

## What Can Students Post About in a Unit's Ask/Answer/Share

You can post or reply about:

- Anything in a Unit, such as anything on the Study Guide or in any of the Lessons or on its Learning Quizzes or in any supporting information provided within a Learning Quiz
- Any assignment that occurs during the same time as the dates for a Unit

## What Have Students Wanted to Post in the Past?

1. Ask a question
2. Share something:
  - Like a definition (the meaning of a word) that students had to look up – **Tip:** If the definition helped you, why not share. **Requirement:** Use only the [Merriam-Webster Online Dictionary](https://www.merriam-webster.com/). Link Address: <https://www.merriam-webster.com/>
  - Like a video (optional) that helped you understand something such as labor conditions in the Gilded Age. - **Tip:** Just be careful because these videos are addictive.
3. Answer a question – You click Reply to the question and leave the Subject line as it is. There are requirement

## How Could You Save Time Posting and Make It Easier for Your Colleagues in the Class to Use the Post?

People have a right not to have to open every “box” to find something they need. The Subject line should start with what’s in the “box” that another student might need. For those posts you **begin** the Subject line with either:

1. Question/  
The **next** word says the source of the question such as the Study Guide or Lesson 4 or Writing-#1  
If needed, use another forward slash (/) and specific word
2. Definition/ or Video/  
The **next** word says the word you looked up or the exact title of the video you watched.

| What You Want to Do?   | What Are <b>Tips</b> to Save Time?   | Your Subject Line?   | Your Message?  |
|--|--|--|--|
| You are looking at the Unit 1 Study Guide. You used the link Quick Facts, but are still unsure about “due process.”                  | Copy and paste the exact words and any punctuation from the Study Guide (or any online document) so you save time and so you are accurate.   | Question/Study Guide/”due process”                           | I could use some help to understand “due process.” I do not understand “due process” with the 5 <sup>th</sup> and 14 <sup>th</sup> amendments. |
| You are looking at the Requirements for Writing-#1 and you have a question about the topic (or what English classes call the prompt) | Copy and paste the exact words from the specific Requirement that is the cause of your question.<br>For example you want to know if you can do a different prompt.   | Question/Writing-#1/prompt                                   | At the top, paste the Requirements where you have a question.<br><br>Then write your question.   |
| You looked at Lesson 1 about the meaning of the term Gilded Age and you saw two words whose definitions you wanted to know.          | <b>Only</b> use <i>Merriam-Webster Online Dictionary</i> . Copy and paste its definition and its link into a Word file. If when you try to post, the formatting makes it unreadable, then use Format Painter to make it plain. If you do not know to do that, post a question. | Definition/Gilded Age  | At the top, paste the definition.<br><br>Make a blank line.<br><br>At the bottom, paste the exact link.  |
| You do not know much about how to do a specific thing with doing   | Save time. Ask even if it is not a history question but it will save you time in the course.   | Question/How to remove formatting so I can post a definition | I need a quick way to get rid of colors and fonts in a definition  |