

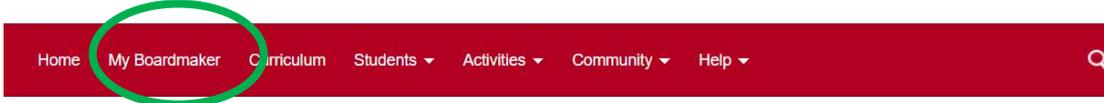
Sharing your Activities in Boardmaker Online

This tutorial covers:

- ◆ Sharing your Activities with the Community at large or with Your Organization Only
- ◆ Groups: Create, Join, Share
- ◆ Inviting others to join a Private Group you have created.
- ◆ Sharing with Friends

Share your Activities with the Community at large or with Your Organization Only

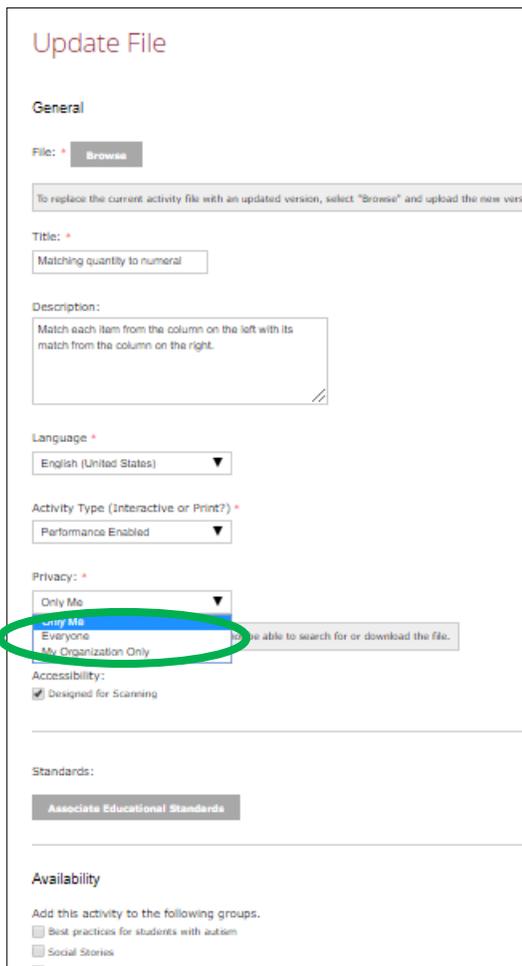
1. Select **My Boardmaker** from the red toolbar to access your activities.



2. Select **Share Activity** beside the activity you wish to share.



3. Edit the *Update File* form as needed (below and next page)

A screenshot of the 'Update File' form in Boardmaker Online. The form has several sections: 'General', 'File', 'Title', 'Description', 'Language', 'Activity Type', 'Privacy', 'Accessibility', 'Standards', and 'Availability'. The 'Privacy' dropdown menu is open, showing three options: 'Only Me', 'Everyone', and 'My Organization Only'. The 'Everyone' and 'My Organization Only' options are circled in green. The 'Title' field is populated with 'Matching quantity to numeral'. The 'Description' field is populated with 'Match each item from the column on the left with its match from the column on the right.' The 'Language' dropdown is set to 'English (United States)'. The 'Activity Type' dropdown is set to 'Performance Enabled'. The 'Accessibility' section has a checkbox for 'Designed for Scanning' which is checked. The 'Standards' section has a button for 'Associate Educational Standards'. The 'Availability' section has a list of groups to which the activity can be added, including 'Best practices for students with autism', 'Social Stories', and 'Boardmaker Online Team'.

The **Title** field will be auto-populated. You may edit if you like.

The **Description** field is auto-populated. If the activity was created with a template, the description is of the template. You may wish to edit this to reflect the content of this specific activity.

Language and Activity Type fields are auto-populated.

Select the dropdown menu below **Privacy**. Select **Everyone** (to share globally) or **My Organization Only** (to share only with colleagues within your district or enterprise).

Designed for Scanning will be auto-selected under **Accessibility** if you created the activity with an interactive template.

Select **Associate Educational Standards** to browse standards if you would like to make associations (optional).

