

## **BSCW explanations - discussion forums**

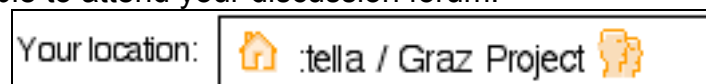


**Seppo Tella**  
**Discussions on the BSCW**

### **1) Starting a New Discussion Forum**

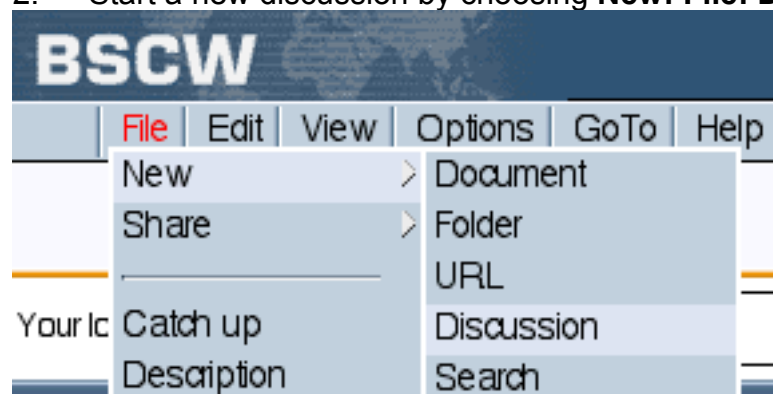
1. When on the BSCW, first decide the level you want to start a new discussion forum.

For instance, if you start a discussion forum now, it will be on the Graz Folder Level. It means that everyone who has been invited to join the Graz Project will also be able to attend your discussion forum.

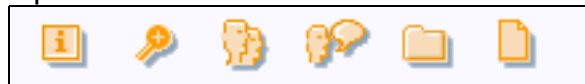


NB. Do not start new discussion when you are on your home page. Nobody else can access it (unless, of course, you invite somebody to share it).

2. Start a new discussion by choosing **New: File: Discussion**



Or simply click the **Discussion Icon** (3<sup>rd</sup> from the right). (NB. You will not necessarily see all these icons if your user profile is that of Beginner. Choose Options: Preferences: User Profile and change it to Expert.)



3. A window opens up. Enter the necessary information.
4. **Name** refers to the name of the discussion forum
5. You can choose the **type** from a short list of options (Pro, Con, Angry...)
6. **Subject** will refer to your note (messages are called Notes on the BSCW)

7. Then you can type your **message**. (Start each line at the beginning of the line in order to avoid overlong lines.)

**:tella/Graz Project**

**Add Discussion**

**Name (optional):**  
Knowledge Strategies




**Type:** Important!

**Subject:** What are knowledge strategies?

**Message:**  
Hi everybody! Time to start with strategic thinking...  
All your contributions warmly welcome! Seppo  
PS. I will attach new notes here this afternoon.

8. Once you are ready, click **OK**.

You will see your new discussion forum (Knowledge Strategies) in the folder:

	Graz Project				
	"The educational use of information and communication technologies in teacher education and distance language learning: opportunities, challenges and ways forward"				
	Name	Shared	Note	Owner	Date
 	<b>Knowledge Strategies</b>			tella	2002-05-22

