <https://koge.ch/forum> and there, click on "**register**" at the "Login" mask. Follow the steps. After registration, an automatic e-mail message is sent to the address you indicated. It is then possible to adjust the automatically generated password of your personal account. **Only those who have set up a personal account and are logged in** can post messages in the forum. If you are not logged in, you can follow the discussions, but you cannot post messages.

**Attention:** Personal user name and password of the forum account are different from the general username password to access the website (which are both: KoGe).



## 2. How to upload your ID photo

We kindly ask you to personalize your account by uploading your own photo. The forum discussions are made more enjoyable when we see who we are discussing with. Please start by **clicking on your username**.



Then adjust the profile under **edit**. The photo upload is at the bottom.

The screenshot shows a user profile page for 'madeleinebolliger'. On the left, a sidebar menu includes 'Profile', 'Topics Started', 'Replies Created', 'Favorites', 'Subscriptions', and 'Edit', with an arrow pointing to the 'Edit' button. The main content area is divided into sections: 'Name' (with fields for First Name, Last Name, Nickname, and Display Name), 'Contact Info' (with a Website field), 'About Yourself' (with a Biographical Info field), and 'Account' (with fields for Username, Email, and New Password, plus a password strength warning). On the right, there are links for 'Search ...', 'Login', 'Newest To', 'Discussion Forum', 'Taller Cuba 11 al: presentación', 'KoGe Checkliste', 'Bedienungsanleitung', 'Stück/unstück', 'Forum Tag', 'Attachments', 'Partnerships; C International C', and 'User- Manual'. At the bottom, there is a 'Picture' section with a profile picture placeholder, an 'Update Picture' link with an arrow, and an 'Update Profile' button with an arrow.

madeleinebolliger

Search ...

Profile  
Topics Started  
Replies Created  
Favorites  
Subscriptions  
Edit

Name

First Name  
Last Name  
Nickname  
Display Name

Contact Info

Website

About Yourself

Biographical Info

Account

Username  
Email  
New Password  
If you would like to change the password type a new one. Otherwise leave this blank.  
Type your new password again.  
Your password should be at least ten characters long. Use upper and lower case letters, numbers, and symbols to make it even stronger.

Picture

Update Picture

Update Profile

Login  
madeleinebolliger  
Log Out

Newest To

Discussion Forum

Taller Cuba 11 al: presentación

KoGe Checkliste

Bedienungsanleitung

Stück/unstück

Forum Tag

Attachments

Partnerships; C International C

User- Manual

Congratulations! You are now ready to start.

### 3. The Home Page in a nutshell

The home page has two columns. On the left column you will find the **discussion forums**. The right-hand column contains direct **links**. This allows you to search for topics within the discussions.

**Forums**

Home » Forums

Forum	Topics	Posts	Freshness
Religion und Entwicklung / Religion et développement	1	1	Taller Cuba 11 al 15 de septiembre 2018 – presentación 1 week ago Hansueli Meier
Recht auf Nahrung / Droit à l'Alimentation	0	0	No Topics
Good Governance	0	0	No Topics
Capacity Development	1	1	Discussion Forum about Partnerships 22 hours, 4 minutes ago Alberto Schumaker
Technische Fragen zum Forum / Questions techniques sur le forum	7	59	Reply To: Bilder posten 1 hour, 1 minute ago Madeleine Bolliger

**Quick Links**

Search ...

Login

**Madeleine Bolliger**  
[Log Out](#)

**Topic names**

Newest Topics

Discussion Forum about Partnerships

Taller Cuba 11 al 15 de septiembre 2018 – presentación

KoGe Checkliste für e-Moderation

Bedienungsanleitung für das Diskussionsforum

Stick/unstick

**Tags**

Forum Tags

Attachments E-Moderation

Partnerships; Capacity Development; International Cooperation

User-Manual Videos posten

### 4. Levels

The forum has two levels, namely the levels **"forum"** (top level) and **"topic"** (= discussion).

**Forums:** The KoGe discussion forum currently runs 5 forums (one forum per working group-subject area and another forum for technical questions and issues) as follows:

- Capacity Development
- Good Governance
- Religion and Development
- Right to Food
- Technical questions relating to operating the forum

**Topics:** A topic in the forum corresponds to a discussion!

**Important:** All participants have the possibility to open a new topic!

The set topic title should provide information about the exact content of the discussion and thus motivate people to attend the discussion.

*Example Topic Title: "Workshop in June" is too inaccurate. Better is «Workshop on Social Accountability in June 2018»*

In order to keep the discussions clear, it is recommended to open new topics for each new subject matter. When many subject matters are covered under one topic (that is, within a discussion), there is a risk for the discussion to become confusing.

