

Knowledge Building Training Workshop I

Activity 1 –

Introducing Yourself to the Community on Knowledge Forum

Knowledge Forum (KF) is an online environment for multiple users' discussions. It is better than traditional newsgroup discussion because its features help writers to develop their ideas.

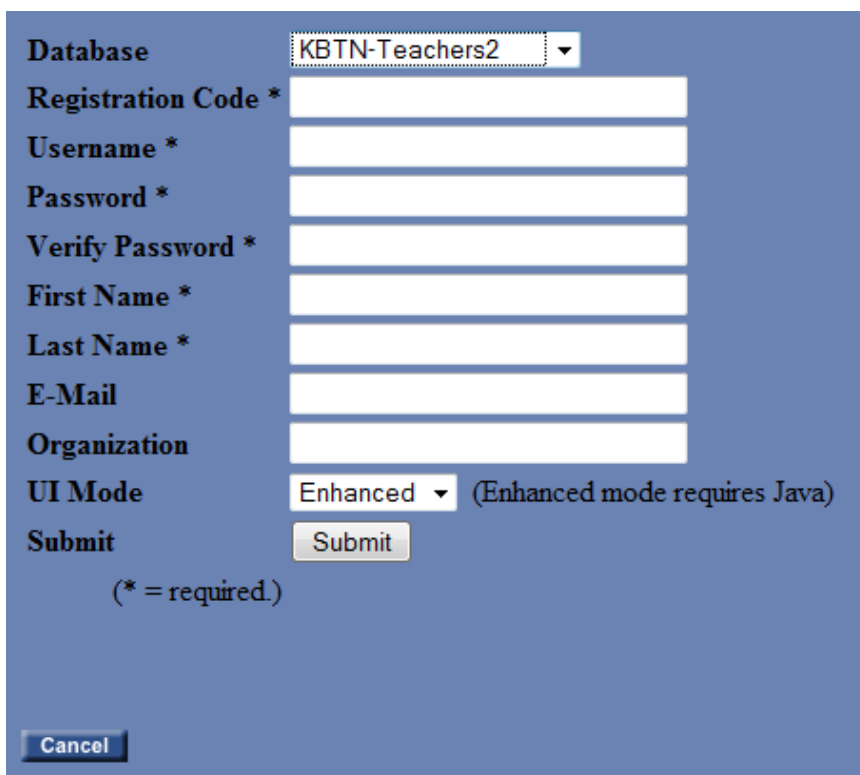
1. To Register for a User Account

Type the URL in your browser: <http://kf.cite.hku.hk/>
and click “[Register for a username...](#)”



The screenshot shows the Knowledge Forum homepage. On the left is a logo with the text 'KNOWLEDGE FORUM' and a classical column. On the right, under the heading 'Welcome to Knowledge Forum', there is a link 'Register for a username...' with an arrow pointing to it from the text 'Link to registration form'. Below the link are dropdown menus for 'Language' (English), 'Database' (KBTN-Teachers2), and 'UI Mode' (Default). There are also input fields for 'Enter a username' and 'Enter a password', a 'Sign On' button, and links for 'www.KnowledgeForum.com' and 'Credits'.

Link to registration form



The screenshot shows the registration form. It has a 'Database' dropdown menu set to 'KBTN-Teachers2'. Below it are several required fields: 'Registration Code *', 'Username *', 'Password *', 'Verify Password *', 'First Name *', 'Last Name *', 'E-Mail', and 'Organization'. There is a 'UI Mode' dropdown menu set to 'Enhanced' with a note '(Enhanced mode requires Java)'. At the bottom left is a 'Submit' button and at the bottom right is a 'Cancel' button. A note at the bottom left says '(* = required.)'.

1. Select the Database **“KBTN-Teachers2”**.
2. Select Enter the Registration Code **“kbteacher”**.
3. Type a **username** in the Username field.
4. Type a **password** in the Password field. Then, **retype the password** in the Verify Password field.
5. Type your **first name** in the First Name field.
6. Type your **last name** in the Last Name field.
7. Select **“Enhanced”** for UI Mode.
8. E-Mail and Organization fields are optional.
9. Click .
10. Knowledge Forum opens.

* You only need to register once. You can later log on Knowledge Forum directly with the registered username and password.

2. Next time when you log on Knowledge Forum...


Type the URL in your browser: <http://kf.cite.hku.hk/>

The screenshot shows the Knowledge Forum login interface. On the left is a logo with the text 'KNOWLEDGE FORUM' and a classical column. On the right is a blue panel titled 'Welcome to Knowledge Forum' with a 'Register for a username...' section. This section contains three dropdown menus: 'Language' (set to 'English'), 'Database' (set to 'KBTN-Teachers2'), and 'UI Mode' (set to 'Default'). Below these are two text input fields labeled 'Enter a username' and 'Enter a password', followed by a 'Sign On' button. At the bottom of the panel are the website URL 'www.KnowledgeForum.com' and a 'Credits' link. Three black arrows point from text labels on the right to the dropdown menus: 'Language Option' points to the Language dropdown, 'Databases' points to the Database dropdown, and 'User Interface Option' points to the UI Mode dropdown.