You will see a list of the Community Groups to which you belong under **Availability**. Click to add the activity to any group(s). (More about creating and joining groups later in this tutorial)

Grade Levels

PreK
 K - 2
 3 - 5
 6 - 8
 9 - 12
 Adult

Categorization

School Curriculum
 Early Education
 Math
 Science
 Social Studies
 Language
 Writing
 Reading
 Spelling
 Other
 English Language Arts

Life Skills
 Social Skills
 Functional Skills
 Following Instructions
 Vocational Skills
 Other

Communication
 Augmentative Comm
 Sign Language
 Other
 Device Overlay

Therapy Tools
 Articulation/Phonology
 Listening/Auditory
 Phonological Awareness
 Fine/Gross Moto
 Other

Teacher Tools
 Classroom Resources
 Positive Behavior Support
 Schedules
 Tests/Quizzes
 Other

Cognitive Skills
 Sequencing
 Categorizing
 Matching
 Logic & Reasoning
 Other

Tags

Tags are keywords describing the file. Separate all keywords with a comma.

Click to tag the activity by **Grade Level, Category, etc.** (optional).

Add tags to the text box below **Tags** (very helpful to include the topic and task here).

Select **Update File**. Your activity is now shared.

Groups on Community: Groups are smaller communities within the Boardmaker Online Community that have been created for special interests, populations, or colleagues. Groups can help you to organize and focus your search for activities.

To create and use public or private groups in the Community

1. Hover over the **Community** tab in the red toolbar, and select **Create a Group** from the dropdown menu..



2. Complete the form

Create a Group

Groups allow you to create and participate in mini communities within Boardmaker Online. Create a group that's focused on a topic that matters to you. Share and discuss activities, curriculum, event members who share your interests.

Group Name *

May only contain A - Z and 0 - 9 characters

Description

Group Photo

Browse

The following files types [.bmp, .jpg, .gif, .png] are allowed.

Privacy * (what does this mean?)

- Make the Group Public to My Organization
- Keep the Group Public
- Keep the Group Private

Permissions

- Only allow owner/moderator of the group to **invite friends** to join the group
- Only allow owner/moderator of the group to **share activities** with the group

Create Group

Enter **Group Name**

Enter **Description** (optional).

Browse to add a photo for your group (optional).

Select an option under **Privacy**.

- *My Organization* restricts access to the group to members of your district or enterprise account.
- *Public* groups are accessible to all Community members.
- *Private* groups are restricted to invited members only.

Permissions are only relevant for a Private group, and they specify if invited guests may invite others and share their activities.

Select **Create Group**

NOTE: You are automatically a member of any group you create.

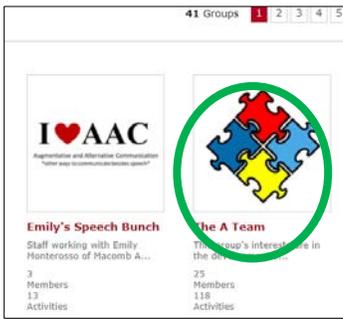
3. To find and/or join a Public group select **Browse Groups** from the Community tab



4. Use the **Search Groups** box to enter the name of the group or a search term.

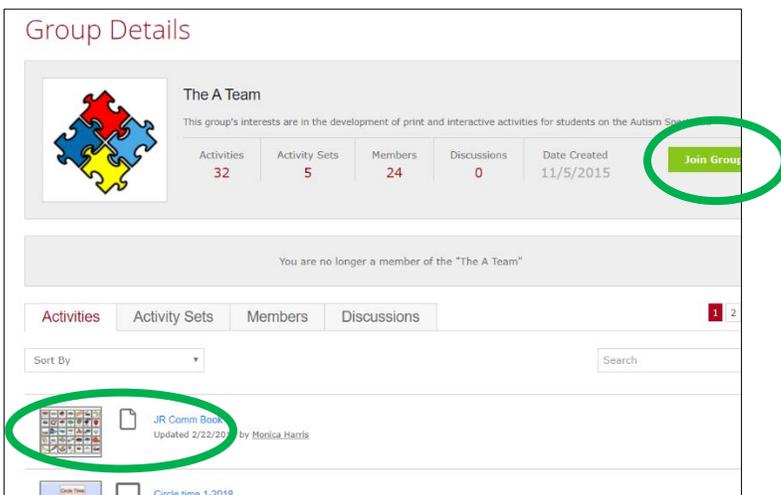
5. Click to toggle to **My Organization Only** if you want to narrow your search to only those groups created by members of your school district or enterprise.