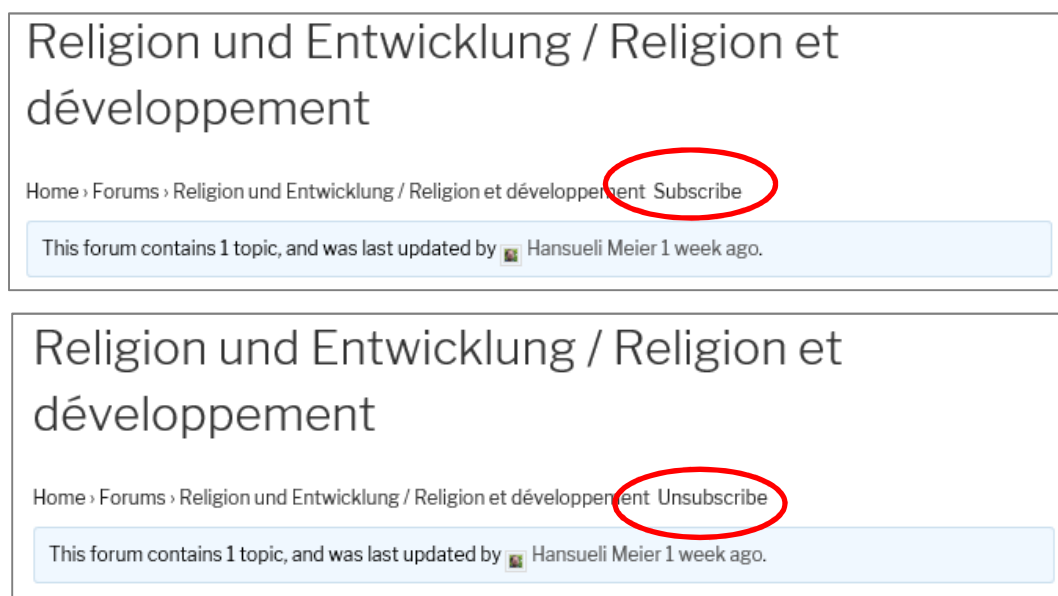
**Important:** The posts of the topic holder, i.e. the person who opens a topic, are highlighted in color!

## 5. Subscription and Notifications

Only those who have set up a personal account and are logged in can post messages in the forum. By clicking on the **Subscribe button** you can subscribe to discussions in a simple way. Here as well, the Subscribe button **only appears if you are logged into the forum as a user**. Subscribing means that all posts regarding the discussion in question are also received by mail in your own inbox. By clicking on the **Unsubscribe button** you are easily logged off again. It is possible to subscribe to two different levels, namely **at the level of the forum** and **at the level of the topic**.

**If you subscribe to a forum**, you will receive a notification for each post made in the forum. If a new topic (discussion) is opened, then you will automatically be informed accordingly.

Subscribe and unsubscribe to a forum:



**Important:** All users have the possibility to subscribe to the 4 thematic discussion forums on capacity development, good governance, religion and development and/or the right to food. **To do so, it is not necessary to be a member of the working group!**

If you **subscribe to a topic**, you will **only** be informed about posts **within the topic** (i.e. discussion).

How to subscribe to a topic:

Saatgut

Home > Forums > Recht auf Nahrung / Droit à l'Alimentation > Saatgut

This topic contains 0 replies, has 1 voice, and was last updated by madeleinebolliger right now.

Reply

Author	Posts	Favorite	Subscribe
31. July 2018 at 13:47		Edit Reply	#1

If you only want to receive replies to your own post, you can check the box "Notify me of follow-up replies via email" (without subscribing to the whole discussion).

Tags:

☐ Notify me of follow-up replies via email

Submit

## 6. User Types

We distinguish between Key-Master, Moderator and Participant. Each type has certain rights. Moderators have more rights than participants. At the KoGe discussion forum the Focal Points have moderation rights. The coordinator is key-master.

**Important:** Participants can open new topics and post answers in existing topics. Moderators can edit, delete, and move their own as well as third-party topics.

## 7. How to edit and delete posts

Only moderators can modify and delete posts. Participants can edit their own posts for 1 hour. You cannot delete posts (not even your own). To delete their own post, participants must contact the respective Focal Point or the Key-Master. They will delete the relevant post on request.

**Important:** Each post is numbered. Every discussion starts with Post # 1.

## 8. Reply Button

It is possible to respond directly to individual posts. When responding to a post, the answer is attached straight to the post, which is answered (instead of appearing at the end of the discussion)!

