

Discussions: Create, Respond and Edit Discussion

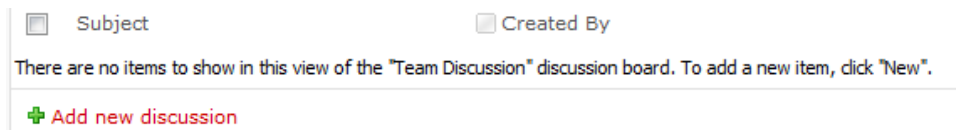
A discussion board (which is a list) is a place to share information and discuss topics with other people. You can use discussion boards for a variety of purposes, such as brainstorming goals for your project or discussing a common interest. When you create a discussion topic or reply to an existing discussion, you can format your text, insert a hyperlink or table, and link to a picture on the Web.

You can also subscribe to the discussion to see a summary of the content that has changed or to receive alerts to find out when someone has added or changed an item.

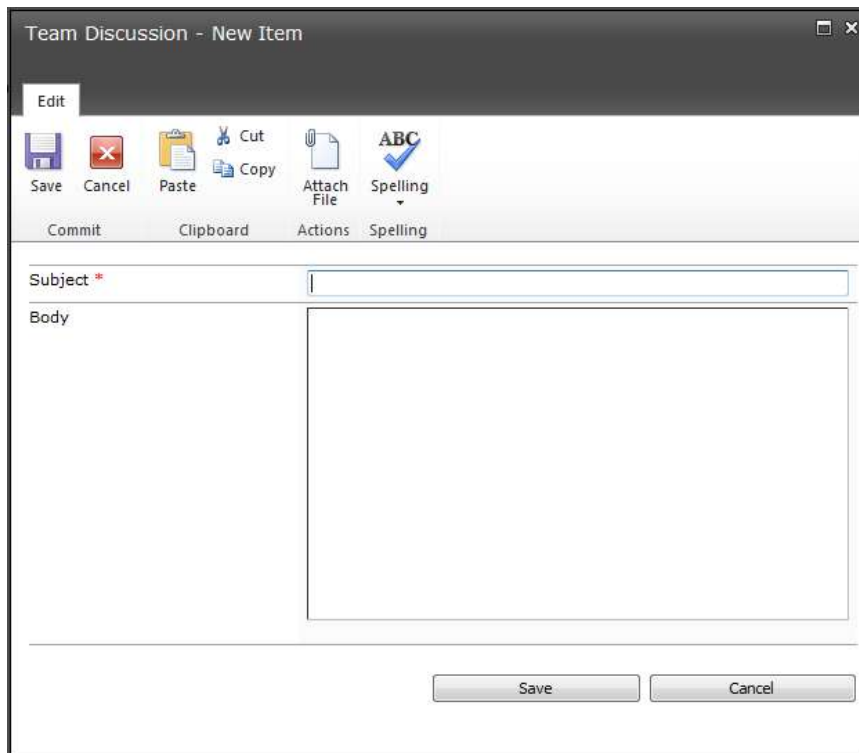
Set up a Discussion Board:

Click **Team Discussion** on the left **Quick Launch**.

Click **Add new discussion**.



In the **New Item** dialog box, enter a **Subject** and **Body** for your discussion. Files can also be attached. Click **Save**.

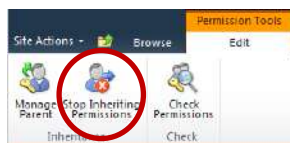


Allow Permissions to Post to Discussion Board: Navigate to the Team Discussion.

Under **List Tools**, select **List**. Then click on **List Permissions** near the right end.



Click **Stop Inheriting Permissions**. Click **OK**.



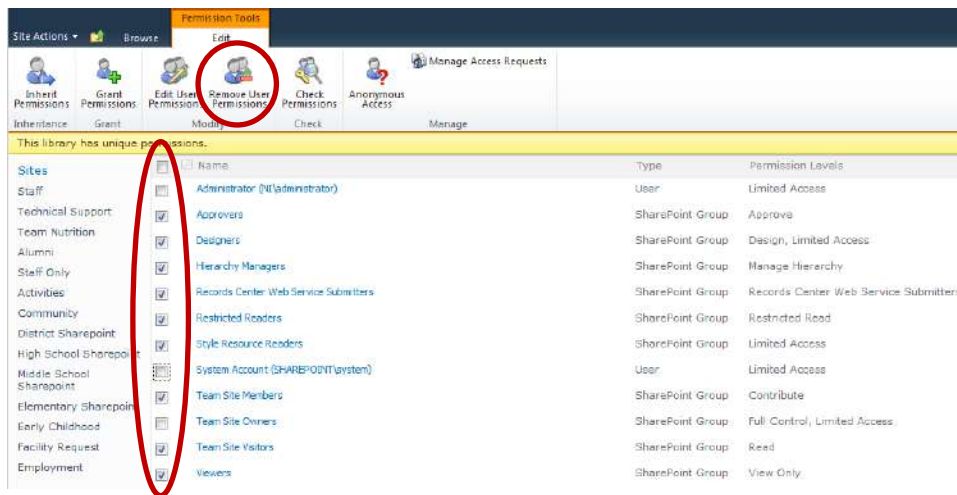
Select all users by clicking the top check box. Then **deselect** the following users, if available:

- Administrator

- Any SharePoint Group with "Owners" in the name, such as *Your Name Owners*.

- System Account

With the rest selected click **Remove User Permissions**. Click **OK**.



Click **Grant Permissions**.

In the **Grant Permissions** dialog complete the following:

- Add the users you'd like to have permissions to post to the discussions.

 - NOTE: Contact Tech Support if you'd like to add the all students group instead of individual users.

