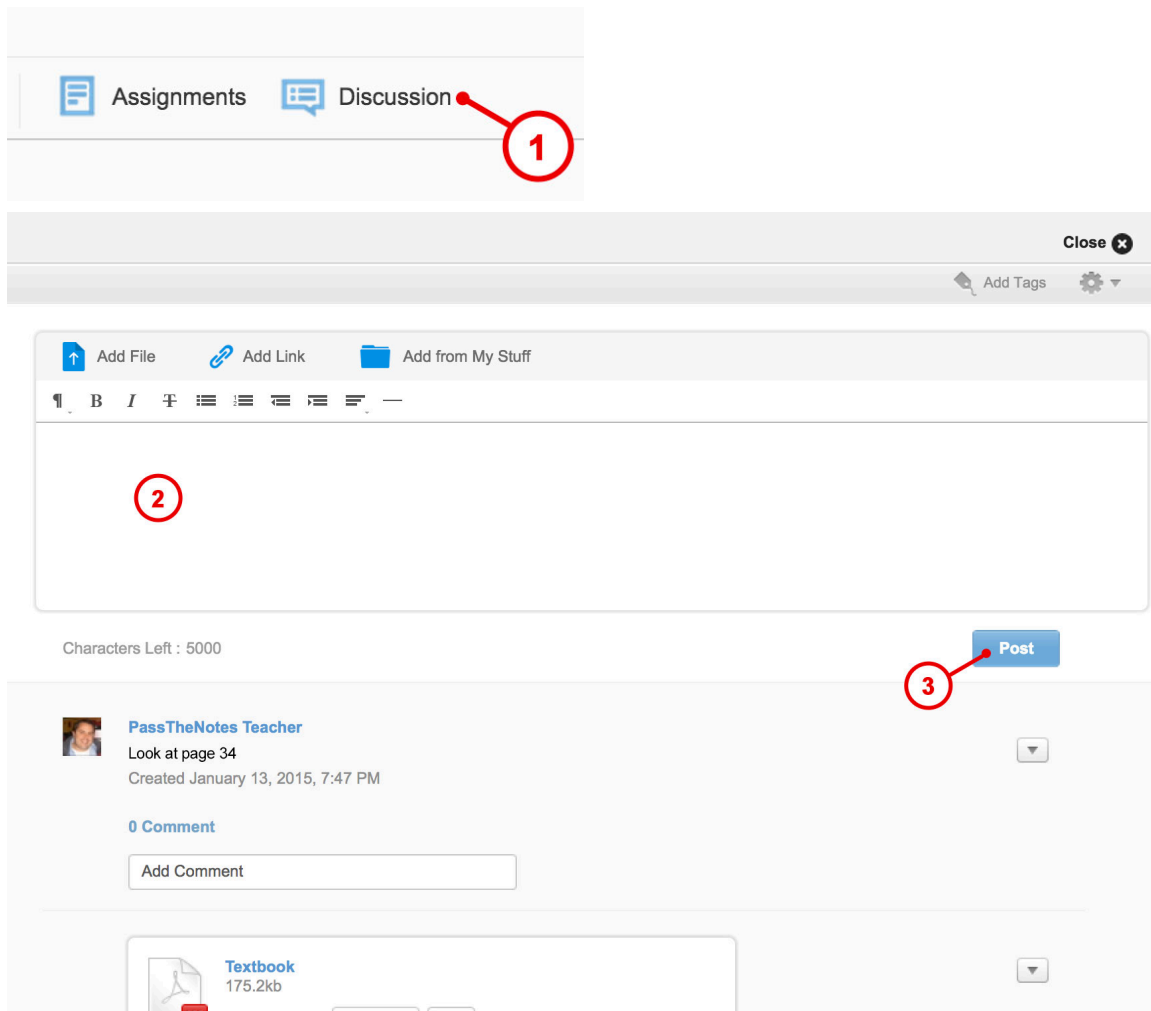


How do I use the discussion section?

Inside every folder is a “Discussion” tab. This is where group communication takes place. Files or links can be attached to prompt a discussion.

