



Communication

Lesson Transcript

Slide 1 - Let's begin by talking about the discussion forum, which functions much like a blog, but allows for more targeted feedback and comments. Many law professors utilize the TWEN discussion forum to allow students to easily ask questions, to which the professor can answer for the entire class, and to allow students to discuss ideas and concepts with their peers, with professor feedback and guidance.

From your class home page, select "Forums" from the navigation panel.

Slide 2 – You will see a list of forums under "Forum Name." Locate the name of the forum you want to access. Note that the Forum list is searchable through the "Search here" field. Let's select "PR in the News."

Slide 3 – You will now see each of the forum topics in this category. You may comment on an existing topic, or you may add your own. Let's start by commenting on an existing post; tap "Groupon and Daily Deal Sites."

Slide 4 - You may now read the posting. Note that the posting may contain active hyperlinks, which may be accessed just as hyperlinks in course materials, which you learned about in Unit



One. To reply to the post, you may select “quote” or “reply.” Either function will allow you to comment on the post in the same manner; however, quote will copy and repeat the original post. Note also that when you are the author of the post, which we will discuss next, you will also have the option to edit or delete your post. Most professors and students prefer the reply function to the quote function. So, tap “Reply.”

Slide 5 – You will see a standard message field that allows you to type your comments, as well as edit, format, insert hyperlinks and images, and other basic functions. Draft your message, proofread, and tap “Post Message.”

Slide 6 - Your comment will now appear as part of the forum topic discussion chain. What if you want to draft your own forum topic post, to which others may respond? From your Forums page, select the relevant forum. Let’s again choose “PR in the News.” Now, tap “Add Topic.”

Slide 7 - Draft your post in the message field, using the editing features as necessary. Include a subject line that will be clear and interesting to your reader, and select “Post Topic.”

Slide 8 - The post you have authored is now ready for comments from your classmates and professor. In addition to the discussion forum, TWEN allows collaboration through the use of sub-groups. Sub-groups function much like an email list-serv, allowing you to communicate with sub-sets of folks in your class or team for special projects, study groups, or other events. Forming a sub-group is very straightforward. Tap “Email Options” from you left hand navigation panel.

Slide 9 - Tap “Create Group.”

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Slide 10 - Enter a group name, select the group members from the class, and tap “Save Changes.” Your sub-group will now appear each time you start to compose an email through TWEN.