Discussions provide a forum for group discussions within the system. They may be open to the entire district or school, or restricted to members within a department or team. Discussions may be used by group members to collaborate in the design of common assessments together, talk about their professional development experiences, share best practices and challenges, among other topics. Discussions provide a virtual learning community for educators to collaborate and grow together.

A. Create a New Discussion

Note: Only the creator of the discussion or an Administrator can edit, close, delete the discussion or delete a discussion post. If you are unable to see a discussion thread, contact your Administrator.

1. Hover over the **Collaborate** tab.
2. Click **Discussions** in the sub-menu.
3. Click **Create New Discussion** button at the top of the list.
4. Click **Select** to add individual users or an entire organization of users from the list.
5. Optional: Type the user's name or organization in the search box. Results appear to the right.
6. Type a Discussion **Title.**
7. Type your first post in the **First Post** text box.
8. *Optional:* Click Add from Resource Library to select a resource. Repeat to add additional resources.
9. *Optional:* Click Browse/Choose File to select a file. Click Add Attachment to add additional files.
10. *Optional:* Check the checkbox to Send notification email to the members in the discussion.
11. *Optional:* Type an Additional message in notification email.
12. Click **Next**.
13. The **Discussion** page with your first post displays.

B. View Discussion

Note: You may only view discussion threads that you created or that you were invited to by another user. If you are unable to see a discussion thread, contact your Administrator.

1. Hover over the **Collaborate** tab.
2. Click **Discussions** in the sub-menu.
3. The **Discussions** list appears with all of your existing discussion threads.
4. *Optional:* You may sort, reorder, or search to find your discussion thread.
5. Click the **View** button.
6. The **Discussion** page with discussion post(s) displays.

C. Respond to a Discussion
1. Hover over the **Collaborate** tab.
2. Click **Discussions** in the sub-menu.
3. The **Discussions** list appears with all of your existing discussions.
4. *Optional:* You may sort, reorder, search or use the pager to find your discussion.
5. Click the **View** button.
6. Click **Create New Post** button.
7. Type your **Post Message** in the text box.
8. *Optional:* Click Add from Resource Library to select a resource. Repeat to add additional resources.
9. *Optional:* Click Browse/Choose File to select a file. Click Add Attachment to add additional files.
10. Click **Post.**

D. Delete a Post from a Discussion
Note: Only the discussion creator or an Administrator can delete discussion posts. If you are unable to delete a post, contact your Administrator.
1. Hover over the **Collaborate** tab.
2. Click **Discussions** in the sub-menu.
3. The **Discussions** list appears with all of the existing discussion threads.
4. *Optional:* You may sort, reorder, search or use the pager to find the discussion thread.
5. Click the **View** button.
6. The **Discussion** page with discussion post(s) displays.
7. *Optional:* You may sort, reorder, or use the pager to find the discussion post.
8. Click the **Delete** link at the top right of the post. Deleting a post cannot be undone.

E. Edit a Discussion
Note: Only the discussion creator or an Administrator can edit discussion threads. If you are unable to see or edit a thread, contact your District or School Administrator.
1. Hover over the **Collaborate** tab.
2. Click **Discussions** in the sub-menu.
3. The **Discussions** list appears with all of your existing discussion threads.
4. *Optional:* You may sort, reorder, search or use the pager to find your discussion thread.
5. Click the **Edit** button.
6. The **Edit Discussion** page appears with the current discussion thread configuration.
7. *Optional:* Click the Select or Remove links to add or remove a user or organization.
8. *Optional:* Edit the Discussion Title.
9. *Optional:* Check the checkbox to Send notification email to removed members.
10. *Optional:* Check the checkbox to Send notification email to members.
11. *Optional:* Select to Send notification email to all members or to new members only.

Edit a Discussion (continued)

12. *Optional:* Type an Additional message in notification email.
13. Click **Next**.
14. The **Discussion** page with discussion updates and post(s) displays.

F. Close a Discussion

Note: Only the discussion creator or an Administrator can close or reopen a discussion thread. If you are unable to see a thread, contact your Administrator.

1. Hover over the **Collaborate** tab.
2. Click **Discussions** in the sub-menu.
3. The **Discussions** list appears with all of your existing discussion threads.
4. *Optional:* You may sort, reorder, search or use the pager to find your discussion thread.
5. Click the **Close** button. Closed discussions can be viewed by users who were part of the discussion but additional posts cannot be made to the closed discussion thread.
6. *Optional:* You may reopen the discussion. Click the Reopen button to open the discussion to other users again.

Technical Training

Virtual technical training sessions are available.   During the 45 minutes session an experienced technical trainer will spend one-on-one time with individual users around using iObservation features. Contact us at iObform@iObservation.com to learn more or purchase sessions.

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