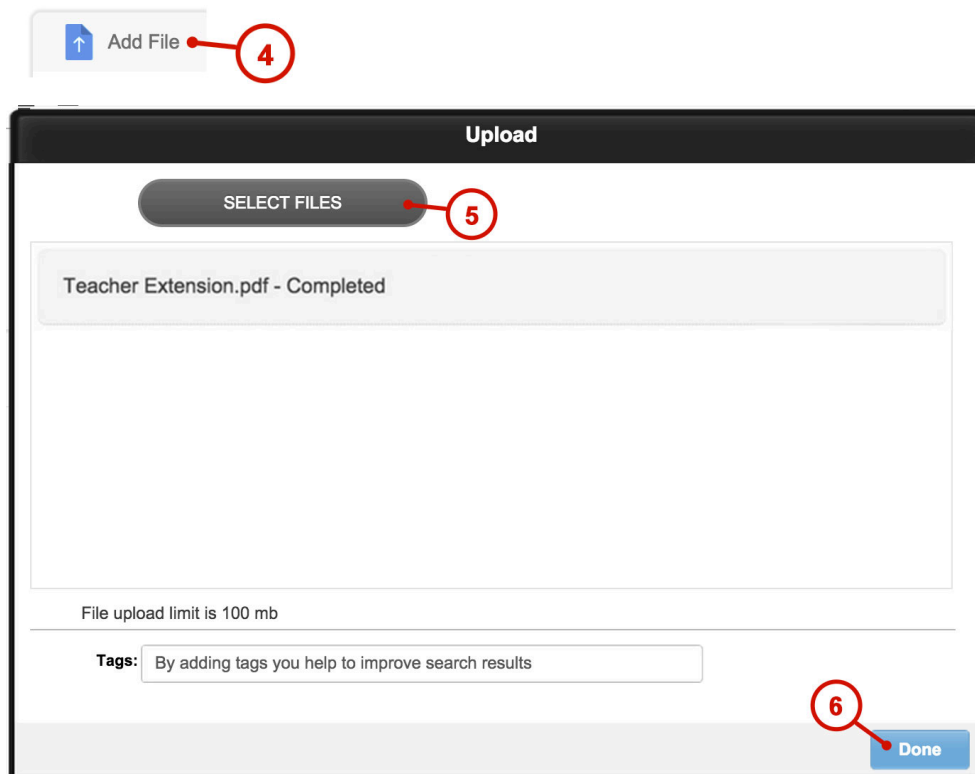
1. To begin a discussion click into any folder, group or class and click **Discussion** from the toolbar.
2. Type a topic of interest into the input area.
3. Click the blue **Post** button.



The screenshot shows the PassTheNotes interface. At the top, there is a toolbar with two tabs: 'Assignments' and 'Discussion'. A red circle with the number 1 points to the 'Discussion' tab. Below the toolbar is a 'Close' button and an 'Add Tags' button. The main content area has a header with 'Add File', 'Add Link', and 'Add from My Stuff' options. Below this is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and indent. A red circle with the number 2 points to the text input area. Below the editor is a 'Characters Left : 5000' indicator and a blue 'Post' button. A red circle with the number 3 points to the 'Post' button. Below the post area, there is a user profile for 'PassTheNotes Teacher' with a profile picture, name, and a post: 'Look at page 34' created on January 13, 2015, at 7:47 PM. Below the post is a '0 Comment' section with an 'Add Comment' input field. At the bottom, there is a file attachment for 'Textbook' (175.2kb).

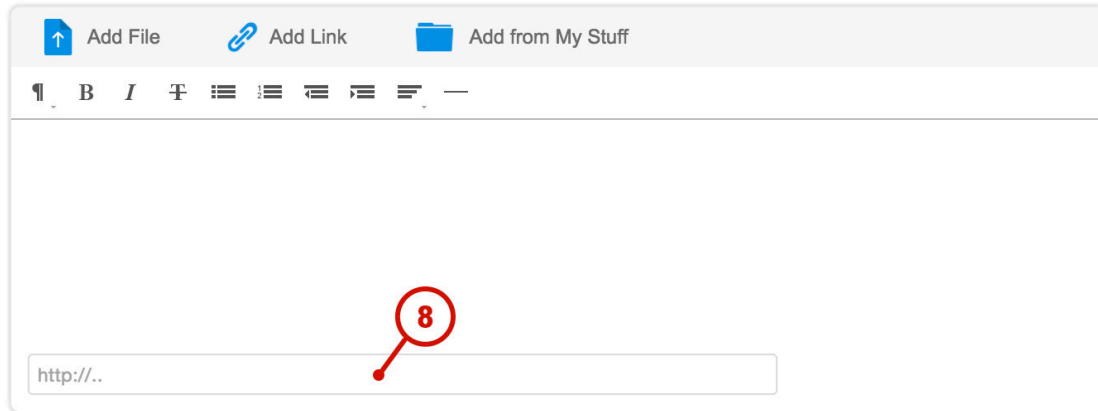
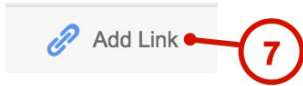
Adding a file from your computer to the discussion