1. Before you type in the username and password, you need to first **choose the correct database** to enter.
Select **“KBTN-Teachers2”** database.
2. You can **choose which language** to work with.
3. Select **“Enhanced”** for UI Mode (User Interface Mode).
4. **Input your registered username and password**.

If you have any problem on logging into the database, please contact **kbtn-info@cite.hku.hk**.

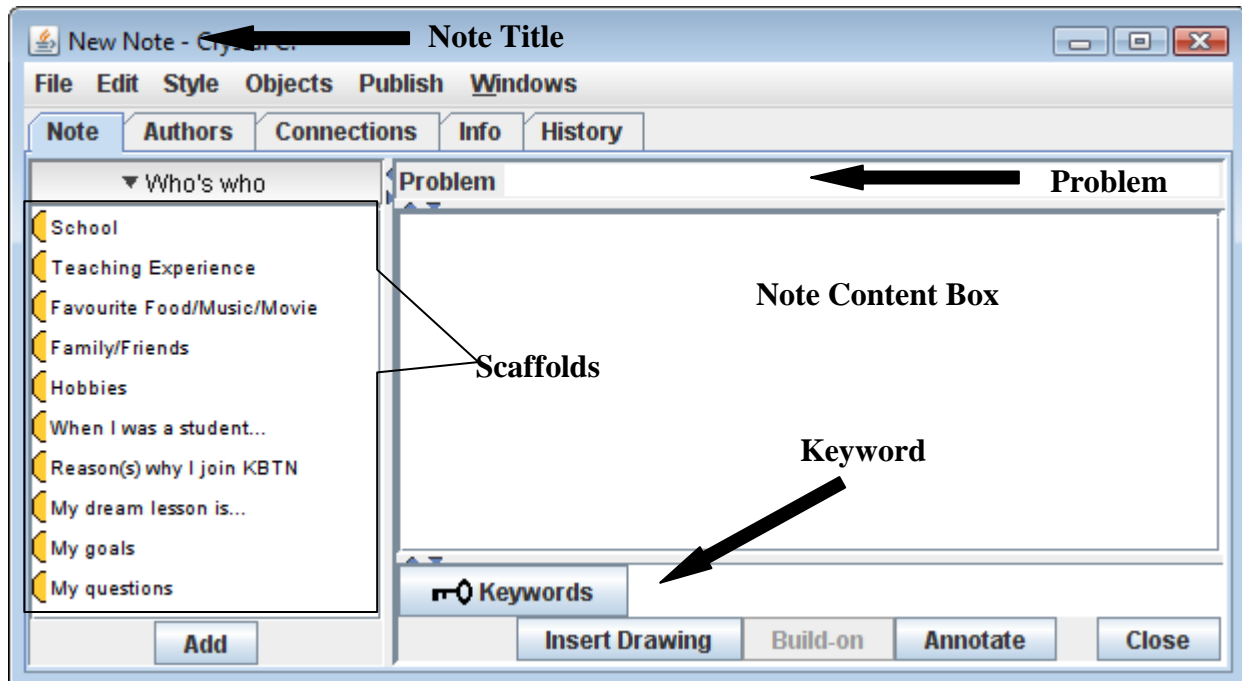
3. To post a new note

Click the “New Note” icon  on the toolbar.

Understanding the components of a note

In *Knowledge Forum*, a **Note** is like a piece of paper that you can read or write on it. In addition, these notes have special features that help you to write down your ideas systematically.

Below is what a Note window looks like.



Scaffolds: The structure that guides the writer to write down his/her ideas. Also, it lets readers know what the text is talking about.