6. Click on any group that looks interesting.

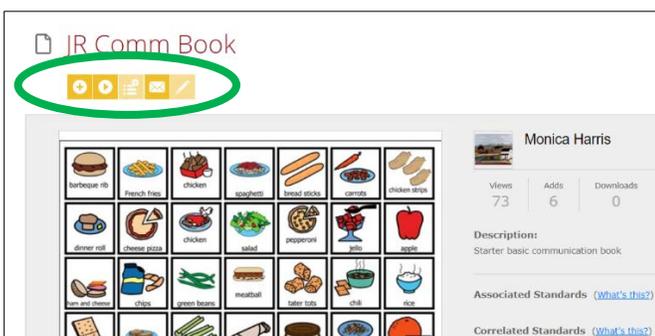


7. You will see information about the group. Click **Join Group** to join.

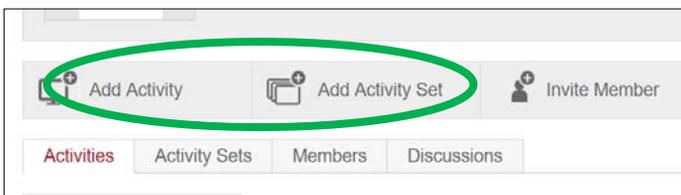
8. Select any of the activities in the Activities list to see a larger thumbnail, description and toolbar.



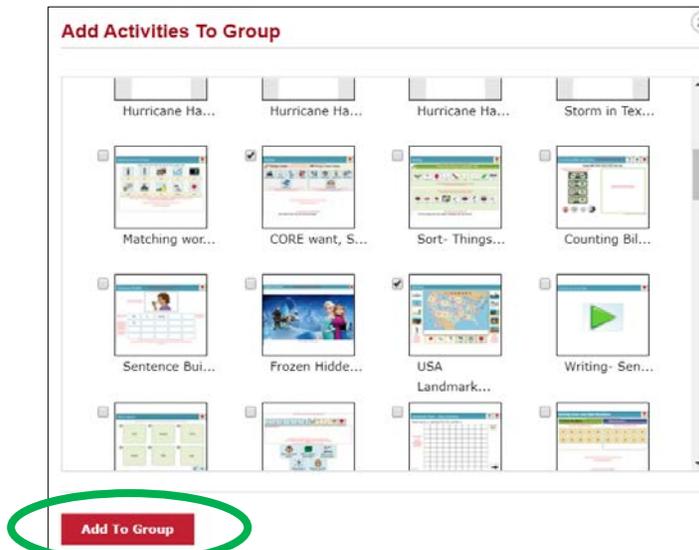
9. Select tools in the toolbar to **Preview** the activity  or to **Add** it to your activities list .



10. You may add your activities or activity sets to a group that you belong to from within the group by selecting **Add Activity** or **Add Activity Set**.



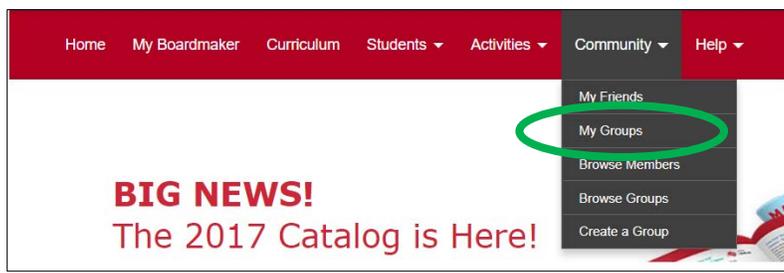
11. Scroll to find and select any activity you wish to add to the group. Click **Add to Group**.



