SPARTAN BOOK CLUB TIPS

HOW DOES THE BOOK CLUB WORK
This is not a traditional book club.

- **There are no meetings.**
- Instead, the virtual format allows you to participate anywhere you have Internet access and on days and times that are convenient for you.
- The book club is entirely online and connects through a private forum.
  - All discussions and networking takes place in the forum.
  - The forum is managed by a moderator from PBC Guru (our partners in this venture; they manage a number of other university book clubs, too).
    - **Our book club moderator's name is Megan Behm.**
  - The moderator will pose questions to the group, share relevant articles and facilitate conversation about topics in the book based on where members should be in the reading schedule.
    - **Generally, you'll get an email each week from Megan throughout the entire reading period.**
  - Members are encouraged to post in the forum and share as well. When you’re in the forum, on the right hand side of the page, you’ll see different topics/conversation threads. You can click on any of those, read the initial question, other people’s responses (which you can like or reply to directly) and/or post your own reply to the entire thread. **This is how you'll connect with others, so do not hesitate to like or reply directly to other member's comments as well as posting your own comment(s).**
- **Pace of the book club**
  - The pace is up to you – both in terms of reading the book and participating in the discussions. A suggested reading schedule will be provided for each book at the beginning of the reading period. You'll also receive weekly emails from Megan posing questions and prompting discussion.
  - You can go into the forum whenever you wish.
  - You can choose what topics in the forum you want to read, comment on, and in what order. To avoid any spoilers, though, you may not want to read the End of Book Discussion until you’ve actually finished the book.
- **Emails from Megan, our moderator**
  - Emails and communications about the book club in general will be sent to the email address you used when you joined.
  - **To make sure that you receive emails from Megan, add her to your approved senders/safe senders/whitelist. Megan’s email is:** megan@pbc.guru.
HOW TO LOG INTO THE FORUM

- Go to [https://msu.pbc.guru/](https://msu.pbc.guru/)
  - Consider bookmarking this page so you can easily find it again.
  - Using the link, it should either direct you to one of the following pages:

**OPTION #1**
If you get this page, enter your email and the password you created when you joined. If you forgot your password, there’s a “Forgot Password?” prompt under the black LOGIN button.

**OPTION #2**
If you've been in the forum previously and have not logged out, you'll go directly into the forum.
NAVIGATING THE FORUM

1 = The book title and reading period.

2 = Primary topics related to the book. These are mostly generated by PBC Guru, the moderator of the book club. Members are encouraged to read and comment on all material in these topics. Members can click on any of the topics, read the initial question, other people’s responses (which you can like or reply to directly) and/or post your own reply to the entire thread. **This is how you’ll connect with others, so do not hesitate to like or reply directly to other member’s comments as well as posting your own comment(s). More information below.**

3 = Voting. For each reading period, the three book choices will be noted and voting will occur in this section. Book club members receive an email from PBC Guru when the voting period opens.

4 = Programs/Events. The MSU Alumni Office will use this section to promote additional programs and events that members may be interested in. Material will be grouped by topic and new content in existing topics and new topics will be added regularly.

5 = Topics in this section include book club member introductions, favorite MSU memories, book recommendations, screen adaptations. Spartans continue to join the book club on a regular basis, so be sure to continue to check this out.

6 = Frequently asked questions and community guidelines for respectful discussion. If you have a question, check this section first. If you cannot find the answer, the contact information for PBC Guru is located here and you can contact them.

7 = Home. If you ever get too deep into a thread, or want to get back to the forum homepage, click the Spartan Book Club logo.
PARTS OF A POST

1 = The username of the person who posted.

2 = The copy of the post.

3 = “Like”/how many people have “liked” the post. More information below.

4 = Reply to the post. More information below.

5 = Analytics for the post, e.g., replies, views, likes and frequent posters. If you hover over the image or initial for the user, the full name appears.

6 = For a post with many replies, a summary of the post displays the number of replies with an estimated read time.

7 = Home. If you ever get too deep into a thread, or want to get back to the forum homepage, click the Spartan Book Club logo.
INTERACTING IN THE FORUM

Liking a post
- To like a post, simply click the heart icon below the post.
- Changed your mind? Simply click the heart icon again.

Reply to a post
- You can reply to the general question/concept posed in the topic.
  Click on “Reply” below the post.
- You can reply to an individual’s post. Click on “Reply” below the post.

Once you click “Reply”, a composer/reply box will open at the bottom of the screen.
- The topic or individual you’re replying to will be indicted at the top of the composer/reply box.

Replying to a topic example:

Replying to an individual example:
• Writing your reply... 

1 = What/who you’re responding to – the topic or an individual. 

2 = Formatting icons, e.g., bold, italics, hyperlink, emojis. If you hover over the icon, its function will appear. 

3 = The composer/reply box. This is where you type your reply. Note that if you choose any formatting, certain characters, e.g., asterisks, may appear in your copy. These are coding characters and they will not appear in your final post. 

**Want to refer to another book club member? @mention them.** 
- Use the “@” followed by an individual’s user name to specifically refer to a particular person and/or their post. 
- Once you start typing the first few letters, individual’s whose user name includes those letters will appear. The more you type, the more refined the names will become. 
- You can use more than one @mention in your post. 
- @mention is particularly helpful if you’re replying to the topic (not an individual), but want to reference an individual’s post and/or if you want to mention more than one individual in your post. 

4 = Preview. This is how your reply will look once posted. 

5 = Enter fullscreen composer/reply – if you want to make the composer/reply box full screen size. 

6 = Minimize the composer/reply box. 

7 = Want a bigger or smaller composer/reply box? Click and drag on the thick blue bar to increase or decrease the size. 

8 = Hide preview - if you don’t want to preview your reply. If you hide it and want it back, click “show preview”. 

9 = Ready to post? Click the “Reply” button. Decided you don’t want to reply, click “cancel.” You’ll get an on-screen prompt confirming if you want to abandon your post. Note that draft posts cannot be saved.
• To edit or delete your reply, click on the three dots below your post. More options will appear.

1 = Edit the post. The composer/reply box will open and you can edit accordingly.

2 = Delete the post.