

Instructions for the „Schwarzen Bretter“ (black boards)

Table of Contents:

1. Introduction	Page 1
2. Login	Page 2
3. Selection of a specific board	Page 3-4
4. Create a post or survey	Page 4-5
5. Profile	Page 6-7

1. Introduction

The “Schwarzen Bretter” (black boards) are the internal communication platform inside of the BSW. The responsible and the office of the BSW communicate important information and tips exclusively through this system.

You will also receive everything that is posted on the black boards as an e-mail notification!

Please make sure to provide the BSW with an up-to-date e-mail address, which allows us to reach you easily.

The black boards are also supposed to encourage the internal communication between and within our dormitories. We would therefore ask you to familiarize yourself with the system in order to be able to use it well.

The e-mail notifications can be turned off for posts that were not created by “VIPs”. “VIPs” include the BSW staff, the “Heimsprecher/-innen” (home spokesperson) and the tutors of the respective hall of residence. This function is turned off under “Profil bearbeiten” (edit profile).

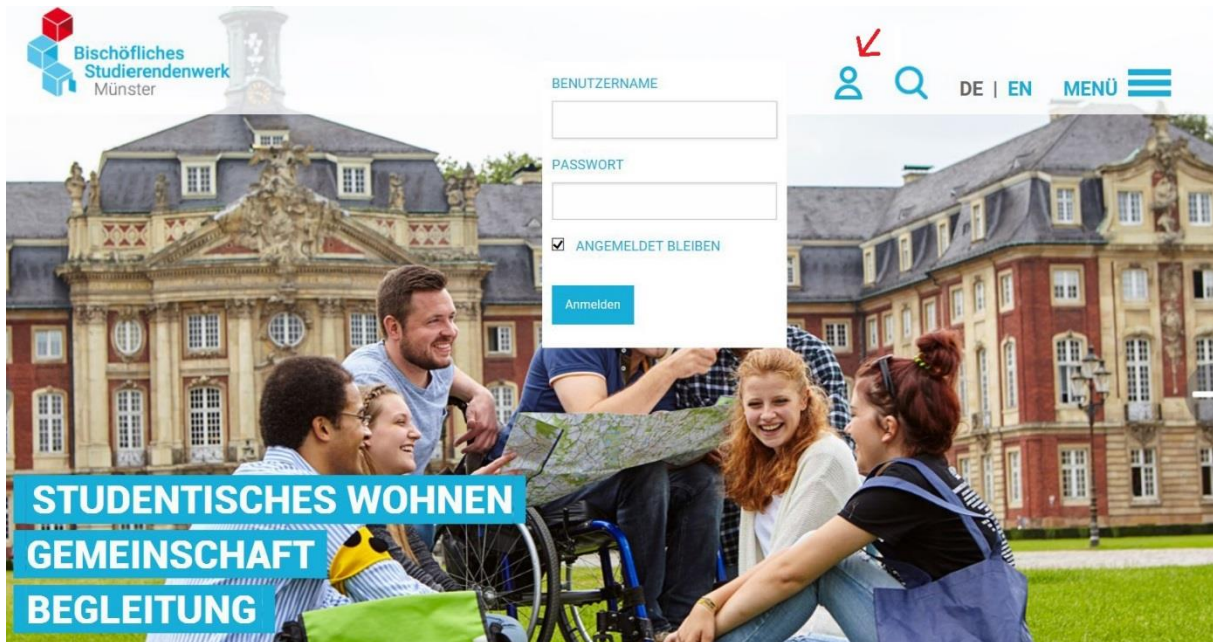
All residents receive their personal access data by a separate e-mail after they were entered into the system (usually close to the move-in). Please save this e-mail and do not share your data with someone else. You can change the given password under “Profil bearbeiten” (edit profile). The username cannot be changed.

Please note that with the password assignment an automatic e-mail is generated, which informs you that your password was changed. This message is generated by the system and can be ignored.