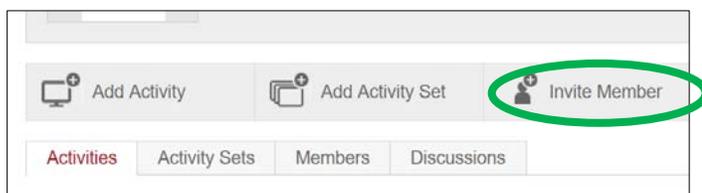
NOTE: You can also add activities to a group as you are sharing it to the Community as shown in the beginning of this tutorial.

Invite others to join a Private Group you have created.

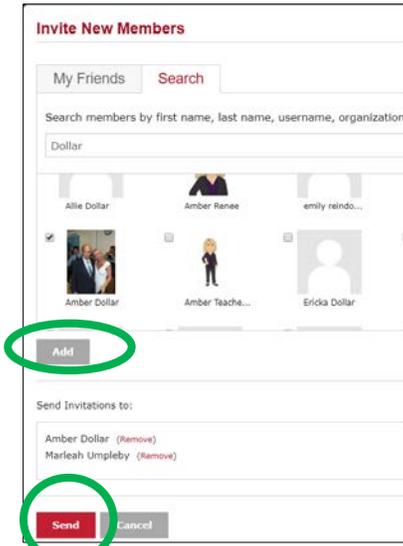
1. Select **My Groups** from the Community dropdown menu, and then select the group.



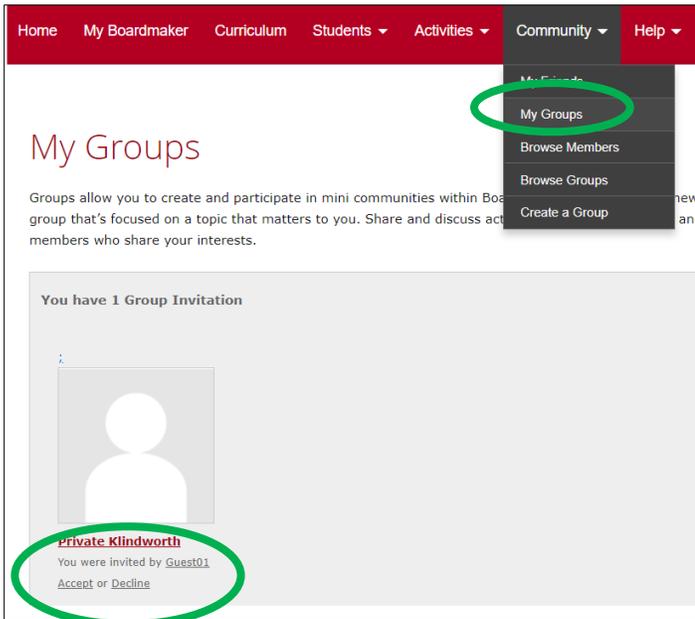
2. Select **Invite Member**



3. Select **My Friends** tab to choose among your Boardmaker Online friends. Select Add. (Directions for adding friends follows in the next section of this tutorial.)
4. Select **Search** tab to search for anyone with a Boardmaker Online account. Select Add.

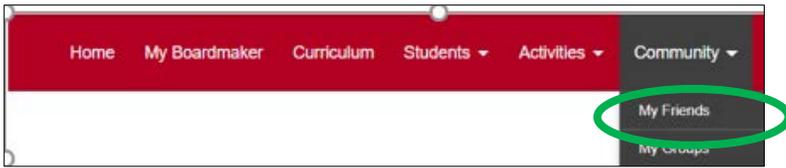


5. Click **Send**.
6. Invitees can access their invitation from within their Boardmaker Online account in **My Groups**. The invitee may select **Accept** or **Decline**.

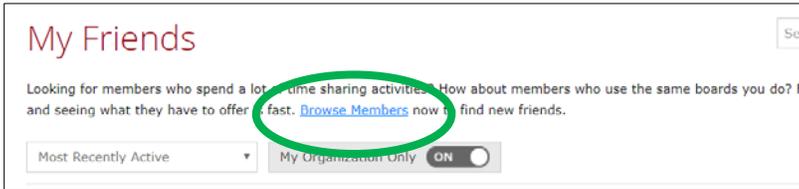


Sharing Activities with Friends

1. To share with friends, you must first invite Boardmaker Community members to be your friends. Select **My Friends** from the Community tab dropdown menu.



