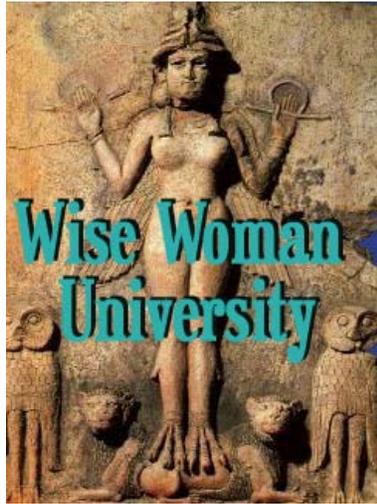


# Welcome to The Wise Woman University



## Starting a Course

The Wise Woman University consists of two websites: [www.wisewomanuniversity.org](http://www.wisewomanuniversity.org) and [www.wisewomanuniversity.ning.com](http://www.wisewomanuniversity.ning.com). These two websites serve different purposes and are not connected under one account.

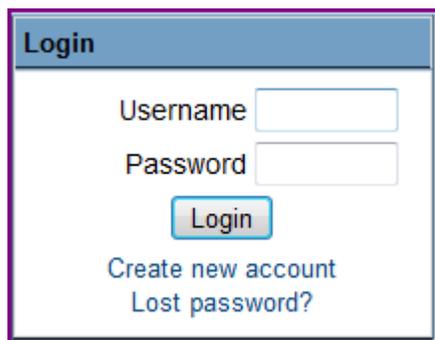
When you register for a course via the Wise Woman Bookshop, the account information there is used to automatically generate an account for you at [www.wisewomanuniversity.org](http://www.wisewomanuniversity.org). It does **NOT** automatically create an account for you at [www.wisewomanuniversity.ning.com](http://www.wisewomanuniversity.ning.com). You will have to create your account there but can certainly use the same log-in information for both sites to streamline the process. At the same time that you receive your welcome letter from the University, you will also be receiving in a separate email, an invitation to your class group at [www.wisewomanuniversity.ning.com](http://www.wisewomanuniversity.ning.com).

[www.wisewomanuniversity.org](http://www.wisewomanuniversity.org) – This is the main classroom where you will access all lessons, handouts and assignments. There is also a news forum that is used to alert you to any announcements and a class discussion forum you can use to ask questions of mentors and connect with fellow participants.

[www.wisewomanuniversity.ning.com](http://www.wisewomanuniversity.ning.com) – This is the social network for the University with a group for each class. Here you can participate in conversations with other course participants with the group discussion forum. You can also connect via chat function with all member of the ning site, not just those in your class. You can post pictures, videos, make blog posts, etc. as well.

# Navigating at [www.wisewomanuniversity.com](http://www.wisewomanuniversity.com)

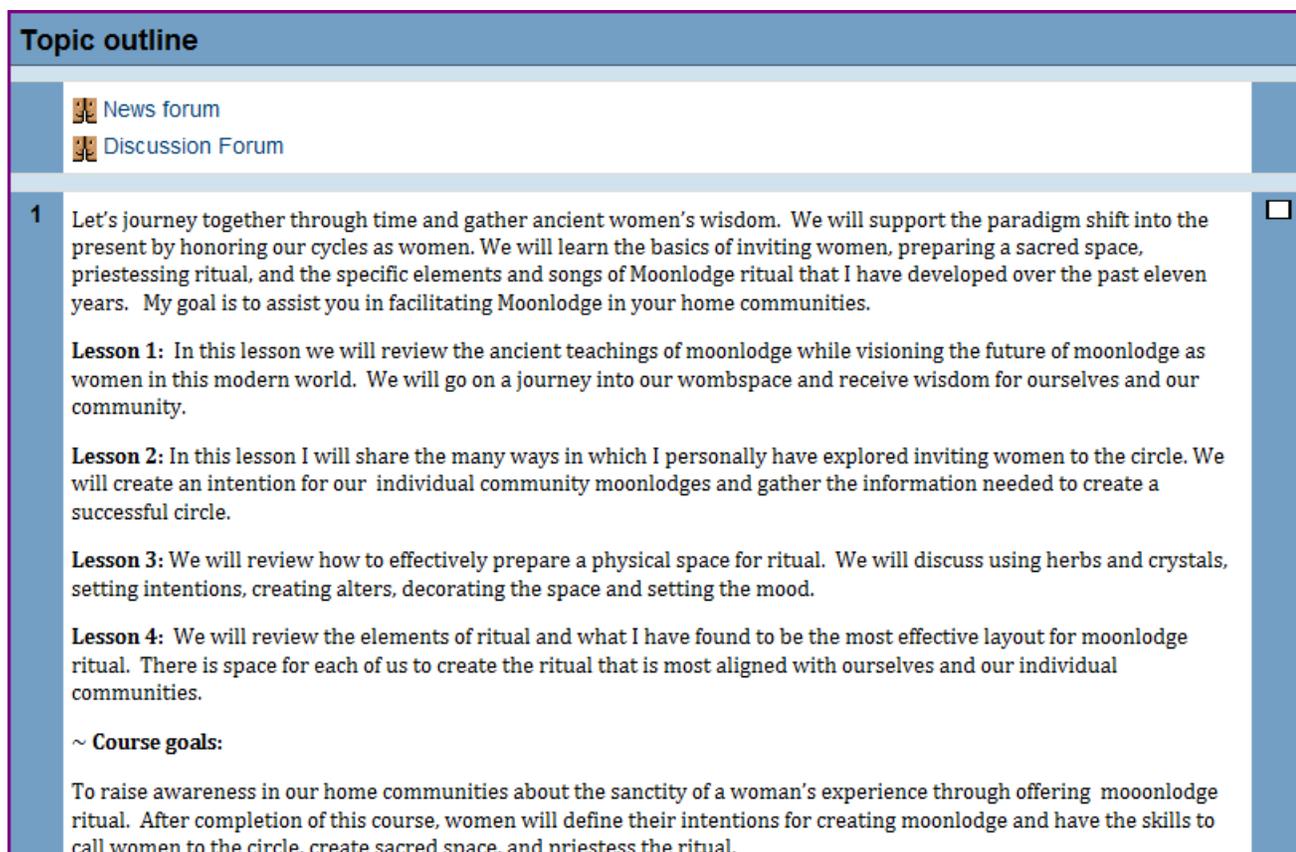
Once you have signed up for a course, you can access your material at the University's main page at [www.wisewomanuniversity.org](http://www.wisewomanuniversity.org). You will see the log-in form in the upper right hand corner of the page. Your log in information for the Wise Woman Bookshop and WWU are the same with your email address being the default username. Once logged in, you now can access all the lessons and assignments in courses for which you are registered.