If you should forget your password, please contact the office of the BSW at the e-mail address: info@bsw-muenster.de

2. Login

- First log on to the Homepage www.bsw-muenster.de

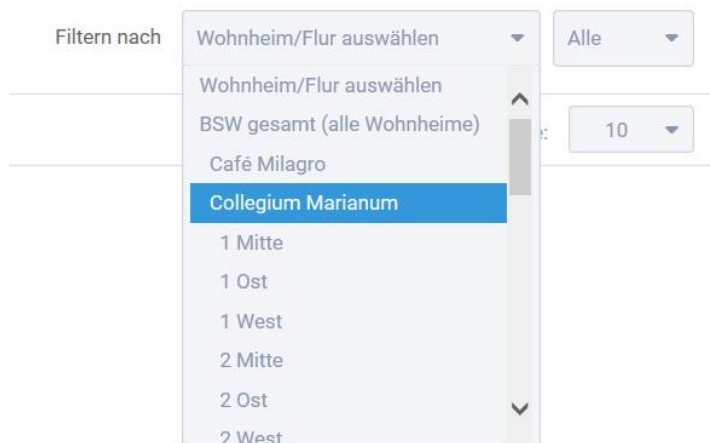
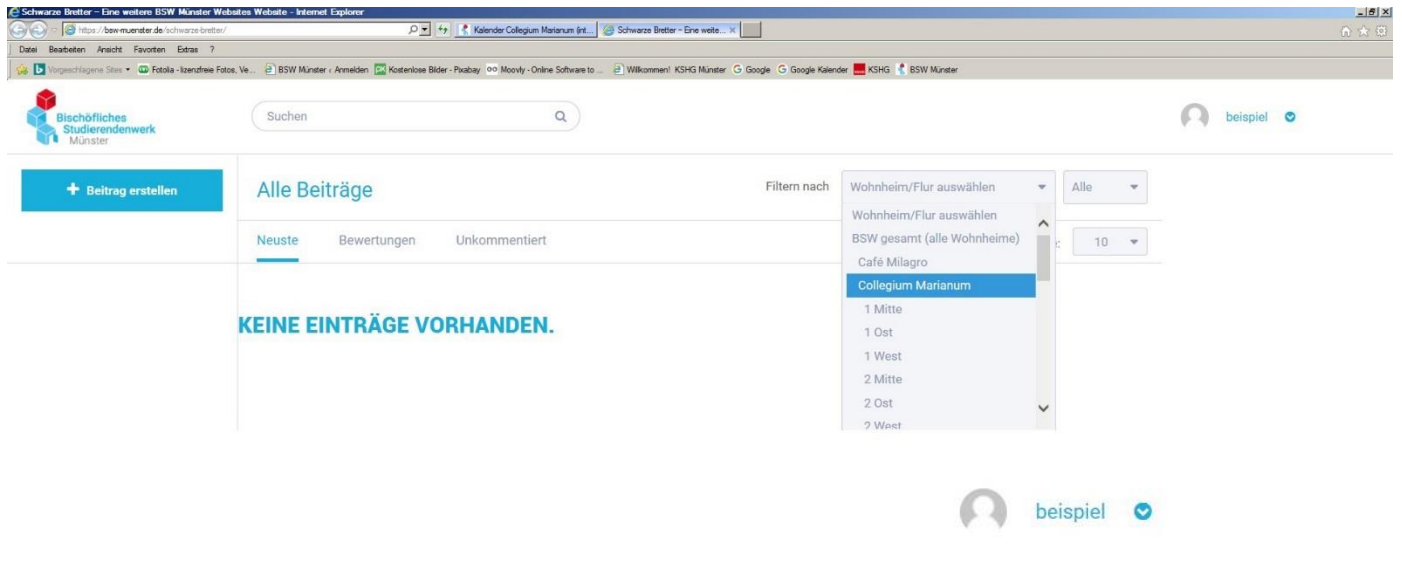


- After the logging in, you will be automatically redirected to the “Veranstungskalender” (event calendar)
- Click on the sign in the form of a pin in the top bar to get to the “Schwarzen Bretter” (black boards).



