

## Instructions for using the ChemEd2009 Trading Post

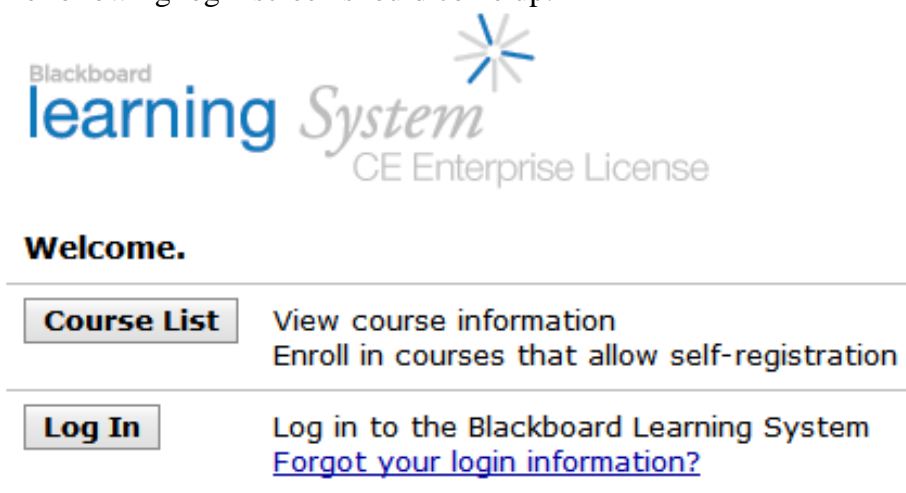
The trading post is an on-line system through Blackboard. Documents can be submitted and retrieved using this system before, during, or after the conference.

### Downloading files from the Trading Post:

To view and download items in the Trading Post, please use the following url:

<http://webct6.radford.edu>

The following login screen should come up:



Log in and use the following credentials:

**Login name: ChemedFall2009**

**Password: ChemEdF2009**

Under "Course List", choose ChemEd2009 Trading Post (the only "course" choice).

Folders are listed for each day and postings are organized by session ID number. All submitted documents for a given workshop, demo, or event will be included in the folder for that session.

### **Submitting documents to the Trading Post:**

There are two ways to submit documents to the trading post:

1. The easiest way to post an item is to email them as attachments to the following address:

[chem-web@radford.edu](mailto:chem-web@radford.edu)

We will continuously monitor submissions and post all documents to the ChemEd2009 Trading Post on-line site.

2. Trading post items can be delivered (using CD, flash drive etc.) to Cathy Fisher in 306 Reed Hall. They will be posted by the end of each day.

**NOTE: please give the session ID (i.e. session: 01-PM-DEMO03) for each submission!**