4. Files from your computer can be added by clicking **Add File**
5. Click **SELECT FILES** and choose the file from your computer.
6. When the file(s) are uploaded click the blue **Done** button. *Note: The Done button will not show until the files that are uploading are complete.*



Adding a link to the discussion

7. Click **Add Link** to add a URL to the discussion.
8. Paste the URL in the input provided.

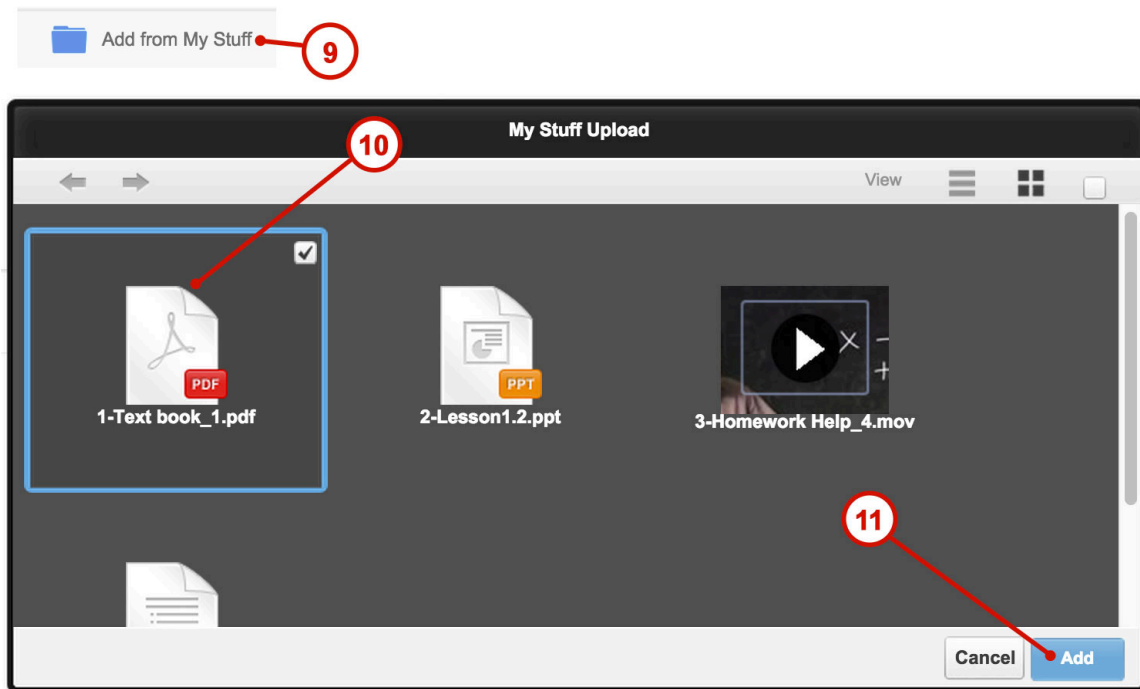


Characters Left : 5000

Post

Adding a file from My Stuff

9. Click the **Add from My Stuff** button.
10. Click into a folder and choose a file by clicking on it or clicking the checkbox. *Note: You will only have access to content within the folder you are in.*
11. After you have chosen the files, click the blue **Add** button.



Managing discussion settings

12. Click the gear icon in the top right corner.

13. Posts and comments can be controlled from the teacher account

- **Approve All Post:** Posts need to be approved by the teacher before it is posted.
- **Approve All Comments:** Comments need to be approved by the teacher before it is posted.

Note: Teachers will receive and notification to approve or deny posts and comments from displaying in the discussion.