3. Selection of a specific board

- On the right side, under “Filtern nach: Wohnheim/Flur auswählen” (filter by: select dorm /hallway), select the specific black board.



- Right next to it can be selected whether only posts, surveys or all should be displayed



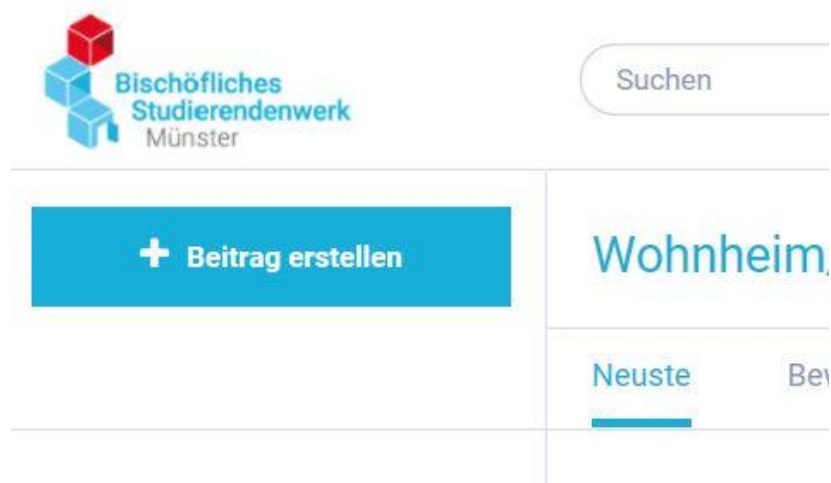
- All contributions from the selected board will now be displayed in the middle column



- There you can filter the posts by “latest”, “ratings” and “uncommented”

4. Create a post or survey

- Click on the blue button in the left column on which is written “Beitrag erstellen” (create a post).



- This opens a window into which all the information for a post or survey can be entered.

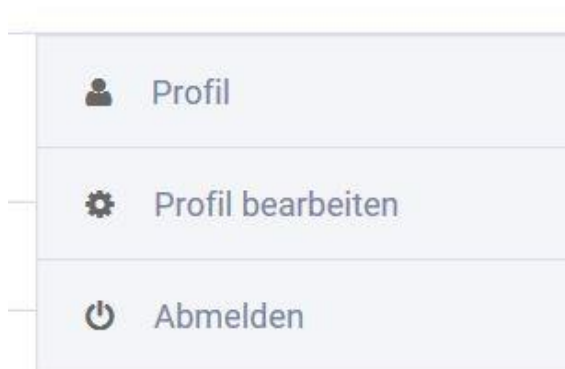
The screenshot shows a modal window titled "BEITRAG ERSTELLEN" (Create Post) with a secondary tab "UMFRAGE ERSTELLEN" (Create Survey). The form contains the following elements:

- Title:** A text input field labeled "Titel" with a character count of 150.
- Location:** A dropdown menu labeled "Wohnheim/Flur auswählen" (Select apartment/hallway).
- Rich Text Editor:** A text area with a toolbar containing icons for bold (B), italic (I), underline (U), link, unlink, list, ordered list, image, and code.
- Tags:** A field labeled "Schlagwörter (max. 5)" (Tags, max. 5) with a prompt "Neues Schlagwort mit Enter hinzufügen" (Add new tag with Enter).
- Action:** A blue button labeled "Beitrag erstellen" (Create post).

- At this point it is important to choose the correct black board or the specific hallway, WG, etc. to select where the post should be posted.
- If everything is filled in, the post can be published on the selected black board by clicking the blue button "Beitrag erstellen" (create post).

5. Profile

- To view or edit your profile, click on the user name in the upper right corner. This will open a menu.

