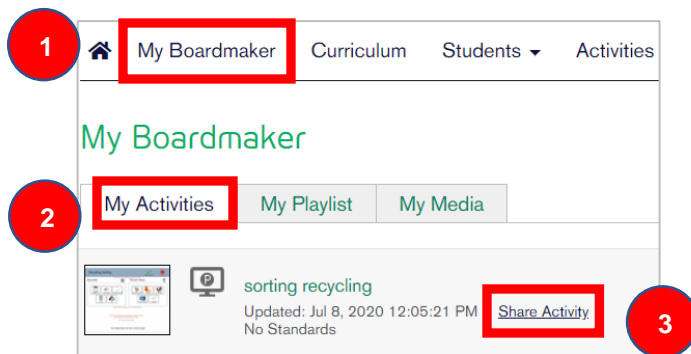


Share Activities in Boardmaker 7: Quick Guide

Once you create an activity in the Boardmaker Editor, you may want to share it with colleagues or other Boardmaker users. Boardmaker allows you to share activities through the Boardmaker Community and Community Groups. This quick guide provides instructions on how to share activities in the Boardmaker Community and how to create and find Boardmaker Community Groups.

Share Activities in the Boardmaker Community

1. From myBoardmaker.com, select **My Boardmaker**.
2. Select **My Activities**.
3. Select **Share Activity** next to the Activity you wish to share.



4. Edit the **Update File** form.
NOTE: The only required change is Privacy.

The 'Update File' form is shown with several fields: 'File' with a 'Browse' button, 'Title' with the value 'colors', 'Description' with the text 'Students drag items to their corresponding pair.', 'Language' set to 'English (United States)', and 'Activity Type' set to 'Performance Enabled'. The 'Privacy' dropdown menu is open and highlighted with a red box, showing options: 'Only Me', 'Only Me', 'Everyone', and 'My Organization Only'. A red arrow points from the 'My Organization Only' option in the dropdown to the 'Privacy' section of the form.

Title: auto-populates the name used when saving the file. Edit if needed.

Description: auto-populates if a template was used to create the activity. Edit or add if needed.

Language and Activity Type: auto-populates based on the template used and language used to create the activity.

Privacy: Select the dropdown.

- **Only Me:** Only you can see the activity. It will not share in the community. This is the default setting.
- **Everyone:** share globally with all Boardmaker Community users
- **My Organization Only:** share only with colleagues within your organization

Accessibility: Designed for Scanning will auto select if the template used to create the activity is compatible.

Standards:

Associate Educational Standards

Availability

Grade Levels

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

Categorization

School Curriculum	Life Skills	Communication
<input type="checkbox"/> Early Education	<input type="checkbox"/> Social Skills	<input type="checkbox"/> Augmentative Comm
<input type="checkbox"/> Math	<input type="checkbox"/> Functional Skills	<input type="checkbox"/> Sign Language
<input type="checkbox"/> Science	<input type="checkbox"/> Following Instructions	<input type="checkbox"/> Other
<input type="checkbox"/> Social Studies	<input type="checkbox"/> Vocational Skills	<input type="checkbox"/> Device Overlay
<input type="checkbox"/> Language	<input type="checkbox"/> Other	
<input type="checkbox"/> Writing		
<input type="checkbox"/> Reading		
<input type="checkbox"/> Spelling		
<input type="checkbox"/> Other		
<input type="checkbox"/> English Language Arts		

Therapy Tools	Teacher Tools	Cognitive Skills
<input type="checkbox"/> Articulation/Phonology	<input type="checkbox"/> Classroom Resources	<input type="checkbox"/> Sequencing
<input type="checkbox"/> Listening/Auditory	<input type="checkbox"/> Positive Behavior Support	<input type="checkbox"/> Categorizing
<input type="checkbox"/> Phonological Awareness	<input type="checkbox"/> Schedules	<input type="checkbox"/> Matching
<input type="checkbox"/> Fine/Gross Moto	<input type="checkbox"/> Tests/Quizzes	<input type="checkbox"/> Logic & Reasoning
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Tags

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

Standards (optional): Select **Associate Educational Standards** to browse educational standards and link standards to the activity.

Availability (optional): Check the box next to Community Groups you want to access the activity.

Grade Levels (optional): Check the box next to grade levels that would be appropriate to use the activity.

Categorization (optional): Check the box next to the categories that are appropriate for the activity.

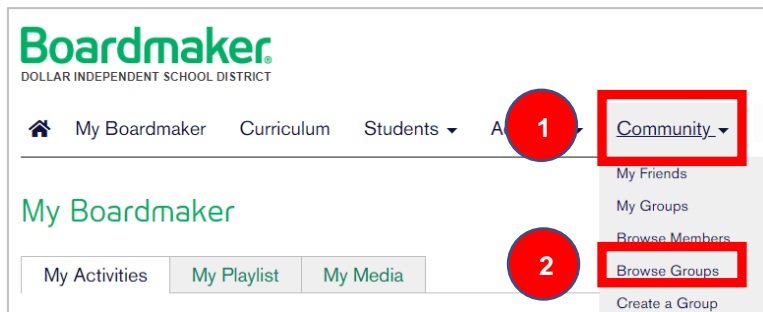
Tags (optional): Type key words in the text box that a community member might search to find the activity.