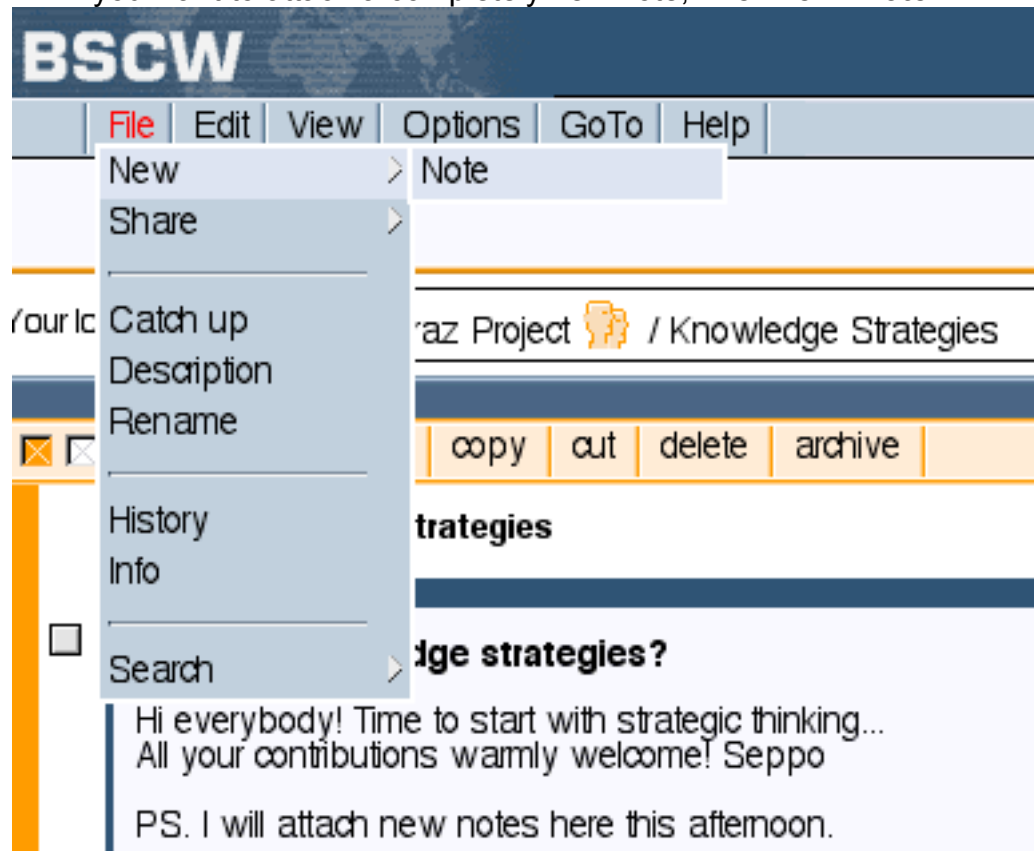
## 2) Attaching (= Adding) New Notes

When you create a new discussion forum, the first note is always automatically attached to it to it. You have just done that!

1. When you want to attach **new notes**, go to the discussion forum, e.g.,

Your location: **tella/ Graz Project/ Knowledge Strategies**

2. If you want to attach a completely new note, **File: New: Note**



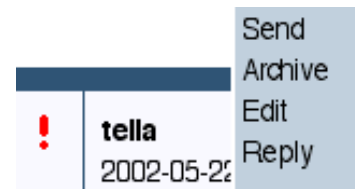
If you want to **comment on previous notes**, see next point.

### 3) Replying to Notes

Look at the end of the message line. Next to **tella**, there is a triangle called the **Action Menu**.

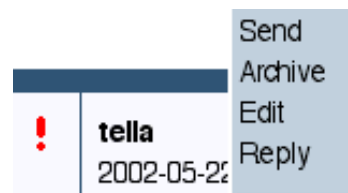


Click the **Action Menu** triangle and you will see the options available: Choose **Reply**. A new window opens up, type your message and click OK.



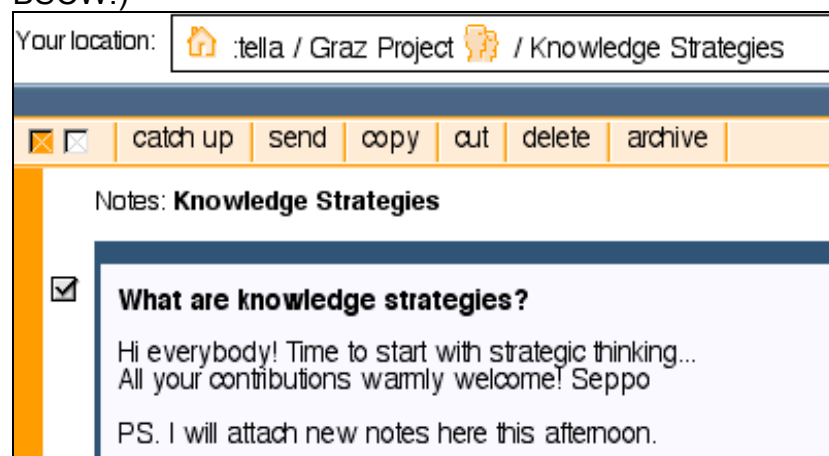
### 4) Editing Your Own Notes

If you want to edit your own notes even after you have submitted them to the Discussion Forum, you can do so. Click the **Action Menu** triangle at the end of the line, then Choose **Edit**.



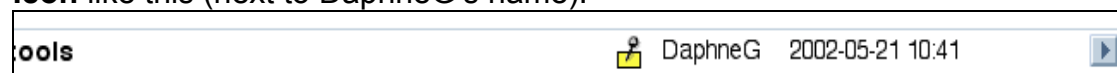
## 5) Deleting Notes

Tick the left-hand box next to the title of your note. Then click **Delete** and the note will be deleted. (You can always delete your own notes, but you may not be able to delete other people's notes. This depends on your role on the BSCW.)



## 6) Attaching a Note to a Document

You can attach a note to a document. Others will then see a small **Post It Icon** like this (next to DaphneG's name):



When attaching a note to a document, click the **Action Menu** triangle at the end of the line and choose **Attach Note**:

	Shared	Note	Owner	Date	
ools we could present			DaphneG	2002-05-22	Archive Export Fetch Rate Attach Note
ou to participate in presenting ICT tools in the resentation after Michel & Josef. We already n April. Some have already agreed. Can you o the list, choose what you'd like to present some information using the same format as I					