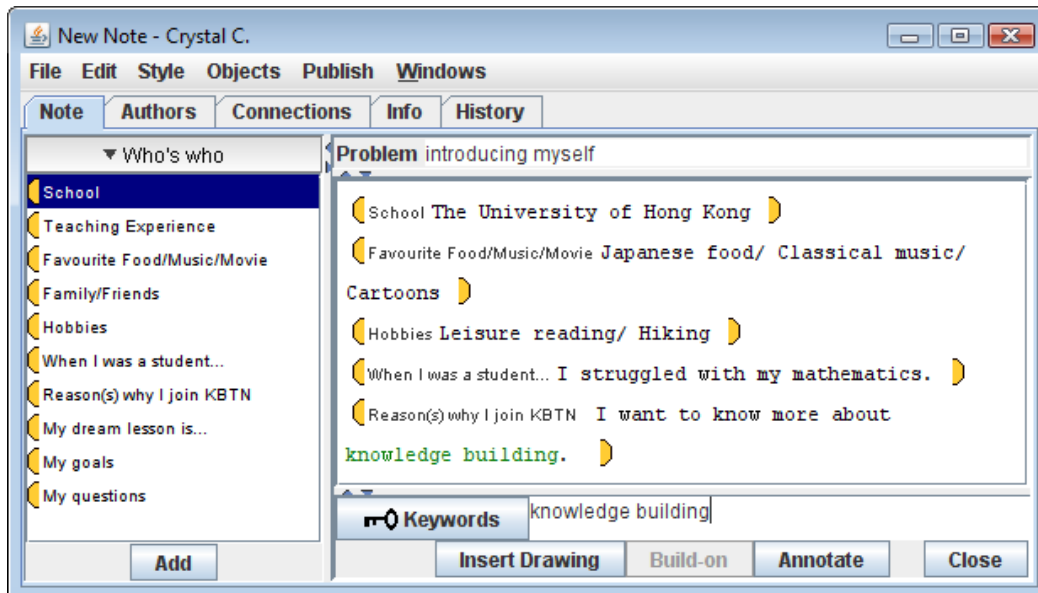
* **Scaffolds can be self-defined to fit the purpose.**

Problem: The main theme of the note

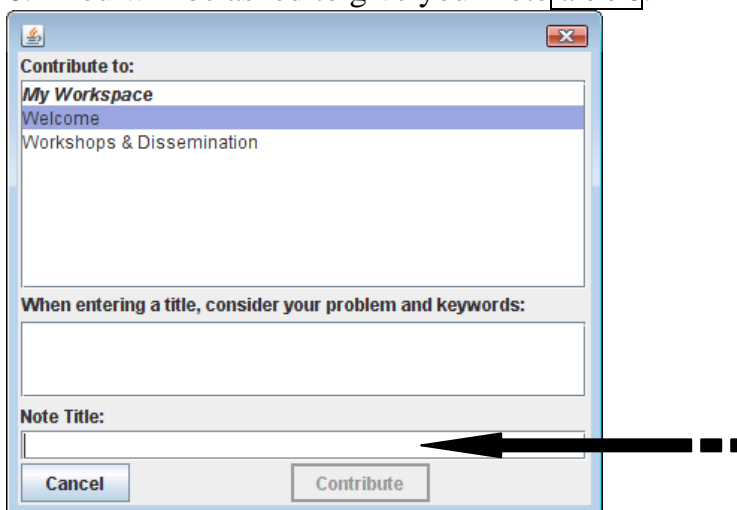
Content: The things that the writer of that note wants to say

Keywords: Keywords or important ideas that are related to the topic

1. Write down the theme of your note in the **Problem field**.
2. Click on the **scaffold** (like topics) that you want to talk about then click the **Add** button.
* To kick off, we are using the set of scaffolds called “Who’s who” for teachers to get to know each other.
3. Type your information within the scaffold brackets in the Note Content Box and add more scaffolds as you write.
4. Then, write the **keywords** that appeared in your message in the Keyword field if applicable.



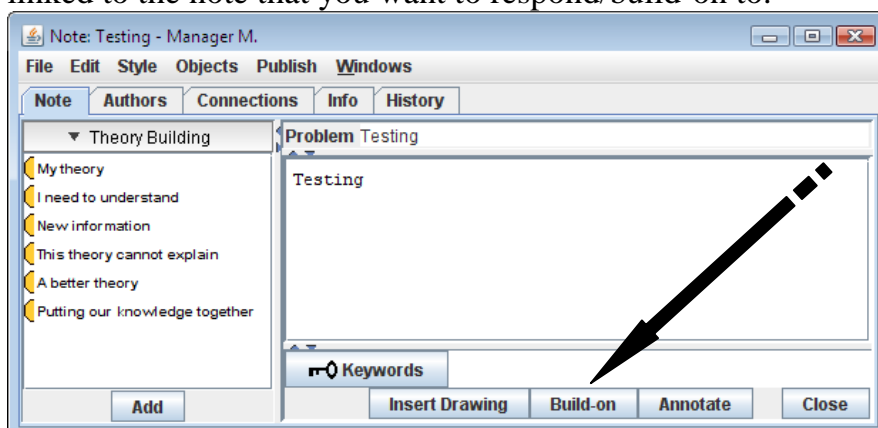
5. Then click the **Close** button.
6. You will be asked to give your note a **title**.



7. After that, click the **Contribute** button. Then, you will see your note appears on the view.

3. To respond (or build-on) to someone's note

1. Click to open the note that you want to respond/build-on to.
2. Click the **Build-on** button then you can see a new note is opened. This new note is linked to the note that you want to respond/build-on to.



3. Follow steps 1-7 above to make your response.