



How To Use Discussions

What is this feature?

The **Discussion** feature on MyBC allows members to have active conversations within MyBC. Similar to online forums, you can link content, photos, and other media within each post. This feature is typically located within the **More** tab as a dropdown option.

How to Use the Discussion function-

Facilitate discussions about your organization that everyone in your organization can participate in.

- **Create a Forum-** general topics or discussion focuses.
 - Create a **title**
 - Add a **description** of what this forum is about
 - **Who can see this:** This will determine who can see your news post.
 - **Public + Website:** Visible to anyone, will be posted to the OSI website. Use only for large scale information.
 - **Boston College:** Visible to anyone within the Boston College community on MyBC
 - **(Your Org) @ BC:** Visible to your organization members homepages. They must have joined your portal on MyBC to see forum.
 - **Selected Groups:** This will make your forum visible only to selected groups of your organization's portal, such as your officers or your freshmen class representatives.
- **Create a Topic-** Once you create a forum, you can create topics that members can contribute to.
 - Topics are where your organization members are able to post responses and contribute to the discussion.
 - If you have selected a specific group to access a forum, only members of that group are able to see and respond to the topics within that forum.
 - You can add pictures, outside links, tables, charts, and various other forms of media within a topic post.
- **Post a Reply-** This is where your members will respond and interact within your discussion.
 - Replies can also utilize photos, links, charts, tables and other media within their reply.
 - Replies create a conversation chain, where replies are posted one after another.

Why to use Discussion function-

Allow organization members to collaborate and communicate where everyone can see the conversation.

- Discussions on MyBC are an easy way to track a conversation, especially if the conversation can have information needed for next year's organization members.
- If your organization cannot meet in person, discussions are an easy way to facilitate a group discussion without being face to face.