The screenshot shows a login form with a blue header labeled "Login". Below the header are two input fields: "Username" and "Password". A blue "Login" button is positioned below the password field. At the bottom of the form, there are two links: "Create new account" and "Lost password?".

Once logged in, any courses that you are registered for will now appear in the upper right hand of the screen where the login box was previously.

When you click on your class name, you will be brought to the main page for that particular course. Here you will see the forums you will be using, followed by the general outline of the course with goals.



The screenshot displays a course topic outline page. At the top, there is a blue header with the text "Topic outline". Below this header, there are two forum links: "News forum" and "Discussion Forum", each accompanied by a small icon. The main content area is titled "1" and contains a paragraph of introductory text. Below this, there are four numbered lessons, each with a brief description of the lesson's focus. At the bottom of the page, there is a section titled "~ Course goals:" followed by a paragraph detailing the course objectives.

**1** Let's journey together through time and gather ancient women's wisdom. We will support the paradigm shift into the present by honoring our cycles as women. We will learn the basics of inviting women, preparing a sacred space, priestessing ritual, and the specific elements and songs of Moonlodge ritual that I have developed over the past eleven years. My goal is to assist you in facilitating Moonlodge in your home communities.

**Lesson 1:** In this lesson we will review the ancient teachings of moonlodge while visioning the future of moonlodge as women in this modern world. We will go on a journey into our wombspace and receive wisdom for ourselves and our community.

**Lesson 2:** In this lesson I will share the many ways in which I personally have explored inviting women to the circle. We will create an intention for our individual community moonlodges and gather the information needed to create a successful circle.

**Lesson 3:** We will review how to effectively prepare a physical space for ritual. We will discuss using herbs and crystals, setting intentions, creating alters, decorating the space and setting the mood.

**Lesson 4:** We will review the elements of ritual and what I have found to be the most effective layout for moonlodge ritual. There is space for each of us to create the ritual that is most aligned with ourselves and our individual communities.

~ **Course goals:**

To raise awareness in our home communities about the sanctity of a woman's experience through offering moonlodge ritual. After completion of this course, women will define their intentions for creating moonlodge and have the skills to call women to the circle, create sacred space, and priestess the ritual.

Farther down the page, you will see listed all the material that comes with that course: lessons, assignments, resources and any additional material such as MP3s and videos.

2	 Lesson 1 - Creating a Moonlodge
3	 Assignment 1
4	 Womb Room Journey MP3
5	 Lesson 2 - Creating a Moonlodge
6	 Assignment 2
7	 Lesson 3 - Creating a Moonlodge
8	 Assignment 3
9	 Lesson 4 - Creating a Moonlodge
10	 Assignment 4
11	 Grounding Visualization
12	 Red Temple Moonlodge Email Example  Red Temple Moonlodge Ritual

## Lessons and Assignments

Each lesson is presented in PDF format. You will need Adobe Reader installed to access these PDFs. If you do not have Adobe Reader, you can download a free copy of the program at [www.adobe.com](http://www.adobe.com). Having it in this format allows you to download and save the lesson to your computer, so that you may work on it at any time. Any audio resources will be listened to directly through either your computer or an mp3 player.

The assignments are presented within the university's interface online and your work will be typed directly into the system. To submit an assignment, click on the heading of the one you will be working on. This brings you to a new screen.

~ Lesson One: What is Moonlodge?

~ Assignment One

1. Imagine what your moonlodge would look like? Share in the forum.
2. Journey to your wombspace with the guided meditation in lesson one. Share in the forum.

~ Resources

[Songs of Bleeding](#) by Spider

[Red Flower: Rethinking Menstruation](#) by Dena Taylor

You have not submitted anything yet

Edit my submission

Clicking on the Edit my submission button brings up a text box directly below the assignment. You will type your assignment directly into that text box.

Submission\* ?

Trebuchet 1 (8 pt) Lang B I U S x<sub>2</sub> x<sup>2</sup> ↶ ↷

☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ | ⏪ ⏩ | ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ | T | — | J | 🔗 | 🌐 | 📅 | 😊 | 📄 | ⏪ ⏩ | ↗

Once you are finished, click the Save changes button that is below the text box.

