<u>Schoolwires Communication Guidelines and Directions</u>

This document covers the standard set up procedure for the Communication Tools that Schoolwires offers: Blogs, Wikis and Discussion Boards. They are each defined as follows:

> **1. Blogs:** The Schoolwires Blog page allows teachers to create one or more web logs (blogs) on a page. You can allow students to add their comments. All comments can be approved by you before they will appear on the page or they can appear by default.

> **2. Wikis:** The Schoolwires Wiki App allows registered users to collaboratively add, edit and delete content on the page. Only users who sign in can edit.

> **3. Discussion Boards:** The Discussion Board App allows teachers to add topics within the app for students to comment. In addition to posting new comments, students can reply to comments posted by other students for a topic. By doing this, students can create multiple discussion threads. Note: All posts by students are pre-approved by the teacher by default.

<u>Set Up Directions</u>

STEP 1 Viewing Rights: IMPORTANT Pages with communication apps should restrict the viewers to students in your school or class. By doing so, only students and staff with CB logins can view the page
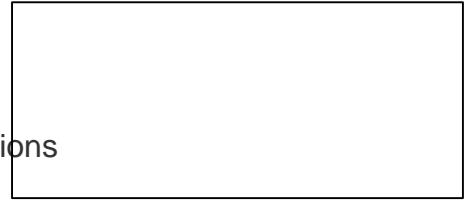
- x Navigate to the Site Manager. Click the **Actions button** to the right of the page. A drop-down list displays. Choose **Set Viewers**

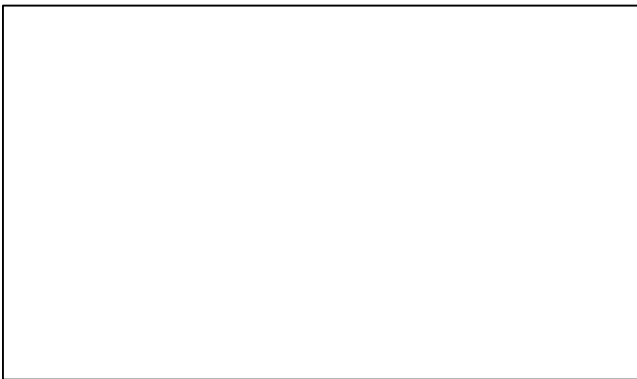- x The **Viewers** tab displays. Click **Assign Group.** The Add Group window displays.

x Search for your school and click **Search**. After searching for the groups, click **Select**, then click **Add**.

CAUTION: Do **NOT** set viewers under the Editors & Viewers tab at the top of your Site manager. Only set Viewers by using the Actions button next to the page name.

STEP 2 Commenting Rights – Student logins must be used. Please do not allow anonymous commenting.

x Click on **Options**, then **Social Settings**
x Click on the **Commenting Box**

x Next, click on **Commenting Rights** Tab. Following the directions from Step 1, add students from your school by assigning a group. This will allow only people with a CB login access that are in your school.

STEP 3 Informing Parents

x Teachers in grades 6-K should inform parents and have them sign a permission slip indicating that their child has permission to participat 23 Td ( )9,.003w 8.22 0 Td (-)Tj -0.001 Tc
letter can be found here: (sample letter)