- Grant **Contribute** permissions directly.

Uncheck the box to **Send welcome e-mail to new users**.
Click **OK**.

Grant Permissions

Select Users
You can enter user names, group names, or e-mail addresses. Separate them with semicolons.

Users/Groups:

No exact match was found. Click the item(s) that did not resolve for more options.

Grant Permissions
Select the permissions you want these users to have. You can add users to a SharePoint group that has already been granted the appropriate permission levels, or you can grant the users specific permission levels.
Adding users to a SharePoint group is recommended, as this makes managing permissions easier across multiple sites.

Grant Permissions

Add users to a SharePoint group (recommended)

View permissions this group has on sites, lists, and items...

Grant users permission directly

- Full Control - Has full control.
- Design - Can view, add, update, delete, approve, and customize.
- Contribute - Can view, add, update, and delete list items and documents.
- Read - Can view pages and list items and download documents.
- Approve - Can edit and approve pages, list items, and documents.
- Manage Hierarchy - Can create sites and edit pages, list items, and documents.
- Restricted Read - Can view pages and documents, but cannot view historical versions or user permissions.
- Records Center Web Service Submitters - Submit content to this site using Web Services.
- View Only - Can view pages, list items, and documents. Document types with server-side file handlers can be viewed in the browser but not downloaded.

Send E-Mail
Use this option to send e-mail to your new users. You can personalize the message that is sent.
Links and information about the site will be added below your personal message.

Send welcome e-mail to the new users

Subject:

Personal Message:

The selected users will now have permissions to post to the discussion boards.

To reply:

Select the discussion, by clicking on the **Subject**.

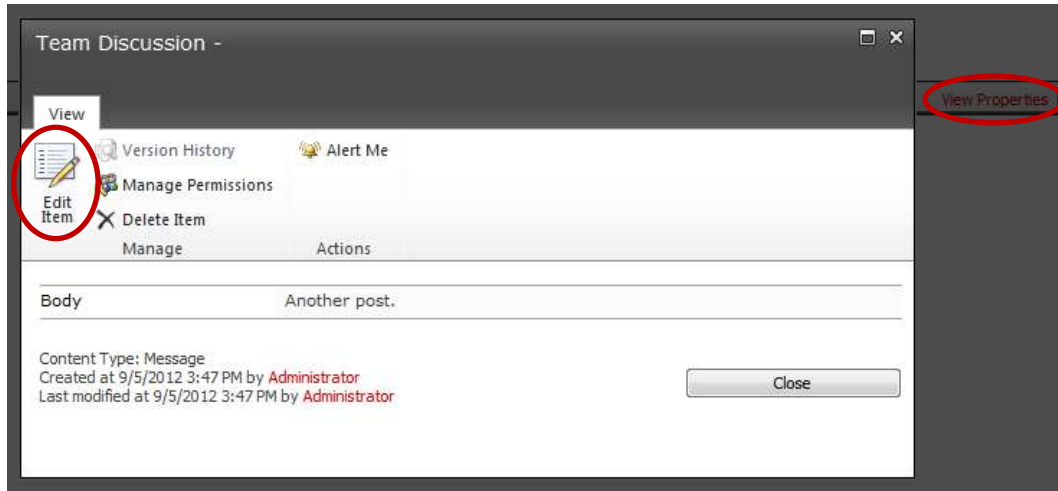
Click **Reply**. Type your reply in the Body section. Click **OK**.

Posted By: Administrator
Post: Test
Started: 9/5/2012 3:42 PM
dsFSD fds fsd fsdfsdf
View Properties **Reply**

To edit:

Select the discussion, by clicking on the **Subject**.

Click **View Properties** on the post you'd like to edit. Then click **Edit Item**.



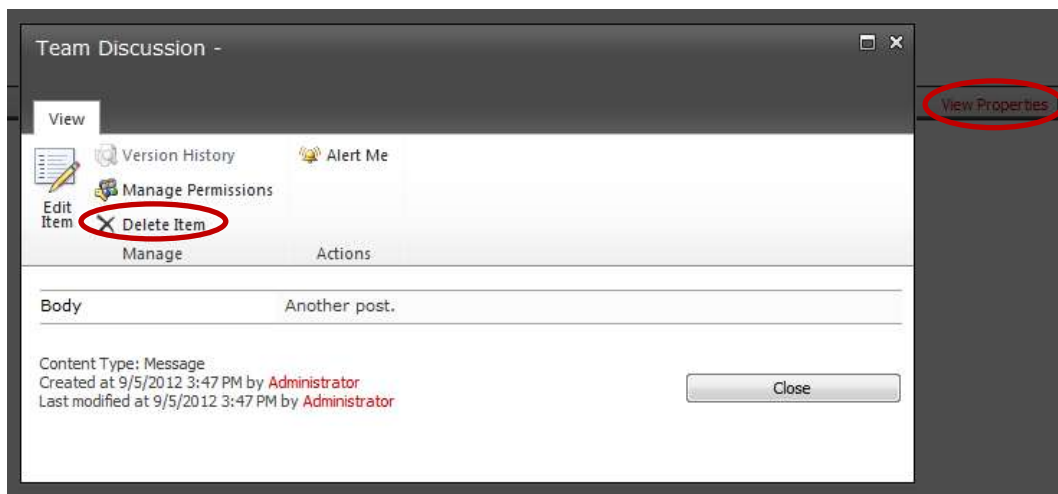
Make the changes that you want.

Click **Save**.

To delete:

Select the discussion, by clicking on the **Subject**.

Click **View Properties** on the post you'd like to delete. Then click **Delete Item**.



Click **OK**.