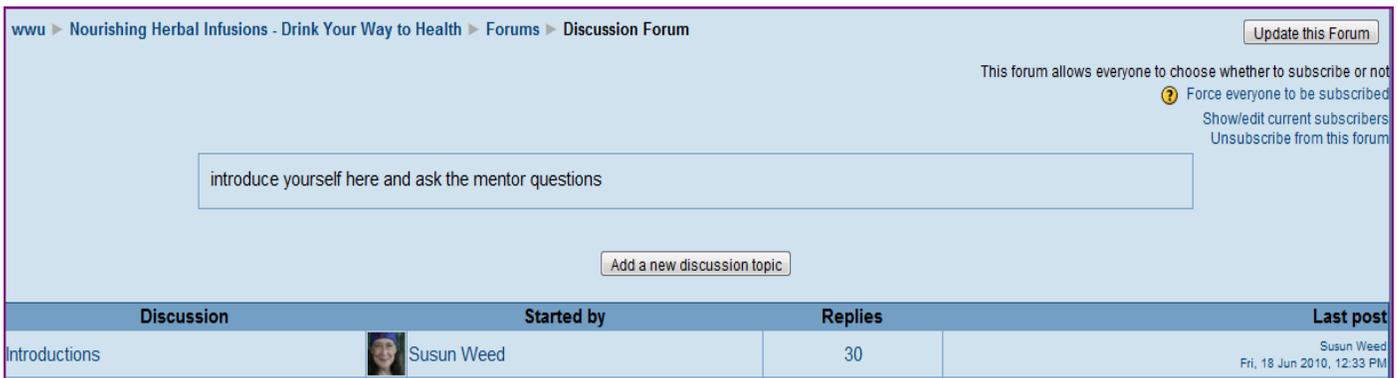
Format ? HTML format

Save changes Cancel

Your assignment has now been submitted and your mentor will receive an email notification that it is waiting for her review. Once the work has been reviewed, the student will be notified by email and you can access any comments left by the mentor by clicking back on the assignment.

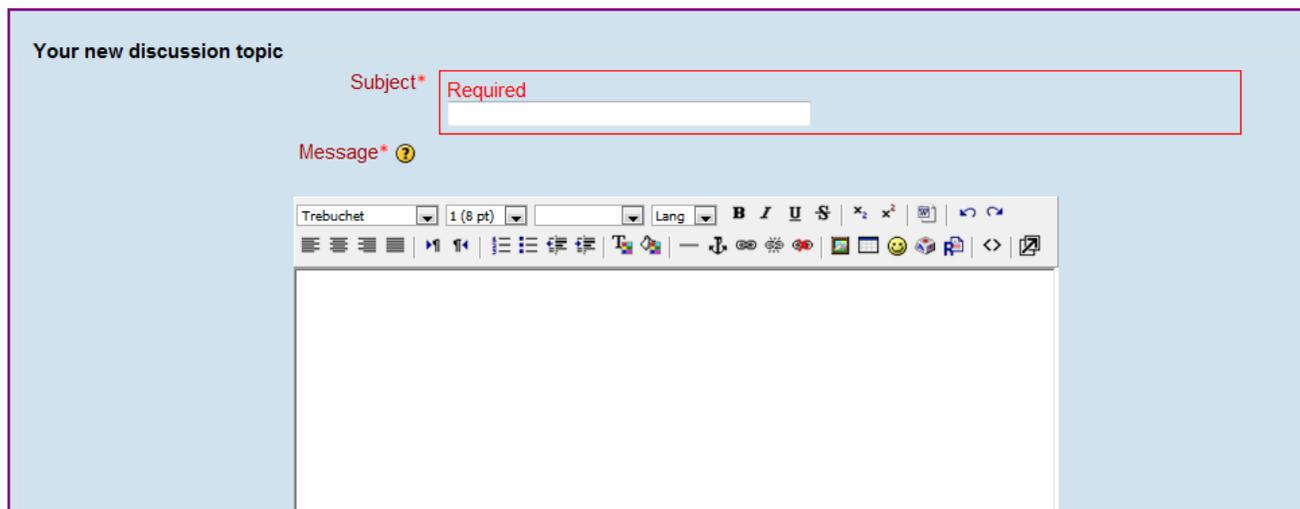
## Communication

Each course will make use of forums as one of the ways of contact between mentor and student. Forums are found at the top of the courses main page. There is the news forum which exists solely for the mentor and university to post any news and announcements. Following that will be various forums depending on the course. Usually you will find a discussion forum for students to ask questions and make comments. These are set up like most forums you find online where you can create your own topic to post and also respond to other threads. To start a new discussion, go into the forum and click on the Add a New Discussion Topic found at top of page.



The screenshot shows a forum interface. At the top, there is a breadcrumb trail: [wwu](#) > [Nourishing Herbal Infusions - Drink Your Way to Health](#) > [Forums](#) > [Discussion Forum](#). On the right, there is a button labeled "Update this Forum". Below this, a message states: "This forum allows everyone to choose whether to subscribe or not" followed by a help icon and three links: "Force everyone to be subscribed", "Show/edit current subscribers", and "Unsubscribe from this forum". A large text box contains the placeholder text "introduce yourself here and ask the mentor questions". Below the text box is a button labeled "Add a new discussion topic". At the bottom, there is a table with the following columns: "Discussion", "Started by", "Replies", and "Last post". The table contains one row with the following data: "Introductions", a profile picture of Susun Weed, "Susun Weed", "30", and "Susun Weed Fri, 18 Jun 2010, 12:33 PM".

This will bring you to a new screen where you will put in your subject title and enter post within the text box. When finished, click on the Post to Forum button found at the bottom of the page.

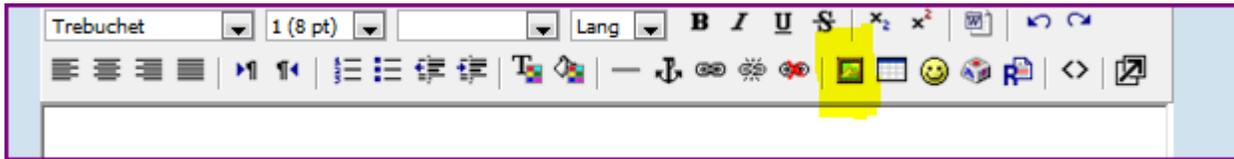


The screenshot shows the "Your new discussion topic" form. It has a title "Your new discussion topic" and two main input fields. The first is labeled "Subject\*" and contains the text "Required" in red. The second is labeled "Message\*" and has a help icon. Below the message field is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, bulleted and numbered lists, indentation, link, unlink, image, video, and other media. The text area below the toolbar is currently empty.

