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.



To create a Group* Drop Box:

1. Select Collaboration > Groups in the left menu of the My Portal dashboard.

group.

- 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:

Download a File

1. *Select Collaboration > Groups in the left menu.*

Send a File Using **Epsilen Mail**

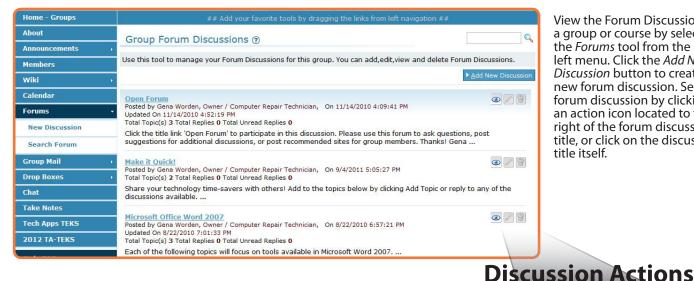
- 2. From the Groups list, enter the group by clicking on the green arrow icon.
- 3. Select Drop Boxes > Add File in the left menu.
- 4. Select the title of the Drop Box to which you will add the file, enter a description of the file, and upload a new or existing file.

*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.

Delete

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:

Edit

View

- 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.