5. Select **Update File**.

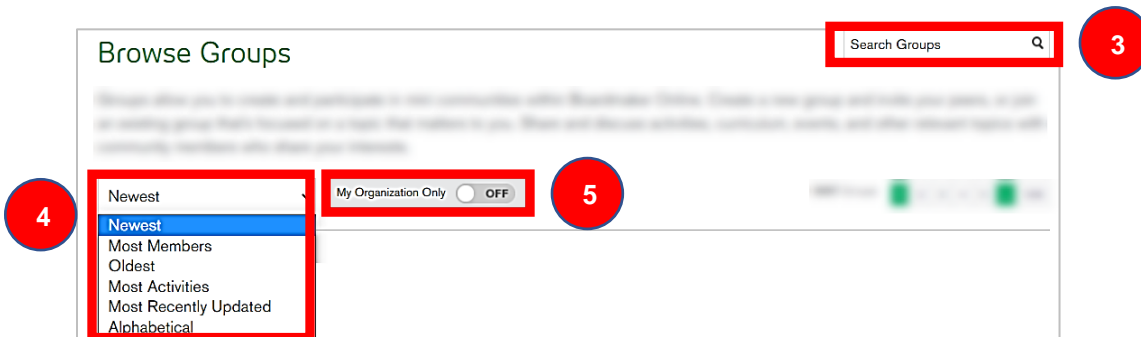


Find a Boardmaker Community Group

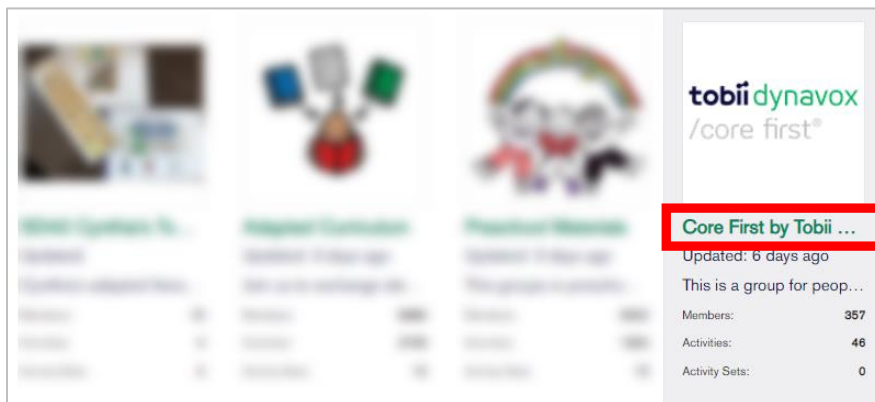
1. From myBoardmaker.com, select the **Community** tab.
2. Select **Browse Groups**.



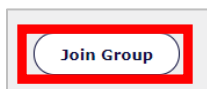
3. Type a group name or topic (example: core words) into the search bar and select **Enter/Return** on your keyboard.
4. Customize search order if desired.
5. Select the radio button for **My Organization Only** if you only want to see groups created by members of your organization.



6. Select the group name.

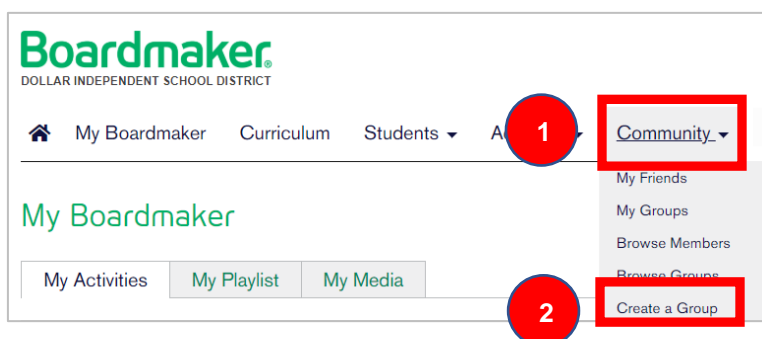


7. Select **Join Group**.

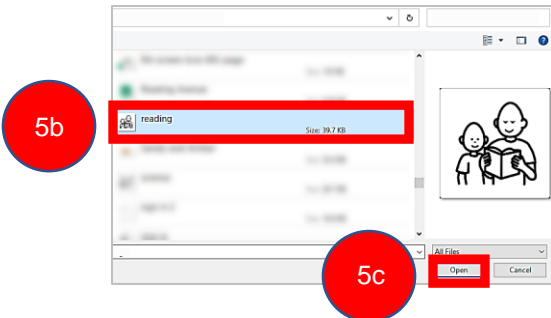


Create a Community Group

1. From myBoardmaker.com, select the **Community** tab.
2. Select **Create a Group**.



3. **Group Name:** Type a name for the group in the box.
4. **Description (optional):** Describe your group in the text box so other community members can easily find it.
5. **Group Photo (optional):**
 - a. Select **Browse**
 - b. Navigate to the picture on your computer
 - c. Select **Open**



6. **Privacy:** Select a radio button.
 - **Public to My Organization:** Only members of your organization can join the group
 - **Public:** All Boardmaker Community members can join the group.
 - **Private:** Only Community members that you invite can join the group.
7. **Permissions (optional):** Check a box if desired.
8. Select **Create Group**.

A screenshot of a group creation form. The form includes the following sections and elements:

- Group Name:** A text input field with a red circle '3' next to it. Below the field is the text: "May only contain A - Z and 0 - 9 characters".
- Description:** A large text area with a red circle '4' to its right.
- Group Photo:** A placeholder image of a group of people. A "Browse" button is highlighted with a red circle '5a'.
- Privacy:** A section with the text "(what does this mean?)". Three radio buttons are present: "Make the Group Public to My Organization" (selected, highlighted with a red circle '6'), "Keep the Group Public", and "Keep the Group Private".
- Permissions:** Two checkboxes: "Only allow owner/moderator of the group to invite friends to join the group" and "Only allow owner/moderator of the group to share activities with the group". A red circle '7' is to the right of this section.
- Create Group:** A green button at the bottom of the form, highlighted with a red circle '8'.