


Affiliating Discussions with Next Steps

Once you have created your initial discussion posts, you can link them with next steps so community members know what to do next. It's important to create your discussion prompts first so they appear as options in the Next Steps dropdown menu.

Go to **'EDIT'** next to Next Steps.

 **YOUR COMMUNITIES**

WeTeachNYC Sample Community

Facilitator | [Help for facilitators](#) ?

COMMUNITY GOAL [EDIT](#)

Use this space to articulate the overall goal of your WeTeachNYC Community and to explain how the community will be used to support this goal.

Recent Discussions [START A DISCUSSION](#)

[SEE ALL 3 RECENT DISCUSSIONS](#) →

Sample Discussion Title
Acacia G. Here is my first prompt.

JUN 16

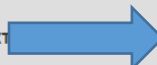
2

1

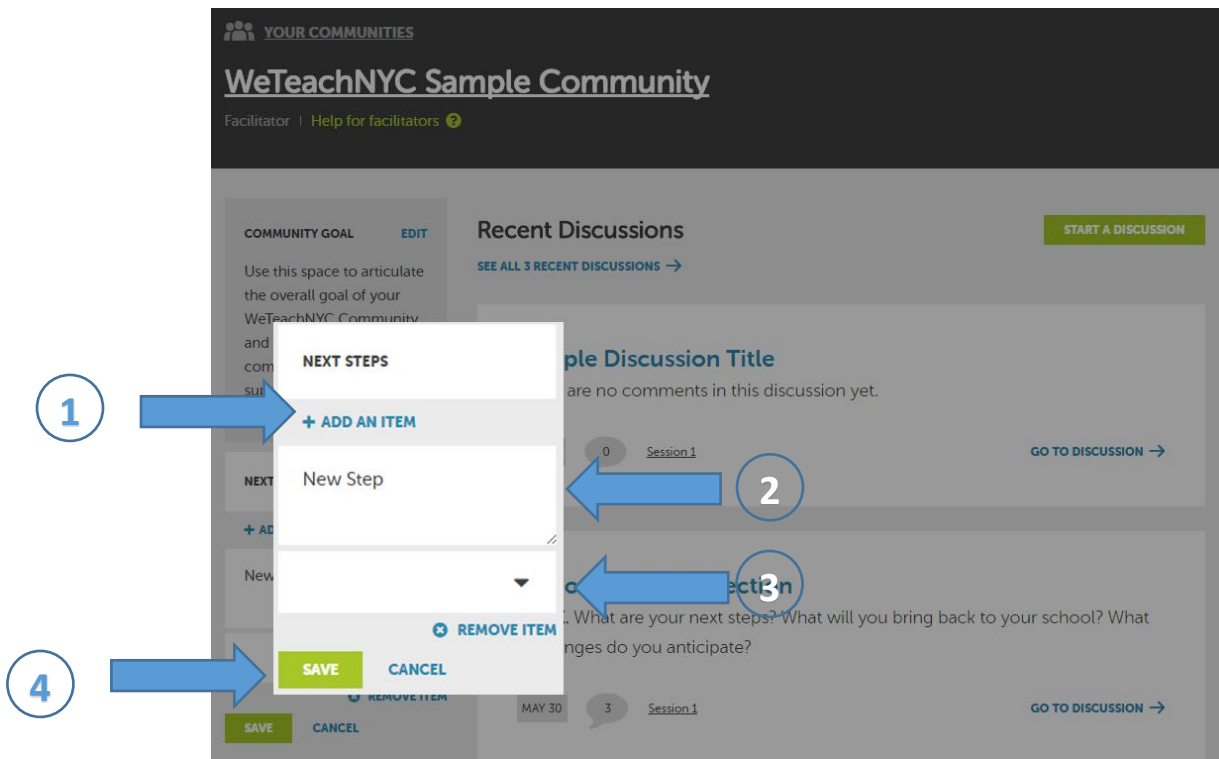
[Session 1](#)

[GO TO DISCUSSION](#) →

End of Session Reflection
Viraj K. What are your next steps? What will you bring back to your school? What challenges do you anticipate?

NEXT  **EDIT**

- [Sample: What implementation challenges do you anticipate?](#)
- [Sample: Tell us about implementation at your school](#)



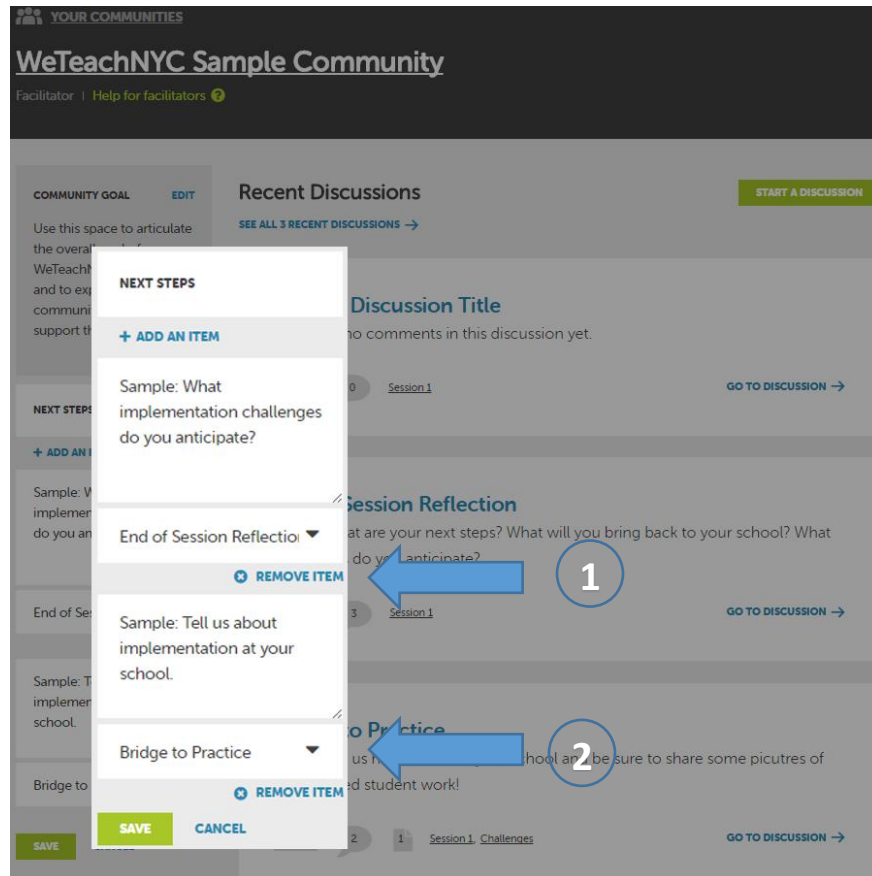
- 1 Click '+ ADD AN ITEM' and two boxes will appear. One says 'New Step' in it and the other has a dropdown arrow.
- 2 Type in brief instructions for the new step.
- 3 Click the dropdown menu in the box below and select the discussion you want to link to the new step.
- 4 Click 'SAVE'.



Facilitator Tip:

Next steps appear in reverse chronological order. This means that whatever you type last will appear at the top of the list. Map out your next steps in advance and add them in reverse order (from the last step to the first step).

- 1 To remove next steps when they are no longer relevant, click **'EDIT'** and **'REMOVE ITEM'** directly below the next step you'd like to remove.



- 2 To change the discussion that is affiliated with one of your next steps, choose a new discussion from the dropdown menu affiliated with that next step.



Facilitator Tip:

Using Next Steps is a way to help structure work for community members. Be consistent in how they are utilized so community members will always know what they need to pay attention to when they log into the community.