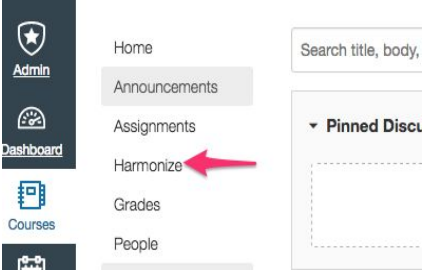

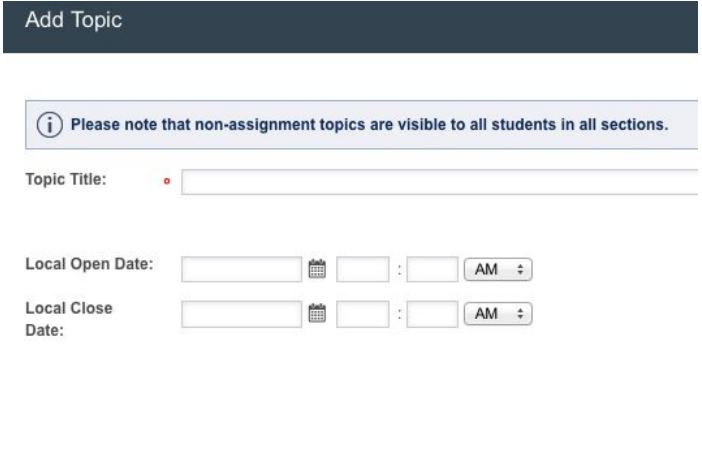


Adding Harmonize Topics

Harmonize topics are discussion topics that are non-assignment topics and will appear in the Harmonize menu on the left hand side. You can also add Harmonize Topics to modules. See quick guide on adding Harmonize topics to modules.

<p>Step 1: Select 'Harmonize' in left menu</p>	
<p>Step 1: Adding a Topic</p> <ul style="list-style-type: none"> Click the Topic button in the top right hand corner from the Harmonize list page 	
<p>Step 2: Adding Topic Information</p> <ul style="list-style-type: none"> Add a Topic Title which appears in the Harmonize list view and on the topic Date: select an open / close date & time. This will use the timezone you are in to set the open / close dates. You can leave this blank if the topic is always available If a topic is set in the future it will be listed under Pending Topics until it is open and once it is open it will be moved under current topics Students do not see Pending topics in the Harmonize list view until it is open. The due date is set to the Close Date 	
<p>Step 3: Default View</p> <ul style="list-style-type: none"> Select either Grid or List view as the default view of your topic. 	<p>DEFAULT VIEW</p> <p><input type="radio"/> Grid (Ideal for studio courses, or courses with lots of images and attachments in posts.)</p> <p><input checked="" type="radio"/> List (Designed with liberal arts courses in mind, or courses where the content of the posts is mostly text.)</p>

Step 4: Adding Topic Description & Media

- Use the rich content editor to create your description

Topic Description



Step 5: Adding files

- Attach multiple files at once by dragging and dropping from your browser
- Select an image to be used as the poster image
- Add thumbnail images to non-visual files
- Click and drag to rearrange files



+ Click here or drag and drop to add files.

Add Text | Add Code | Add Media | Embed from Web | Record Audio/Video

Step 6: Submit your topic

- Click Submit to add your Harmonize topic.

Cancel

Submit