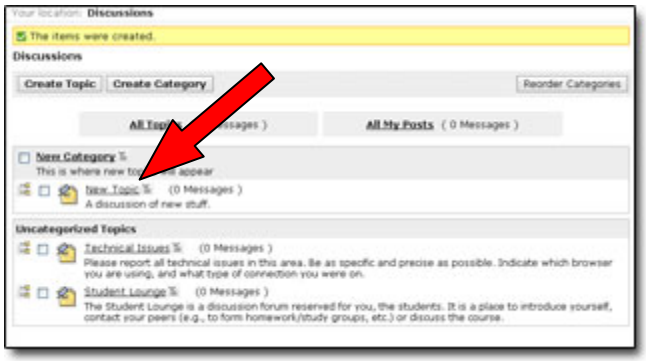
Designing with the EWP Shell

How To Clicksheet 2007

Discussions Tool – Private Use

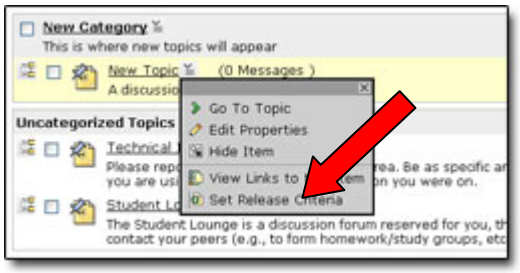
Private Discussion Topics

1.) To create a private discussion topic you must first have a topic, see ***Creating a Topic*** in *Discussions Tool – General Use*. Then click the **Action Links (** **)** dropdown next to the topic you would like to make private.



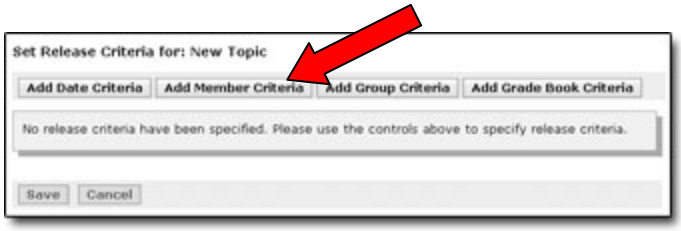
2.) Click **Set Release Criteria.**

NOTE: *Using Edit Properties from this drop down will let you go back and change all the settings you made when creating the topic.*



3.) Click on **Add Member Criteria**.

Note: *You may also use Group Criteria if you have organized students into Groups. Groups are recommended because once created they can be used to selectively release all kinds of content without having to individually select the students each time. See* ***Adding a Group***



4.) Select the check boxes next to the students you wish to allow access to and then click **Save**.

© 2007 – Course Development - MPH