To make a response to someone else's topic, go to the post that you want to reply to. Click "reply" at the bottom right of the post. You should see a screen with a text box and editing buttons at the top.

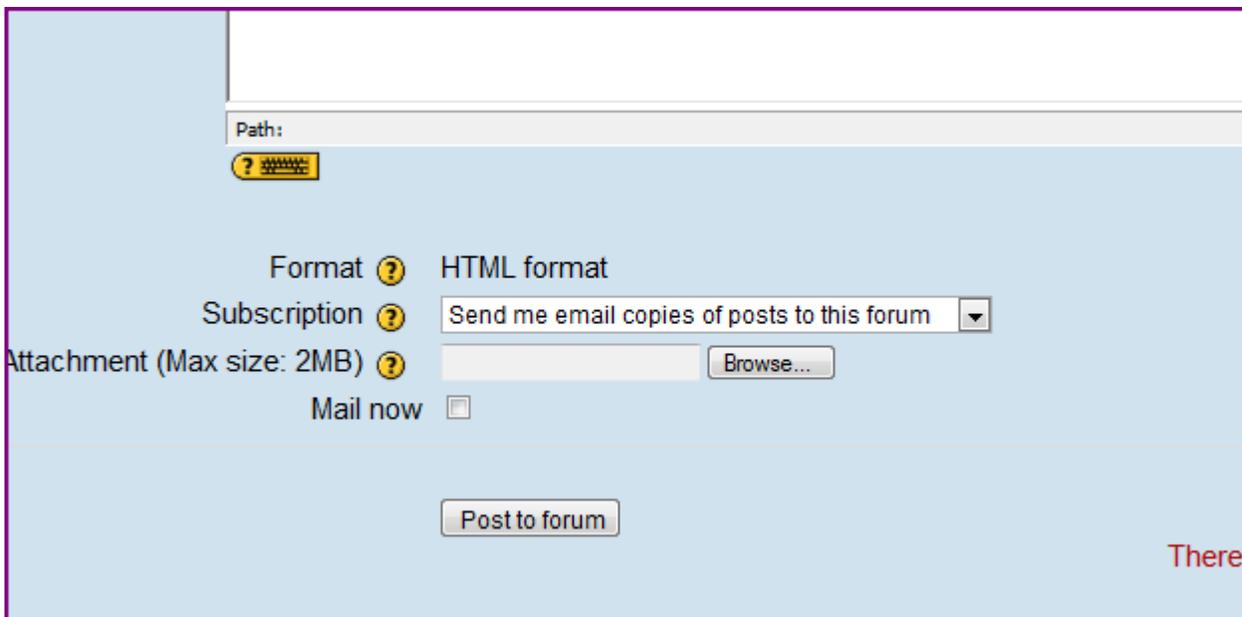
You can also upload images to the forums that are in .gif or .jpg format and under 500MB in file size. Most digital photographs are in the .jpg format. You can upload any document to the forum post 500MB or smaller in file size, but remember that the user must have a program that can open it. You can add an image to a forum post in two ways.

**(1) If the image is on the Internet**, click the image button in the button bar – highlighted in yellow below.



Open another browser window and go to the image that's on the Internet. Cut and paste the address to the image into the address box that opened on [www.wisewomanuniversity.org](http://www.wisewomanuniversity.org) . Save your changes. The image will be inserted where ever you left your cursor.

**(2) If the image is on your computer**, go to the bottom of the edit page that opened when you clicked "reply," and click "browse."

A screenshot of the forum edit page. It shows a 'Path:' field with a question mark icon. Below it are options for 'Format' (HTML format), 'Subscription' (Send me email copies of posts to this forum), and 'Attachment (Max size: 2MB)' with a 'Browse...' button. There is also a 'Mail now' checkbox and a 'Post to forum' button at the bottom. The word 'There' is visible in the bottom right corner.

Find the image on your computer and double click it (or click it once and then the "open" button at the bottom of the browse window). The image will not appear in your text while you are looking at it, but it will appear at the bottom of the page when you are done. You can add a Word or other document to your page for downloading using the same process.

**\* You can only add one image or document to each forum post. \***

The amount of posts generated by a forum will vary depending on things such as the type of course you've signed up with, the number of students taking the course, the way the mentor presents the material, etc. The most convenient way to stay informed of what is happening is by making sure that you are set up for receiving the forum posts; that way they can go directly into your email box and you will not miss anything that may be relevant.

## Live Virtual Classes: Teleseminars and Webinars

Many of the courses at Wise Woman University include live virtual classes. Some may be strictly teleseminars, others may be webinars that include visuals, etc. All of these live classes are recorded and replay links are available to all registrants so that you may re-listen anytime at your leisure.

Log-on information and replay links are posted in the news forum at your course classroom at [www.wisewomanuniversity.org](http://www.wisewomanuniversity.org) and also at in the discussion forum at your course group at [www.wisewomanuniversity.ning.com](http://www.wisewomanuniversity.ning.com)

## Managing Your Account at [www.wisewomanuniversity.org](http://www.wisewomanuniversity.org)

Clicking on your profile, you can edit who can see your email and how to be subscribed to forums. Email display can be set so that everyone sees your email, only fellow classmates can see your email or no one can see it.

