Email in the Network
To email within the network, go to the right hand column under your name and click on the "Inbox" icon. This should bring you to a page marked "Messages." Click on "Compose" on the right hand side of the page. You will be given a list of your contacts. Click on the friends you would like to send a message to. Next fill out the subject line, the body of the message, and click send. Another important bit of information to keep in mind, is regarding emails sent from the network. Depending on your message service, these emails could be sent to the spam folder. Make sure to check your spam folder so that you don't miss any important emails and notifications from Punch-In! (See Figure A., Red Circle)

Make A Friend Request
To make a friend request, start by going to the top of the screen and clicking on the heading "Welcome." Once you are there, go to the lower right hand column and there will be thumbnail images of all the members. Click "View all." This will bring you to a page listing all the members with their profile pictures. Click on the member who you would like to friend request. This will bring you to that member's personal page. Under their name and location, click on "Add as Friend." Now you two are friends! (See Figure B.)

Update Your Profile Page
To update your profile page, click on the heading "My Profile" which is located between "Welcome" and "Take the Course." At the very top of your page, to the right of your profile picture, there will be a little button labeled "Edit." This will bring you to a page labeled "My Settings" where you can change your photo, name, birthdate, etc. When you are all done with your updates, make sure to hit save at the bottom right corner of the page! (See Figure A., Blue Circle.)
Add Reply
Within the module, you will see several sections: Introduction/ Learning Objectives, Watch, Read and Explore, and “Do” that will include tasks to be completed within the Discussion Forum. Click the link to open the task, and complete it using the instructions. You are also able to click on one of the icons above to add a link, embed a video or image. Once your response is complete, click the “Add Reply” button at the bottom right of the window.

Record a Video
Record a video using your webcam and post it to Youtube. For specific instructions, YouTube and Google have teamed up to show you how here: https://support.google.com/youtube/answer/57409?hl=en

Once you’ve recorded and uploaded the video to YouTube, find the “share” icon (typically located at the bottom of the video) and click on it. You will find a multitude of media icons to share it to, but you will want to copy the video’s URL. Once you do that, go back to the module question, within the Punch In Success Network, and choose “Reply” within that forum. There you will be able to add your text, and embed any links, including the URL for your YouTube video.
Note: any video URL (ie., vimeo) will work here, not just YouTube. Once the window opens, you will see the menu selection at the top of the text box. Click the video icon, and a pop-up window will appear for you to embed your link. Once your response is complete, click the “Add Reply” button at the bottom right of the window. (See Figure C. at Right)

Find Video Library
To find the video library, which include all of the Expert Videos and Digital Tips for the course, simply click on the “Video Library” menu button at the top of the screen. To return, click the “Network” button, and then navigate back to your course module by clicking the “Take the Course” menu button, and select your Course Group. (See Figure D. Below)

Use Explore Careers
To use the Explore Careers Educational Planning software section, click on the “Explore Careers” menu button at the top of your screen. To return, click the “Take the Course” menu button, and select your Course Group.