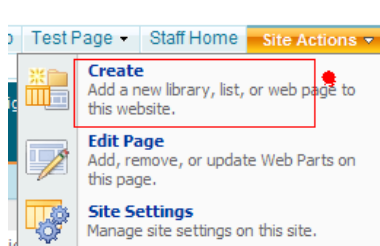


HOW TO CREATE A CLASS DISCUSSION SECTION – Faculty must request that students be granted permission to this section from networkservices@elcamino.edu prior to students use.

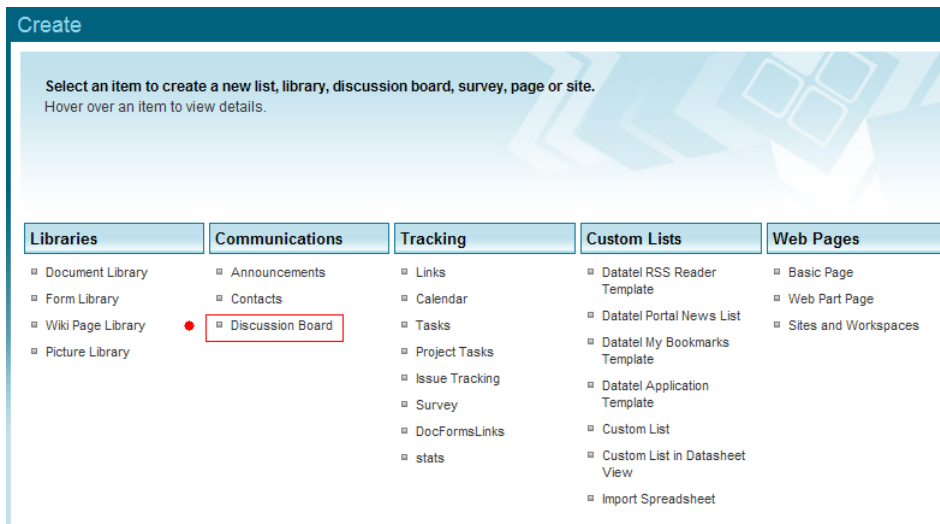
The **Class Discussion** area allows the instructor to conduct a threaded discussion on topics pertaining to the course between the students and instructor. The instructor can post questions here. Students would click the subject to post a reply to the question(s). Students can also create new discussion topics as needed.



On the Main Page of the specific area page of *Class Team Site*, click **Site Actions**→click **Create**



Click **Discussion Board** under *Communications*.



If you have questions regarding student permissions for the **Class Discussion** section, contact Sheryl Kimball (x3264) skimball@elcamino.edu.

Assign a Name and Description. Click the **Create** button.

Return Home > classes > 2009/SP Writing the College Essay (ENGL A 6213) > Create > New

New

Name and Description
 Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.

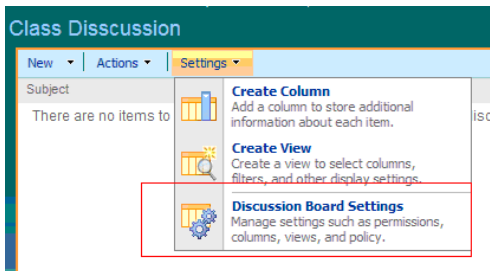
Name:

Description:

Navigation
 Specify whether a link to this list appears in the Quick Launch.

Display this list on the Quick Launch?
 Yes No

Click **Discussion Board Settings** under **Settings**.



Scroll down to **Views**. This is where you set the Discussion Board to “threaded.” Click on **Threaded**.

Columns

A column stores information about each item in the list. Because this list allows multiple content types, some column settings, such as whether information is required or optional for a column, are now specified by the content type of the item. The following columns are currently available in this list:

Column (click to edit)	Type	Used in
Body	Multiple lines of text	Discussion, Message
Subject	Single line of text	Discussion, Message
Created By	Person or Group	
Modified By	Person or Group	

■ Create column
 ■ Add from existing site columns
 ■ Indexed columns

Views

A view of a list allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this list:

View (click to edit)	Show In	Default View
• Threaded	Discussion	<input checked="" type="checkbox"/>
Flat	Discussion	<input type="checkbox"/>
Subject	Top-level	<input checked="" type="checkbox"/>

■ Create view

click on the "Threaded" word to set that to default view

Settings in Threaded (Edit View)

The Discussion will become threaded by clicking on the “**Threaded**” word **and** checking the “**Make this the default view**” as seen below. This section is also used to adjust setting for the display/view of the

Class Discussion area. Click **OK**. Remember you must first obtain permission from networkservices@elcamino.edu in order for the students to access the Class Discussion, otherwise they will see the Class Discussion but not be able to participate.

Edit View: Class Discussion

To customize this view further, use a Web page editor compatible with Windows SharePoint Services.

Delete OK Cancel

<p>Name</p> <p>Type a name for this view of the list. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.</p>	<p>View Name: <input type="text" value="Threaded"/></p> <p>Web address of this view: https://ecc-portal.elcamino.edu/classes/engi-a-6213-cs118247/Lists/Class Discussion/Threaded.aspx</p> <p><input checked="" type="checkbox"/> Make this the default view (Applies to public views only)</p>															
<p>Columns</p> <p>Select or clear the check box next to each column you want to show or hide in this view. To specify the order of the columns, select a number in the Position from left box.</p>	<table border="1"> <thead> <tr> <th>Display</th> <th>Column Name</th> <th>Position from Left</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Threading (threaded)</td> <td>1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Attachments</td> <td>2</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Body</td> <td>3</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Content Type</td> <td>4</td> </tr> </tbody> </table>	Display	Column Name	Position from Left	<input checked="" type="checkbox"/>	Threading (threaded)	1	<input type="checkbox"/>	Attachments	2	<input type="checkbox"/>	Body	3	<input type="checkbox"/>	Content Type	4
Display	Column Name	Position from Left														
<input checked="" type="checkbox"/>	Threading (threaded)	1														
<input type="checkbox"/>	Attachments	2														
<input type="checkbox"/>	Body	3														
<input type="checkbox"/>	Content Type	4														

Advance Setting

This area is used to set Content Types, Item-level Permissions, Attachments and Search functions for that particular discussion.

Discussion Board Advanced Settings: Class Discussion

<p>Content Types</p> <p>Specify whether to allow the management of content types on this discussion board. Each content type will appear on the new button and can have a unique set of columns, workflows and other behaviors.</p>	<p>Allow management of content types?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Item-level Permissions</p> <p>Specify which items users can read and edit.</p> <p>Note: Users with the Manage Lists permission can read and edit all items. Learn about managing permission settings.</p>	<p>Read access: Specify which items users can read</p> <p><input checked="" type="radio"/> All items <input type="radio"/> Only their own</p> <p>Edit access: Specify which items users can edit</p> <p><input type="radio"/> All items <input checked="" type="radio"/> Only their own <input type="radio"/> None</p>
<p>Attachments</p> <p>Specify whether users can attach files to items in this list.</p>	<p>Attachments to list items are:</p> <p><input checked="" type="radio"/> Enabled <input type="radio"/> Disabled</p>
<p>Search</p> <p>Specify whether this discussion board should be visible in search results. Users who do not have permission to see these items will not see them in search results, no matter what this setting is.</p>	<p>Allow items from this discussion board to appear in search results?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>

OK Cancel

In Class Discussion, click **New** → click **Discussion** to add a new Class Discussion.

For help click on the  **SharePoint Server 2007 Help** and search for your topic.