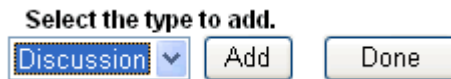


Discussion Boards

To add a discussion board to a Class or Group....

- 1 Navigate to the location where you would like to create a Discussion and click the “Edit” button.
- 2 Select “Discussion” from the pull down menu and then click the “Add” button. This will take you to the DocModify page.



- 3 Enter the appropriate Summary Info for the Discussion board you are creating.

The Summary Information section of the Discussion contains the basic information that your users will see. When you first create a Discussion board, you must first enter a Discussion Title (this title will display on the page).

You then have the option of entering the Discussion Summary (which will display when you mouse-over/hover over the link). You may choose to leave this blank, but users find this summary information useful when navigating through multiple items in a calendar or list.

If you wish for this Discussion board to appear on the calendar (a link to the Discussion), simply add a date and Edline will automatically add this discussion to the calendar.

Summary Information	
This discussion is in Test High School	
Last Modified: 07/07/05	
Discussion Title:	<input type="text"/>
Discussion Summary:	<input type="text"/> (This is displayed when the mouse is placed over the item.)
Calendar Date:	<input type="text"/> Enter date if you want to also display this on the calendar
Repeat Daily Until:	<input type="text"/> Leave blank for single day events

4 Browse and select an image that you wish to display with your text (if applicable). This image will show up on the top of the Discussion board.

(Optional) Upload Image (gif, jpg or png):

Image:

5 Enter text into the Rich Text Formatting box. The text entered here will appear as the first post on the Discussion board.

6 Choose any additional groups/classes that you would like the Discussion board to appear in.

NOTE: If you decide to post the Discussion in other classes or groups, everyone in those classes or groups will be able to comment on and see the same Discussions.

If you would like to have separate discussions for different classes or groups, be sure to post the Discussion in each class individually.

Whether you copied a Discussion at the time you created it or afterwards, the "Additional Posted Groups:" section at the bottom of the *Modify Document Page* shows all the groups that have a copy of this Discussion. This list changes every time you copy a Discussion to other locations.

Multiple Posting

Select one or more groups and use the "Add" and "Remove" buttons.

<p>Available Groups:</p> <div style="border: 1px solid gray; padding: 5px;"><p>560030_2_1 (560030_2_1) Band Baseball Boys Basketball English 103 (ENG666) Football Girls Volleyball Health Class (99) Math7-A-0 (Math7-A-0) Test</p></div>	<div style="border: 1px solid gray; padding: 5px; width: 100px; margin: 5px auto;">Add >></div> <div style="border: 1px solid gray; padding: 5px; width: 100px; margin: 5px auto;"><< Remove</div>	<p>Additional Posted Groups:</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div>
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7 Choose the type of comments you want to allow on the Discussion board.

You can choose from the following categories: “Non Anonymous Discussion”, “Anonymous Comments Allowed”, and “All Comments are Anonymous”. If you choose “Non Anonymous Discussion”, anonymous comments are not allowed within the Discussion. If you choose “Anonymous Comments Allowed”, anyone that posts a comment will be able to choose whether or not they want to make their comments anonymous. If you choose “All Comments are Anonymous”, all comments that are posted to the Discussion will be posted anonymously.

Discussion Type
<input checked="" type="radio"/> Non Anonymous Discussion
<input type="radio"/> Anonymous Comments Allowed
<input type="radio"/> All comments are Anonymous

8 Click the “Save & Return” button.

Discussion Visibility

Please note that the default visibility setting for any Discussion Board is set to only members of that class, group, or school that the Discussion Board was created in. For example, if you are creating a Discussion Board in a group, only members of that group will be able to view or comment on that Discussion Board, unless you go in and change the visibility settings.

Just like any other document, folder, group or class on Edline, you can change the visibility setting to fit your needs.