You will want to make sure that your email address is active, enabled and set up for HTML.

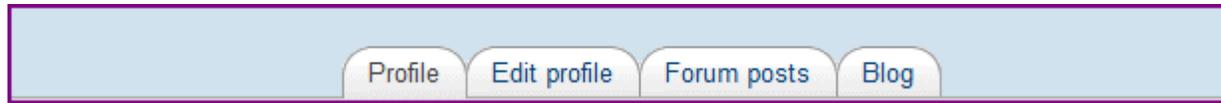
For forums, you can set email to either single emails per each forum posts or digest in two forms: a digest with only subjects listed or a digest containing full posts.

Forum auto-subscribe allows you to set up your subscription to the forums; that way the posts are delivered to your inbox and you do not have to log in to the university site just to check what is going on in the forum.

Forum tracking highlights new posts.

Email display	Allow everyone to see my email address
Email activated	This email address is enabled
Email format*	Pretty HTML format
Email digest type*	No digest (single email per forum post)
Forum auto-subscribe*	Yes: when I post, subscribe me to that forum
Forum tracking*	No: don't keep track of posts I have seen

Your profile contains all the information that you have included on yourself such as name, location, interest, courses you are currently enrolled in and your picture. Clicking on the edit your profile button will allow you to change out any of that information.



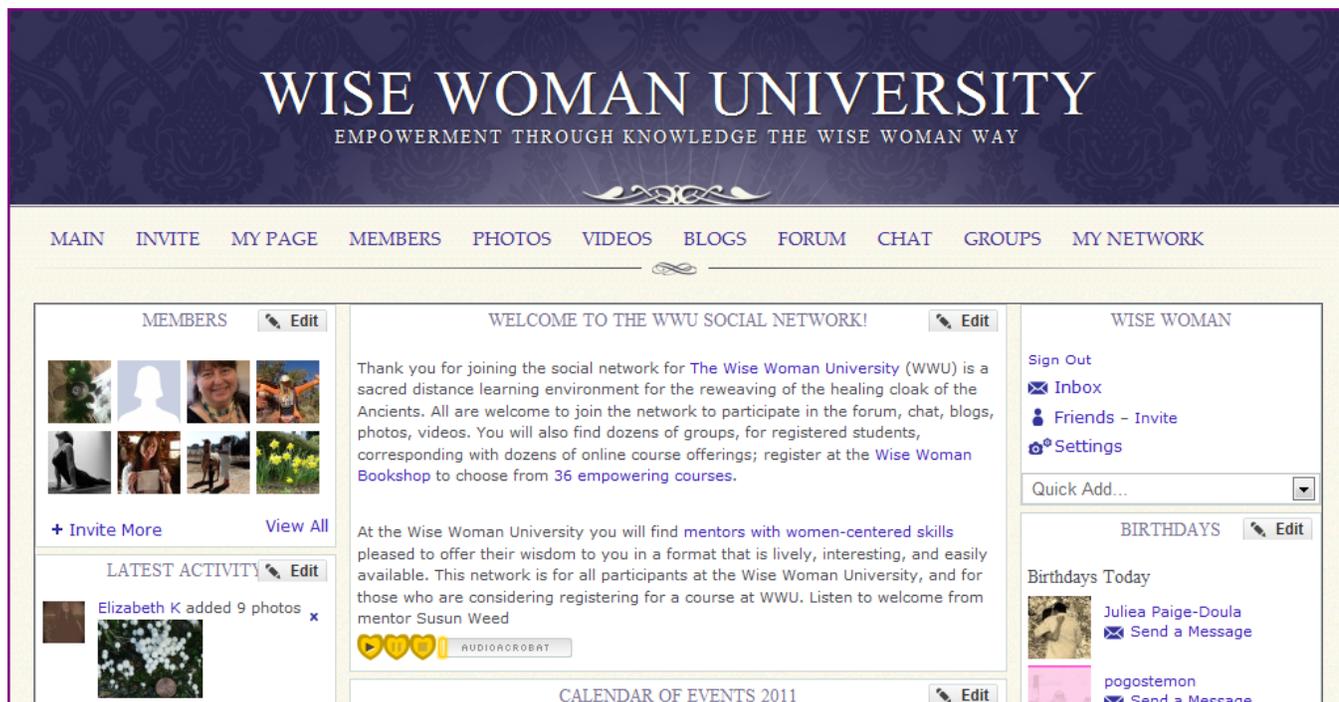
You can also keep track of any forum or blog posts that you've made here at your profile.

Forum Posts will bring up all posts that you have published.

Blog will bring up all blog posts you have published.

## Navigating at [www.wisewomanuniversity.ning.com](http://www.wisewomanuniversity.ning.com)

This is the University's social site. Here you can connect not only with your mentor, fellow class participants but with a large member base of people from around the globe.



When you are signed in, at the main page of [www.wisewomanuniversity.ning.com](http://www.wisewomanuniversity.ning.com), you will find lists of members and latest activity running along the left side of the page. Scrolling down, you will come to the calendar of events:

Wise Woman University

Today



Monday, April 18



Week

Month

Agenda

Wednesday, April 27

4 week course - Reclaiming Artemis: Calling Passion, Power and Wildness

Sunday, May 1

- »» 12 week course - Magic of Motherhood with mentor Jill Diana Chasse
- »» 4 week course - Conscious Menstruation with mentor Astrid Grove
- »» 4 week course - Cooking for the Love of Children with mentor Anne-Marie
- »» 4 week course - Culturing from the Heart with mentor Anne-Marie Fryer
- »» 4 week course - Intuitive Development with mentor Sherry Healy
- »» 4 week course - Manifesting with the Moon with mentor JoAnne Dodgson
- »» 4 week course - Reiki Self Healing with mentor Nora Beeman
- »» 4 week course - Relaxations and Visualizations for Birth with mentor Jill
- »» 4 week course - Seven Directions Movement Meditation with mentor Whi
- »» 4 week course - Shaman's Circle: Earth Spirits and Guides with mentor .
- »» 8 week course - Perinatal Loss Workshop with mentor Jill Diana Chasse
- »» 8 week course - Perinatal Mood Issues with mentor Jill Diana Chasse
- »» 8 week course - Plants and People: Herbal Medicine Making with mento

Tuesday, May 3

This is a good place to see upcoming classes, webinars, etc.