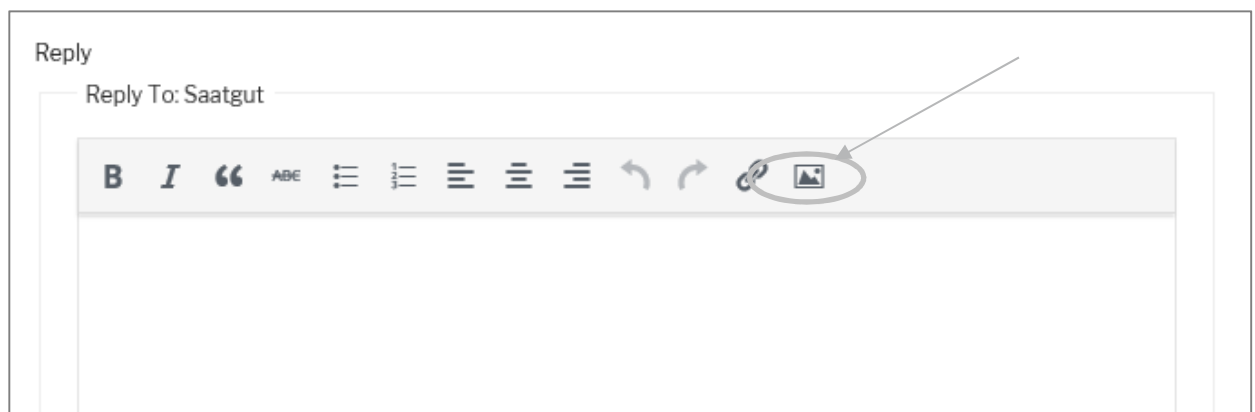
## 9. Refresh Button

Unlike a chat room, the discussion forum will only display new posts when a page is refreshed. The fastest way to "update" is to press the **F5 key** (or click the reload button with the mouse, which is the circular arrow at the end of the IP address). As an alternative you can leave the page and return again.

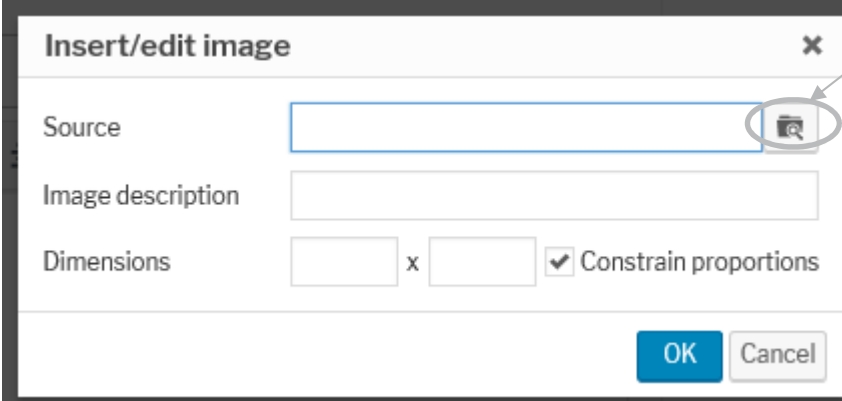
## 10. How to post pictures

Pictures can be posted by **clicking on the picture icon** and uploading the picture there.

Step 1:



Step 2:



The image shows a dialog box titled "Insert/edit image" with a close button (X) in the top right corner. It contains three input fields: "Source", "Image description", and "Dimensions". The "Source" field has a small icon to its right, which is circled and pointed to by an arrow. The "Dimensions" field includes a checkbox labeled "Constrain proportions" which is checked. At the bottom right are "OK" and "Cancel" buttons.

Then press "submit" and post your photo.





## 11. How to post films

For this purpose, YouTube should be used as a channel. If the URL of a YouTube video is copied and placed directly into the post, the start screen of the video appears as a post.

Example:

Reply

Reply To: Bilder posten

**B** *I* “ ABE ☰ ☰ ☰ ☰ ☰ ↶ ↷ 🔗 🖼️

<https://www.youtube.com/watch?v=ZwSQTSD4XQ8> ←

Result:



## 12. How to post documents

Please use the field **below** the answering mask containing the cloud icon and the text "Drop files here, or Browse".

**Be aware:** The response mask must not be empty, i.e. you can only attach a file if you also post a short accompanying text (even a simple letter is enough).

Topic Title (Maximum Length: 80):

**B** *I* “ ” ABC [List Icons] [Undo] [Redo] [Link] [Image]

There must be a short text here!



P



Drop files here, or Browse



Special val...



Example of an attached document

Topic Tags:

☐ Notify me of follow-up replies via email

**Submit**