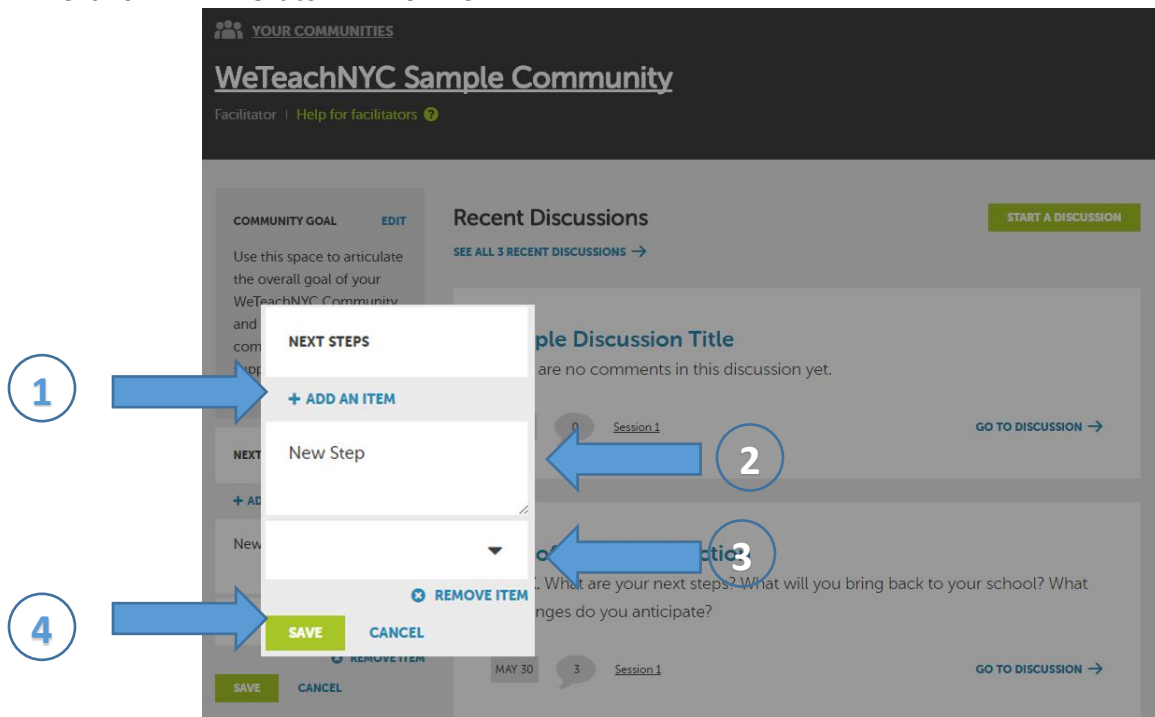# Creating Next Steps

The Next Steps section helps community members know exactly what they need to do in the community. Next steps can clarify what the work is between sessions by providing reminders to community members and connecting them to discussions that correspond with the work. Clicking on a next step will automatically take the community member to the appropriate discussion.

Facilitator Tip:
Update your community's next steps regularly so community members can remain informed about what is important.

Click on '**EDIT**' next to '**NEXT STEPS**'.

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 can **only** be linked to discussions. If you would like community members to review a file or video as a next step, it is recommended that you attach it to a discussion.

Facilitator Tip:
If you don't link a next step to a discussion, it is recommended that you write it as a clearly defined action, such as "Click on the Session 1 tag to review session resources" or "Remember to bring your copy of the Danielson Framework to our session on Tuesday."