Scrolling further down is where you will find videos and photos that have been added by both members and mentors at the University.

VIDEOS



Herbalist Susun Weed harvests Linden flowers (Tilia)  
Added by Wise Woman



Dear Woman  
Added by Kathy Kordas



Susun Weed - April 2010 Workshop - Harvest and Storage of Herbs  
Added by Wise Woman

+ Add Videos

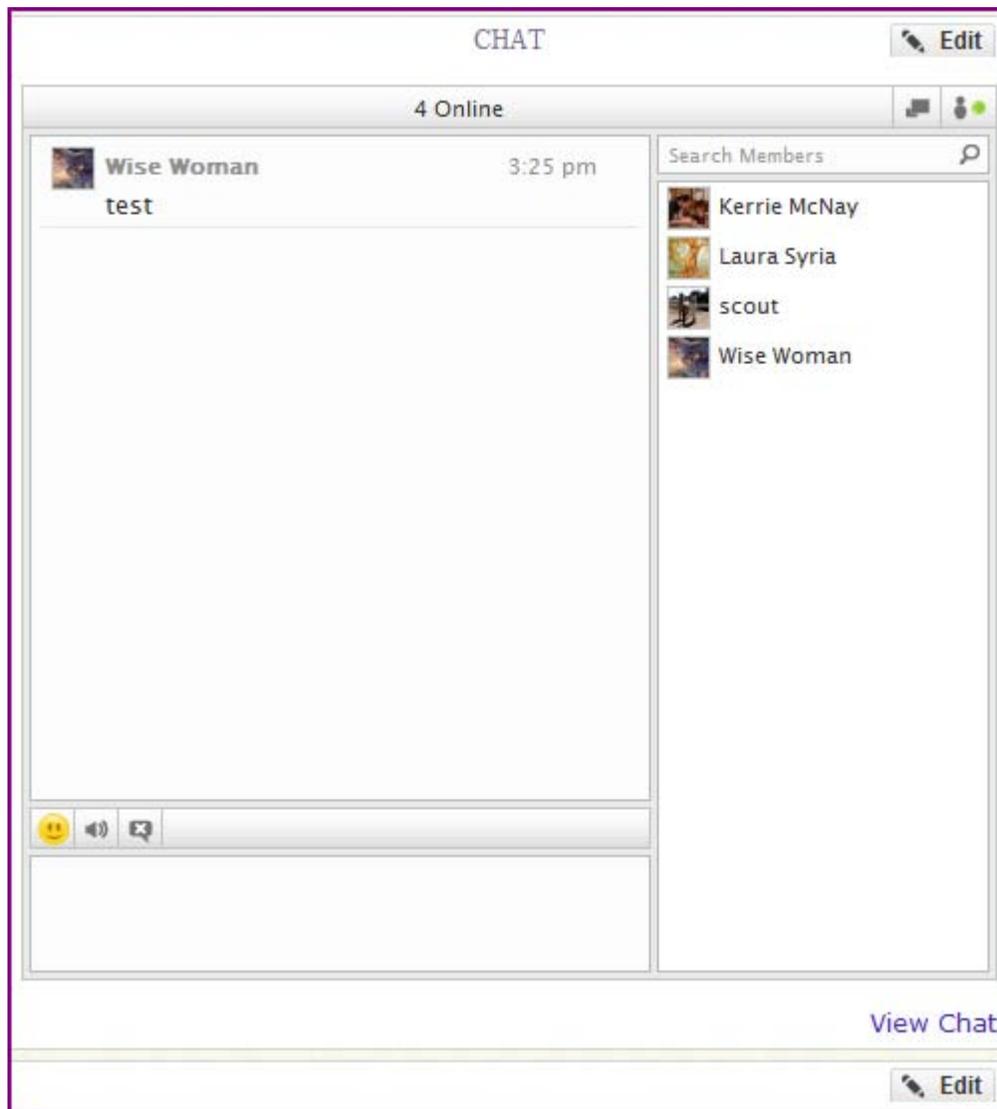
View All

PHOTOS



As members here, you can add your own videos and photos as well to the continuous slide show that happens on the main page.

The last item is the chat function:



This function allows you to chat with all member of the ning site, not just those in your class. At the top you can see how many are online with their names appearing in the box to the right.

Simply type your message into the blue box, hit enter and it appears in the top box for anyone to read. Again, remember this is open to **ALL** members of ning, not just your class, so if you don't want everyone to read it, don't put it in the chat box.

Running along the right side, you will find, your account info, birthdays and the most current blog posts that have been made.

WELCOME TO THE WWU SOCIAL NETWORK! [Edit](#)

Thank you for joining the social network for [The Wise Woman University \(WWU\)](#) is a sacred distance learning environment for the reweaving of the healing cloak of the Ancients. All are welcome to join the network to participate in the forum, chat, blogs, photos, videos. You will also find dozens of groups, for registered students, corresponding with dozens of online course offerings; register at the [Wise Woman Bookshop](#) to choose from [36 empowering courses](#).

