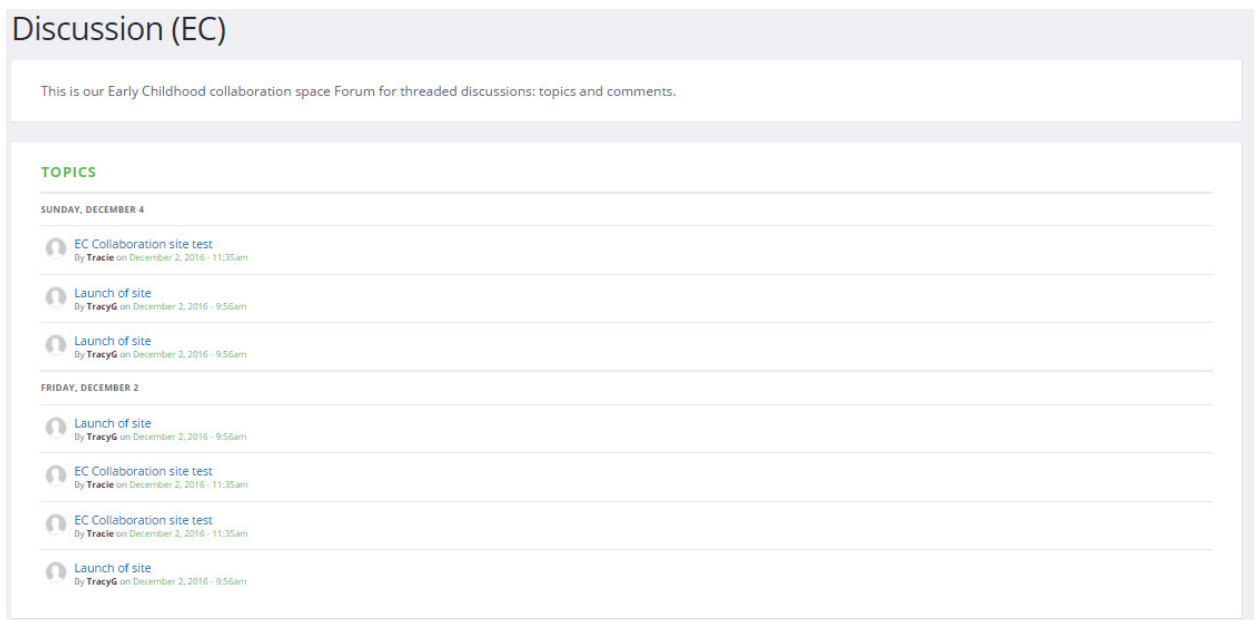


# OSEP Collaboration Space

## “Discussion” User Guide

The “Discussion” page on the collaboration site is where users can post topics for discussion, respond to questions that others have asked or can participate in ongoing conversations on pertinent topics.

1. When you click on the “Discussion” tab, a page that looks similar to this will appear. *(In this case, it is the discussion page of the “Early Childhood” collaboration site.)*

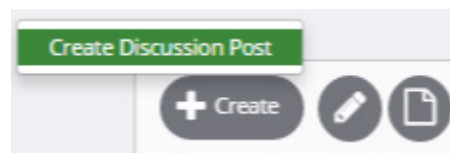


You have two options in the “Discussion” page.

- ◆ [Create a new discussion](#)
- ◆ [Comment on a discussion thread](#)

### Create New Discussion

1. Go to the bottom right of the screen, hover over the “Create” button and click on the “Create Discussion Post” tab when it appears.



2. A new screen will appear, and it will look like this.

Title of your discussion post

Question or comments you wish the group to respond to

Attach any photos or media here.

If you revise this post, you can enter a reason for your changes here.

Allow certain groups, teams, or members the ability to receive notifications about your post here.

The screenshot shows the 'Create Discussion Post' interface. It includes a 'Title' field at the top, followed by a 'Body (HTML summary)' field with a rich text editor toolbar. Below the body field is an 'Attach media' section with a 'Browse' button. At the bottom, there is a 'Revision information' section with a 'Revision log message' field and a small note: 'Provide an explanation of the changes you are making. This will help other authors understand your motivations.'

The 'NOTIFICATIONS' section contains the text 'Add groups, teams, or members to notifications' above a text input field. Below the input field is a checkbox labeled 'Do not send notifications for this update.'

Once you have entered in all of your information and would like to share the post, hit the "Publish" button on the bottom right of the screen.

The screenshot shows two buttons: a green 'Publish' button and a grey 'Save as draft' button.

## Comment on a Discussion Thread

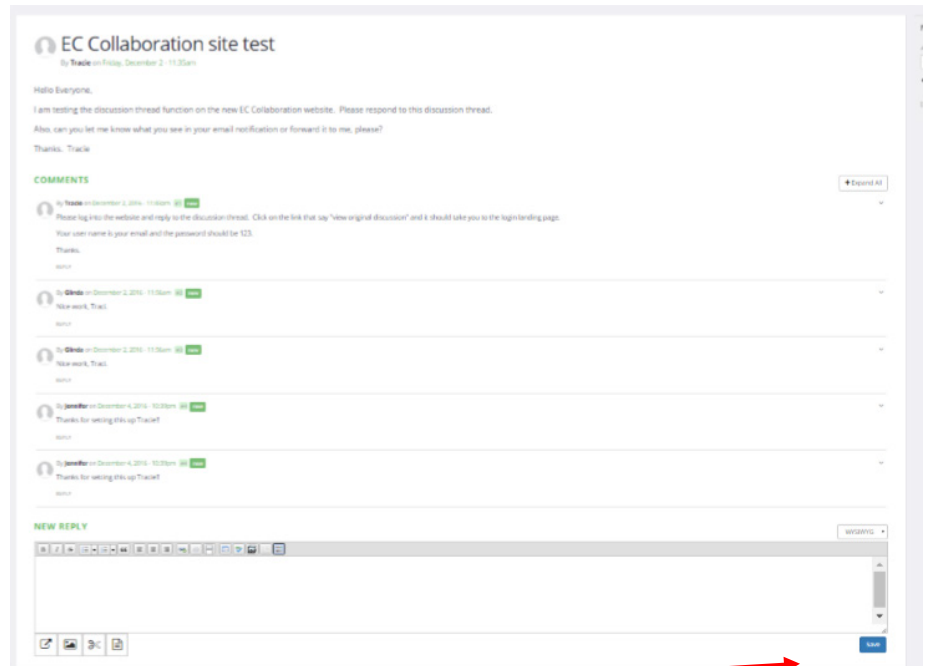
1. The comment box appears at the bottom of an existing discussion thread, as depicted in the image below.

Original message

Other comments

Comment or add to the discussion in progress.

Publish comment.



Once you have entered in all of your information and would like to share the post, hit the “Publish” button on the bottom right of the screen.

