

Navigating and Posting in the Spirituality and Practice E-Course Practice Circles Computer/Laptop How-To

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Welcome to Spirituality and practice. This brief video tutorial will show you how to engage in our E-Course Practice Circles when using a computer. For Tablet and Phone users there is a separate video as some of the features of the site are situated differently for those interfaces.

All content in this video is for demonstration purposes only. Content will vary depending on your e-course.

The Practice Circles are our online forums open 24hours/7days a week — where you can share with other participants from around the world and receive further guidance from e-course retreat leaders. They are only accessible to those registered for a Current E-Course. They are not available for the On-Demand versions of our offerings.

There are several ways to get to the Practice Circle. In every email of the e-course there are links, one is in the left sidebar and then another is towards the bottom of the email in the practice section. Using either link will take you to a sign in or if you are already signed in, directly to the Circle.

If your e-course email is not handy, simply sign in to your account on our site from the light blue button at the top right corner of any page, go to My E-Courses and choose the E-Course title from the list. You will then see a magenta box just below the title of the e-course with a link to the practice circle that says "Discuss this E-Course in the Practice Circle..." Again, this is only for current e-courses. On-Demand e-courses do NOT have a practice circle available.

There are several sections in the Practice Circle – Sessions, Community, Technical Help, and Resources. Some E-Courses will also have Media and/or Teleconference section. Simply choose the section you want to see by clicking on the tab. The Session you enter will be blue in the nav bar while the others remain grey.

Within each section there are "threads" where the discussions happen. In Sessions, each thread corresponds with each email sent for the course. They appear only after an email is sent. In Community the are always just three – Introductions and Intentions; Community Support and Prayer Requests; and Other Conversations, a.k.a. The Kitchen. The Technical and Resources section usually just have a single thread.

Enter a thread by clicking on its title. The most recent posts appear just under the intro post. If you'd like to make a comment, either use the link in the magenta button to the right or scroll to the bottom of the page.

Click in the title field to add your title. Activate the message box by clicking into it, you will see the icons along the top will turn black. Do not try to use your tab button on your keyboard as it will not navigate within the message box. Type your message and choose "Post Message." Your message will now appear at the very top of the session thread just below the introductory post.

You can respond or comment on a specific participant's message by "quoting" them. Place your cursor anywhere in that posting and you will see a "Quote" button under their picture. Click it and you will be taken to the post message box, this time with three sections – a title box, the quoted content box and an area for your message. You can actually edit the quoted content which we ask you to do if it is very long, and cut it down to its essence. Again click into the message box to activate it and the icons turn black for your message. When you are done typing your comment, click the magenta "Post Message" button and your post will appear at the top of the thread just below the introductory post with the quoted content in a gray box in the middle of the post.

As mentioned earlier, if your e-course has video or audio offerings you will also have a Media Section with threads corresponding to the email in which those videos or audios are mentioned. Some videos are password protected. The password will always be provided just above the video. You do NOT use your own personal password that you use to log into our site. To listen to any audio recordings, simply press the little arrow play button on the audio player. You can adjust the volume there on the audio player or simply use the volume controls on your keyboard or computer speakers.

If a teleconference was offered during your e-course and you were unable to participate live on the call or would like to go back and revisit the teleconference a recording is provided under the teleconference section of the practice circle. Simply click on the play button to listen to the recording.

We hope this video has helped you become familiar with participating in the practice circle. If you still have questions there are several links in the Grey Welcome Box on the right side of every page in the practice circle. These links will take you to pages offering more information and answers to questions about our practice circles. If you still have a question after exploring those pages, you can always post it in the Technical Help Section of the practice circle and someone from the S and P team will get back to you.

Thank you for participating in the Spirituality and Practice E-Courses and we offer you many blessings on your own spiritual journey.