At the Wise Woman University you will find mentors with women-centered skills pleased to offer their wisdom to you in a format that is lively, interesting, and easily available. This network is for all participants at the Wise Woman University, and for those who are considering registering for a course at WWU. Listen to welcome from mentor [Susun Weed](#)

[AUDIOACROBAT](#)

CALENDAR OF EVENTS 2011 [Edit](#)

**Wise Woman University**

Today [Monday, April 18](#) [Print](#) [Week](#) [Month](#) [Agenda](#)

**Wednesday, April 27**

4 week course - Reclaiming Artemis: Calling Passion, Power and Wildness

**Sunday, May 1**

- 12 week course - Magic of Motherhood with mentor [Jill Diana Chasse](#)
- 4 week course - Conscious Menstruation with mentor [Astrid Grove](#)
- 4 week course - Cooking for the Love of Children with mentor [Anne-Marie](#)

**WISE WOMAN**

[Sign Out](#)

[Inbox](#)

[Friends - Invite](#)

[Settings](#)

Quick Add...

**BIRTHDAYS** [Edit](#)

Birthdays Today

- [Juliea Paige-Doula](#) [Send a Message](#)
- [pogostemon](#) [Send a Message](#)

Birthdays Tomorrow

- [Suzanne Aeverman](#) [Send a Message](#)

**BLOG POSTS** [Edit](#)

[If you go out into the woods today.....](#)

Posted by [Linda M. Conroy](#) on April 13, 2011 at 12:00am

The blog is available to all members of the University's ning site and as a member; you can also make blog posts that can be read by others. Simply click the **Add a Blog Post** button found at the very bottom of the blog entries on the main page. The **View All** button brings up all blog posts.

- [Create a Career Altar](#)  
Posted by [Dawn Gettig](#) on April 2, 2011 at 10:37am
- [Out to the woods with my prayer tree!](#)  
Posted by [Melissa Potter, LMT](#) on March 31, 2011 at 9:24am — 3 Comments
- [Loving it...](#)  
Posted by [Kathy Kordas](#) on March 30, 2011 at 2:21am — 4 Comments
- [Seasonal Eating is Foundation for Healthy Relationship with our Sexuality](#)  
Posted by [Mary Lane](#) on March 28, 2011 at 2:45pm

[+ Add a Blog Post](#) [View All](#)

# Accessing Your Group at Ning:

Clicking on the groups tab at the very top of the page will bring up all groups that you are a member of. From there you simply click on the title of the group and it brings you directly to the main page.



Scrolling down to the bottom of the page will bring you to the class discussion forum:

A screenshot of the "DISCUSSION FORUM" section of a Ning group page. The title "DISCUSSION FORUM" is centered at the top in a blue font, with an "Edit" button to its right. Below the title are four discussion threads, each with a small profile picture icon on the left. The first thread is titled "Lesson One and Assignments" with 63 replies. The second is "Q&amp;A - ask your questions here" with 32 replies. The third is "Boiling Water to Make Infusions?" with 9 replies. The fourth is "Introductions" with 189 replies. At the bottom of the forum section, there are two yellow buttons: "+ Start Discussion" on the left and "View All" on the right. Below these buttons is a footer area with "RSS" in the center and another "Edit" button on the right. A "+ Add RSS" link is located at the bottom left of the footer area.

The **View All** button brings up all discussions, not just the most current entries.

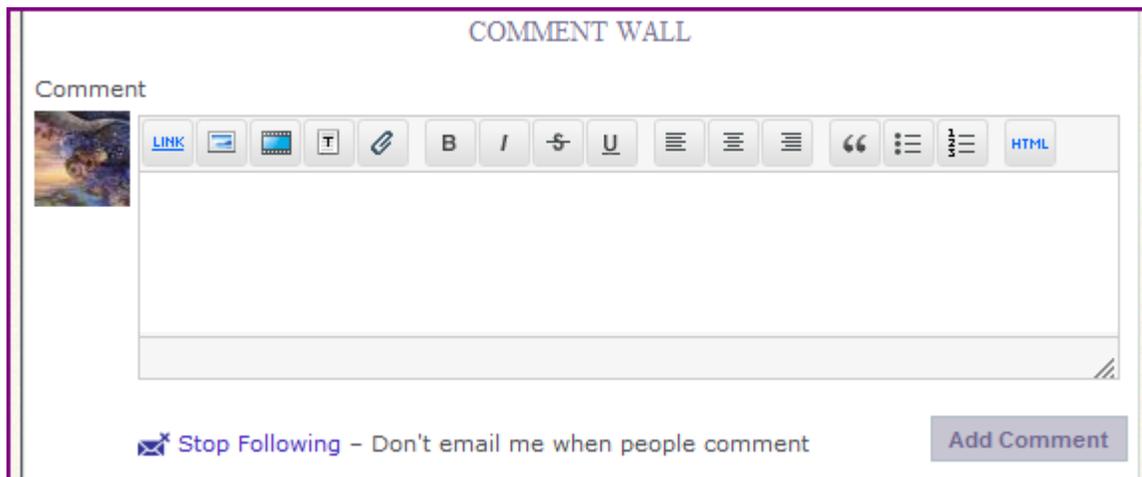
To add a discussion of your own, click on the **Start Discussion tab**

The screenshot shows a web form titled "Add a Discussion" with a yellow header. Below the title is a link: "Back to Nourishing Herbal Infusions". The form includes a "Discussion Title:" text box, a "Post:" text area with a rich text editor toolbar (containing options for font, size, bold, italic, link, unlink, list, and image), and a "Tags:" text box. Below the tags is an "Attach File(s):" section with three input fields and "Browse..." buttons. At the bottom left are "Add Discussion" and "Cancel" buttons. On the right side, there is a sidebar for a user named "WISE WOMAN" with links for "Sign Out", "Inbox", "Friends - Invite", and "Settings", and a "Quick Add..." dropdown menu.

