1. Composing Interface — Overview

#1 Text Row
Type or paste (or speak, on mobile) your text into the box. Use the handle in the lower right-hand corner to adjust the size of the box. Use the menu of tools to format your text and to insert web links.

#2 Uploaded Media Row
Attach files from your computer by dragging and dropping or by browsing. On mobile devices, tap to upload or to access the camera.

#3 Adding Rows
Posts are made up of rows of content. A row can consist of text or code or uploaded media or embedded media from the web, or you can record audio or video directly. When you open the composing interface, a text row and an uploaded media row are displayed initially. Click an icon to add a new row. Your content is auto-saved as you work.
2. Composing Interface — Uploaded Media

- Drag thumbnails to re-order attachments
- In the Grid View, this thumbnail will appear on the “all posts” page
- Select this image to be the “poster” for this post
- Rotate image
- Remove this file
- Browse or drag-and-drop to upload more files

#1 Row Tools
Click the trashcan to delete a row.
Use the arrows to move a row up or down.

#2 File Types & Thumbnails
Files other than images and videos are represented by a colored box, and the file type is listed.
If you like, you can upload (browse or drag-and-drop) a thumbnail image for these files.
3. Composing Interface — Embedded Media

Source: Add URL

Embedded files are not uploaded into your class discussion and are not included in your final submission. Please be sure to add files for grading.

Many web services are available for embedding including images, YouTube, Vimeo, DeviantArt, Flickr, Getty images, Images from the web, and Codepen and more...

Follow these steps to embed images:

1. Locate the file you want to embed on the web and paste its URL.
2. See all options for embedding files from the web.
3. Adjust the size of the image.
4. URL for the image: https://s-media-cache-ak0.pinimg.com/736x/bb/17/c7/fc17cf7b6e270514c3ee039f3c45c5.jpg

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4. Composing Interface — Audio & Video Recording

Allow the recorder access to your computer and adjust your settings as needed.

Use the “Add Media” Tool to upload an existing audio or video file.
Your computer must have a working webcam with audio and video recording capabilities.
Your recording can be a maximum of 5 minutes long. The timer will display how long you have been recording.
To begin, click the record button. To finish, click the stop button.
Preview your recording. If you are happy, click the “Post” button. If you want to try again, delete this row and start over.

Click the red button to begin recording (5 minutes maximum).

Monitor your recording levels.

Use the playbar to review your recording or to re-record if necessary.

Review the instructions for using the audio and video recorders.
5. Editing or Deleting a Post

In the GRID VIEW:
Click on the card to open the post

Then use the links to edit or delete the post

KEEP IN MIND

Once a post has comments added to it, you cannot delete that post—unless you first delete its comments.

Similarly, if you have used the whiteboard to mark up an image attached to a post, that post cannot be deleted—unless you first delete your markup.