

Project Share: Drop Boxes Tool

You can share files with other Project Share members using the *Drop Boxes* tool, which is located in the left menu of the *Course* or *Group* views.

Drop Boxes

Drop Box Actions

View Edit Delete

Drop Box File List

Member	File Name	Description	Size	Date Added	Action
Texas Teacher Owner TEAProjectShareAffiliate	btchr.jpg	Book logo for Texas Teacher group.	478.51 kb	1/26/2012 5:33:18 PM	[Icons]

File Actions

Download a File Send a File Using Epsilen Mail Delete a File

To create a Group* Drop Box:

1. Select *Collaboration* > *Groups* in the left menu of the *My Portal* dashboard.
2. Enter your group by clicking the green arrow icon.
3. Select *Drop Boxes* > *New Drop Box* in the left menu.
4. Enter a title and description for the Drop Box and click the *Add* button.

To manage Drop Boxes, use the icons on the page to complete the following actions:

View (an eye icon)

- View files in the Drop Box.

Edit (a pencil icon)

- Change the title or description of the Drop Box.

Delete (a trash can icon)

- Delete the Drop Box.

To upload a file to a Group* Drop Box:

1. Select *Collaboration* > *Groups* in the left menu.
2. From the *Groups* list, enter the group by clicking on the green arrow icon.
3. Select *Drop Boxes* > *Add File* in the left menu.
4. Select the title of the Drop Box to which you will add the file, enter a description of the file, and upload a new or existing file.

*The Drop Box tool is also found in courses.

Project Share: Forums Tool

Forums are discussion threads similar to those in online discussion groups. The *Forums* tool is located in the left menu of the *Group* or *Course* view. Members may pose questions, collect answers, or read and reply to comments from other members in the group or course.

Forum Discussions



View the Forum Discussions in a group or course by selecting the *Forums* tool from the left menu. Click the *Add New Discussion* button to create a new forum discussion. Select a forum discussion by clicking on an action icon located to the right of the forum discussion title, or click on the discussion title itself.

Discussion Actions



To create a Group* Forum Discussion:

1. Select *Collaboration* > *Groups* in the left menu of the *My Portal* dashboard.
2. Enter the group by clicking the green arrow icon.
3. Select *Forums* > *New Discussion* in the left menu.
4. Enter a title and description for the forum discussion and click the *Save* button.

To manage Forums, use the icons on the page to complete the following actions:

View (an eye icon)

- View topics and/or replies in the discussion.

Edit (a pencil icon)

- Change the title or description of the discussion, topic, or reply.

Delete (a trash can icon)

- Delete the discussion, topic, or reply.

To add a topic or reply to another member's topic in a forum discussion:

1. Select the title of the discussion to which you will add a topic or reply and click the *Add Topic* or *Add Reply* button.
2. Enter a subject title and the topic or reply. Then, click the *Save* button.

To search for a forum discussion topic within a group*:

1. Select *Forums* > *Search Forum* in the left menu of the *Group* view.
2. Enter the forum title, then click the *Search* action button (magnifying glass icon) on the top right of the screen.

*The *Forums* toolset is also found in courses.