2. If you wish you may first click My Organization Only to narrow to only members of your district or enterprise. Click [Browse Members](#).



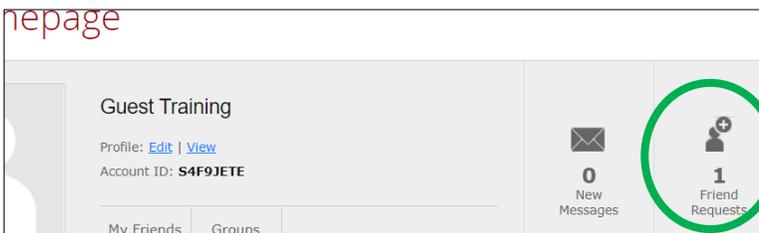
3. Enter the name in the search box and Enter.



4. Select the person from results and Click **Add As Friend**.

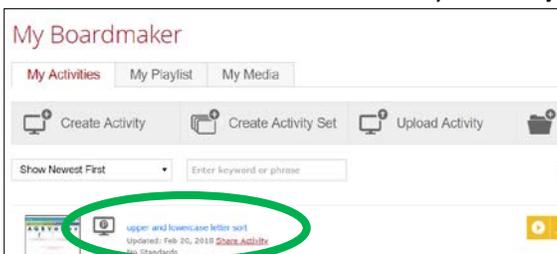


5. The invitee can access and accept friend requests from his or her Homepage. Click **Friend Request** to open.



Share an Activity with a Friend

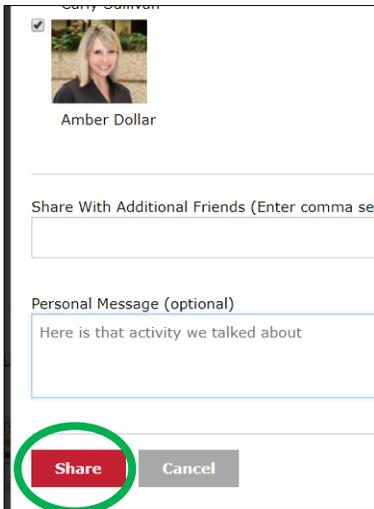
1. Select the name of an activity from **My Boardmaker>My Activities**



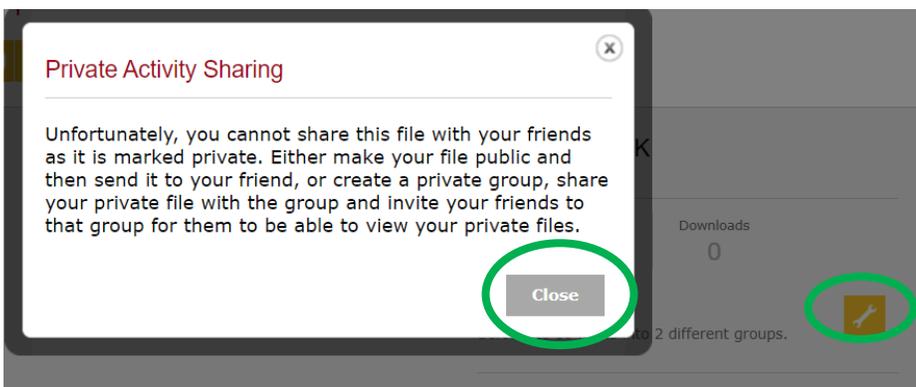
2. Select **Send to a Friend**  from the toolbar.



3. Select the friend, add a message if desired, and click **Share**.



4. If you have not shared the activity before (it is still private) you will get a notice with options for sharing. Click **Close** and then the **Wrench tool**  to access the Edit Activity form to change privacy setting.



5. The recipient will receive a message on his or her home page when an activity is shared in this manner. Click **New Messages** to click on a link to the activity.