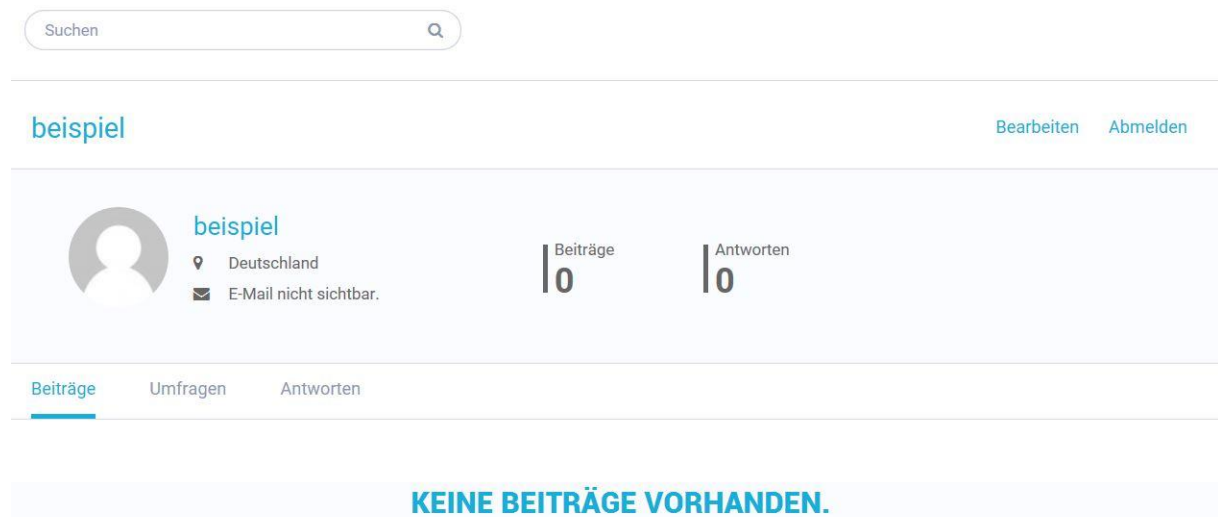


Profile: Here you can view your own posts, surveys, comments and answers, as well as your own profile.

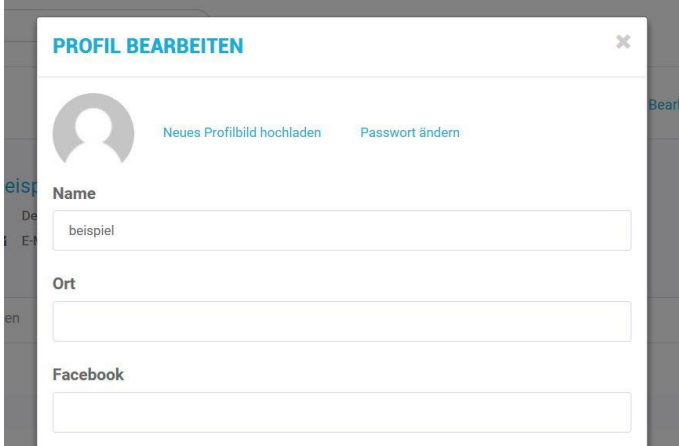
Edit profile: Here you can change, delete or complete the information about your profile.

Log out: Press the button “Abmelden” to log out from the black boards.


View of the profile:



Edit profile:



PROFIL BEARBEITEN ✕

 [Neues Profilbild hochladen](#) [Passwort ändern](#)

Name

Ort

Facebook

- E-mail notifications can be turned off under “Profil bearbeiten” (edit profile).
- E-mail notifications for important posts by administrators and sub-administrators, such as “Heimsprecher” (home speakers) and tutors will still be delivered.

E-Mail veröffentlichen.

E-Mail-Benachrichtigungen abschalten.

Änderungen speichern

- You can logout by pressing the button “Abmelden” (log out).

