[All Student Teachers]
Accessing Your Program Discussion Forum

1. After accessing your taskstream account, you must first self-enroll into your "program community" to contribute to the discussion forum. Follow the steps in the "Using your Taskstream Forum code" to enroll into your program community forum. Click on My Programs to get back to the home screen.

2. To enter a discussion on the discussion board, Click on "Discussion Board" under "The Tools" on the left menu bar to access your program's Community Forum.

3. Locate your community under the program name in which you are enrolled (e.g. Childhood Ed. Community). Now click on the topic – a blue underlined link (e.g. My First Student Teaching Experiences) located in the space below the community name.

4. You could either a) begin a new "thread" for the discussion, or b) respond to a discussion already begun:

    a. To begin a new thread for the discussion forum, click on "Create new topic."

    b. You will now be on screen where you can enter a subject for discussion, as well as your contribution to share in the discussion board for others to see. Type in a subject then your contribution in the text box below. Click on "Post Topic" when you are finished.

    c. To respond to a discussion already begun, click on the topic. A list of all your peers' responses would be revealed. Read your peer's response. Then click on "Post New Reply" and type in your response to the message, then click on "Post Reply" after typing your message.

5. When you are finished, you can "Edit" your document, "spell check" the writing, or add "attachments or weblinks" to your message.

6. When you are ready to post your topic for others to see, click on "Post topic" and your discussion will be viewed by others in your community.