


Live Discussion

Starting a live discussion in a Course and Community

Live discussions are most effective when carried out within a **Course** or **Community**. Within this environment, a group of users are already defined, and can easily join in the discussion.

- To start a live discussion in a course or community, click on the **Live Discussion** icon  on the Course Community homepage. This will take you to the live discussion area, where you can immediately begin 'chatting' with other participants.

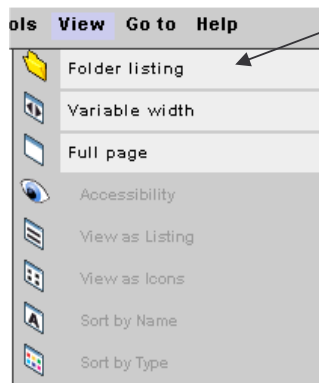




Setting up a live discussion in your personal account

A live discussion in your personal account will only be accessible to other users if the school's access settings allow open access to your webspace. If the school's access prevents this, you will need to set your own level of access on the live discussion at the level of 'Contributors'. See the help file entitled 'How to set access rights' for guidance on this process.

Creating a Live Discussion

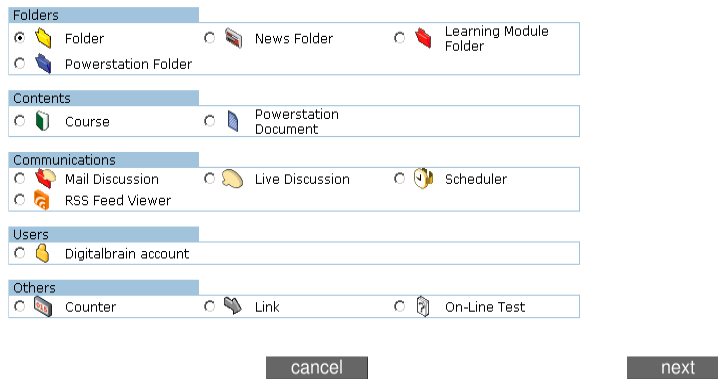
- Log in with your Digitalbrain username and password.
- Hover the mouse over **View** and then select **Folder Listing**.



- Within **Folder Listing** select the yellow discussion  folder. Then select **new**.
- Select  **Folder** and then click **Next** (a folder is created and you can set access rights if necessary, allowing people to participate in the discussion) and then select

next

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5. Name the folder, e.g. 'training' then click



New > Folder

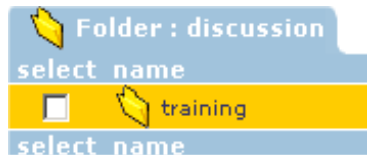
Step 1:

What would you like to call it?

In which folder should this be created?

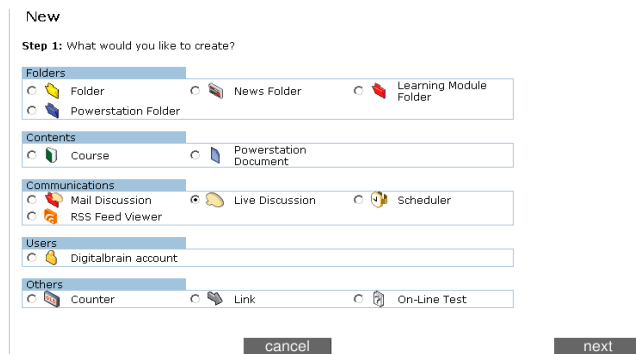
 browse


6. Open the folder by clicking on it.



7. Click **new**

8. Select **Live Discussion** and then select



9. Type a name for the discussion, then click



Live Discussion

New >  Live Discussion

Step 1:

What would you like to call it?

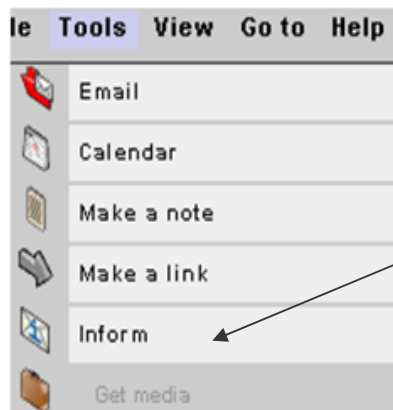
In which folder should this be created?

Informing other Digitalbrain users of your Live Discussion

1. Tick the discussion you have just created.

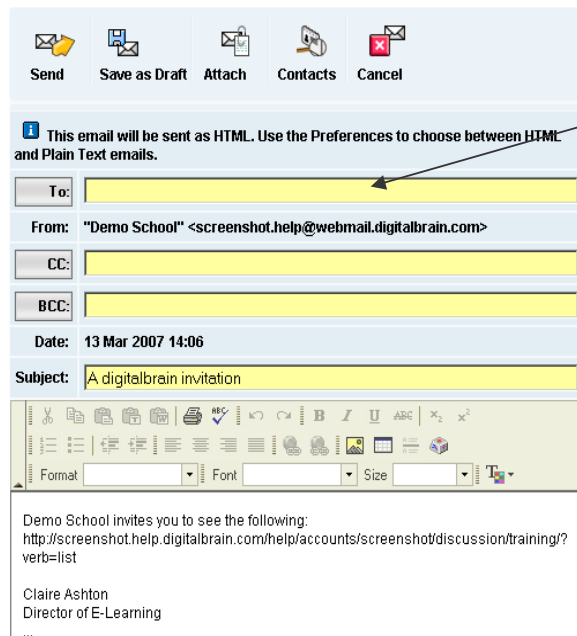


2. Hover the mouse over **Tools** on the Digitalbrain toolbar and click inform.





3. This will open a new email in your Digitalbrain **Webmail**, with the URL (web address) of your live discussion in the body of the email. The recipients of this email will be able to click on the link to access your live discussion.


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4. Enter the email addresses of the people you want to join your live discussion.

5. Click on the send icon  .

6. To return to your live discussion, navigate to your homepage  , return to the

Discussion folder and click on the **Live Discussion** icon  to go to the discussion area.