Instructions for using the MSPW On-Line Workspace

**Purpose:**
We will use an on-line workspace, referred to as the Content Management System (CMS), designed by SERC, to take notes and enable community discussion throughout the workshop. - Break-out leaders and scribes will record break-out discussions on-line. - Participants can follow and comment on the discussions in real-time. - Break-out syntheses will be summarized on-line, for all participants to view. - Panel discussions will have comment threads for participant input.

This tool will ease both the synthesis and incorporation of the break-out discussions into the draft Science Plan, and allow participants to contribute ideas and figures throughout workshop, to inform and advise the Science Plan Writing Team.

**Access:**
The online workspace is here:
http://serc.carleton.edu/margins_successor/workspace/index.html

This workspace is private. It is only visible to the participants at the meeting. When you visit the url above you’ll be prompted to login. If this is your first time using the site follow the Create an Account link.

The key to getting access is to create an account using the same email address you provided to the meeting organizers; this is given in the participant list (available in your folder and on the website). If the address you use to create an account doesn’t exactly match the one provided you will not be able to get in.

Once you’ve created an account you’ll be able to revisit the link above. This will take you to a page showing the meeting agenda. Links to the individual break-out sessions are highlighted in that listing, and can also be found to the left of the agenda. Comment threads for the break-out syntheses and panel discussions are accessed on the agenda page.

You can view pages for each of the breakout sessions as they are updated (when the scribe hits ‘Save’). Thus, you should (by refreshing your browser) be able to view the notes for breakout sessions as they progress. At the bottom of each breakout page is an area in which you can post comments about the ongoing discussions, to inform others about relevant information. These comments will be visible to all participants, who can then add to the discussion.

If you run into problems during the meeting with getting an account to work or accessing parts of the site, you can get in touch with Sean Fox (sfox@carleton.edu) or Cathy Manduca (cmanduca@carleton.edu), who will be circulating around the meeting.

If you have an existing SERC account (and the email matches the one provided), it should work. If you already have a SERC account under a different address let Sean know and we can reconcile the difference.