Put in your Discussion Title and body of message in the text box provided for below the Title Box. You can attach files, pictures, etc. as well and then hit **Add Discussion tab** at bottom of page.

The discussion forum is the best place to engage in discussions, **not the comment wall**. At the discussion forum, you can reply to specific posts helping to keep the flow of conversation easy to follow.

Comment wall is just that. For a brief comment in regards to something, not in situations where you hope to have participants reply to you. Comment wall is found directly under the discussion forum on your group's main page.

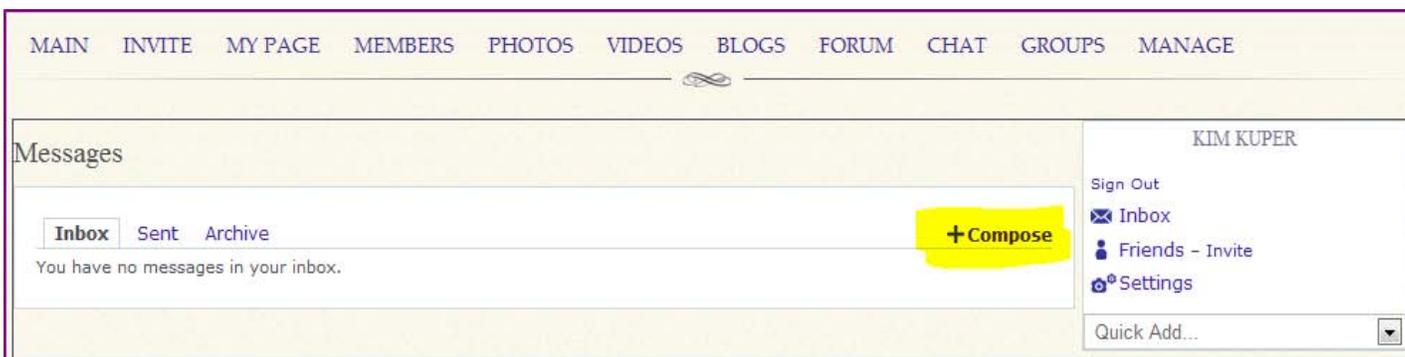


## Managing Your Ning Account

You can manage aspects of your accounts in the area to the upper right of the ning page.



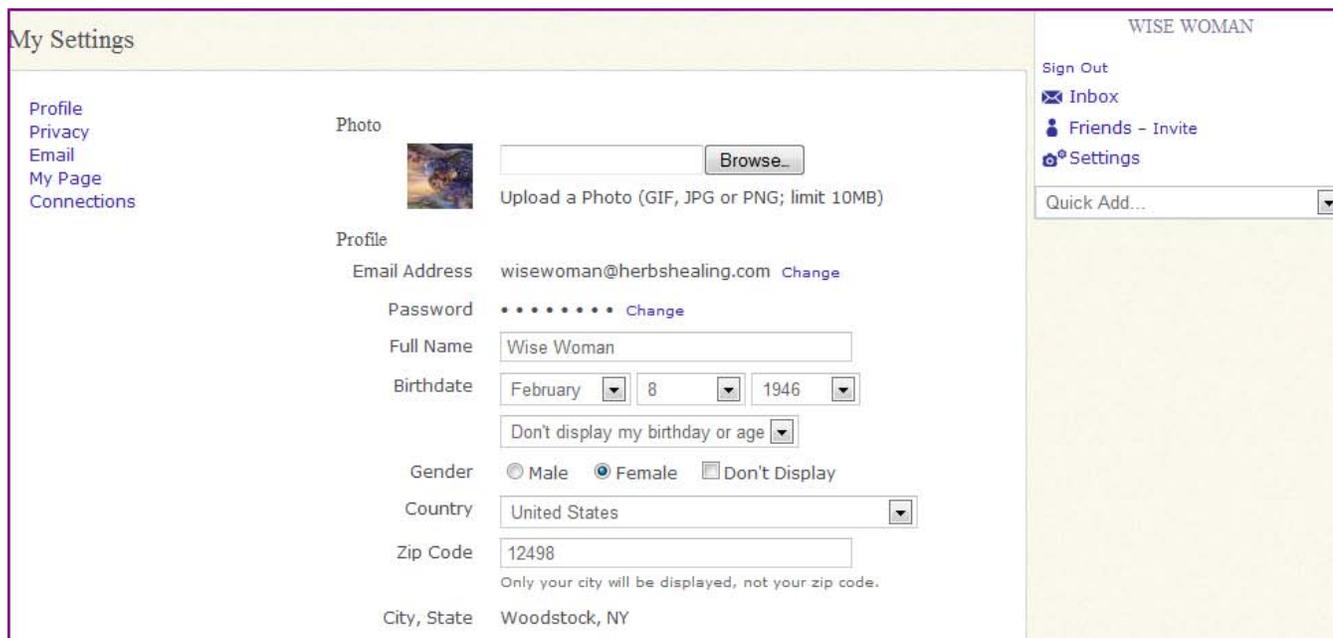
**Inbox tab** will show any messages that have been sent to you via the University's ning interface and allow you to compose messages to others.



**Friends tab** shows those members you are currently friends with and will let you invite others to join us at ning. All are welcome to join even if they are not taking a class at the Wise Woman University. Clicking the Invite Friends tab will bring up several options to invite people, through your address book, Yahoo, AOL, etc.



**Settings tab** will allow you to change out various parts of your account. You can change out your profile picture, email, password, etc. at this place



**Quick add** is a drop down menu that lets you quickly add photos, videos, blog posts, etc.

Thank you again for being part of the  
Wise Woman Tradition.