

eFundi Tutorial: Commons



Commons is a social networking style tool allowing posts with url to thumbnail expansion, and unthreaded replies, **similar to Facebook posts**. It may be used as an alternative to other communication tool options, such as Comments in Lessons, or Forums.

Note: Commons does not support grading or other more advanced Forums features, such as threaded discussions, group permissions, availability dates, etc.

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This tutorial will address the following topics:

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[How to edit the Commons tool permissions](#)

[How to create a post in the Commons](#)

[How to comment/reply to a post](#)

[How to delete a post](#)

[How to edit a comment/reply](#)

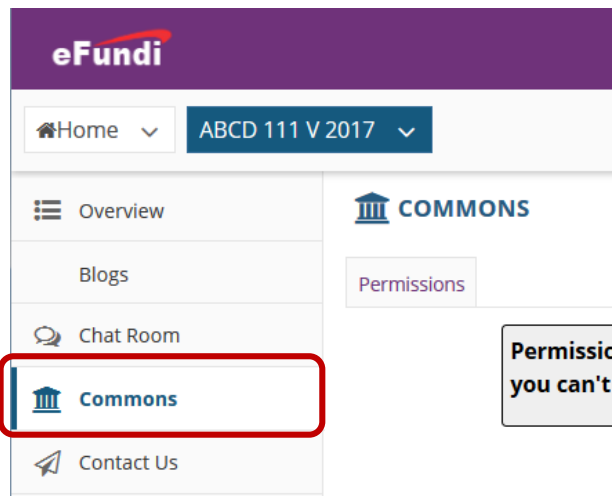
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How to access the Commons tool

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Select **Commons** from the Tool Menu of your site.



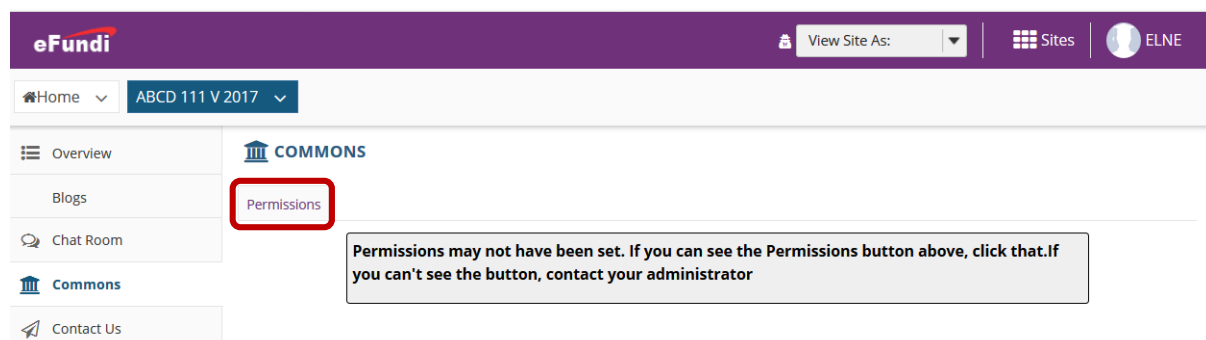
What if you cannot see the Commons tool? [Click here](#) for the steps to add a tool to your site.

How to edit the Commons tool permissions

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Go to your **Commons** tool on your course site. The first time you access the Commons tool, you will get a message that you do not have permission to use the tool yet.

Click the **Permissions** tab at the top of the page to set the permissions.



Set the Permissions for each role on the site by selecting the relevant check boxes, then click **Save**.



Permissions

Permissions

	Post					
Role:	create	read.any	update.any	update.own	delete.any	delete.own
Instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teaching Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dosent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Reply					
Role:	create	read.any	update.any	update.own	delete.any	delete.own
Instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teaching Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dosent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How to create a post in the Commons

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Go to your **Commons** tool on your course site.

The text box at the top of the page will always start off with "*What's on your mind?*" until you type something into the box.



Permissions

What's on your mind?

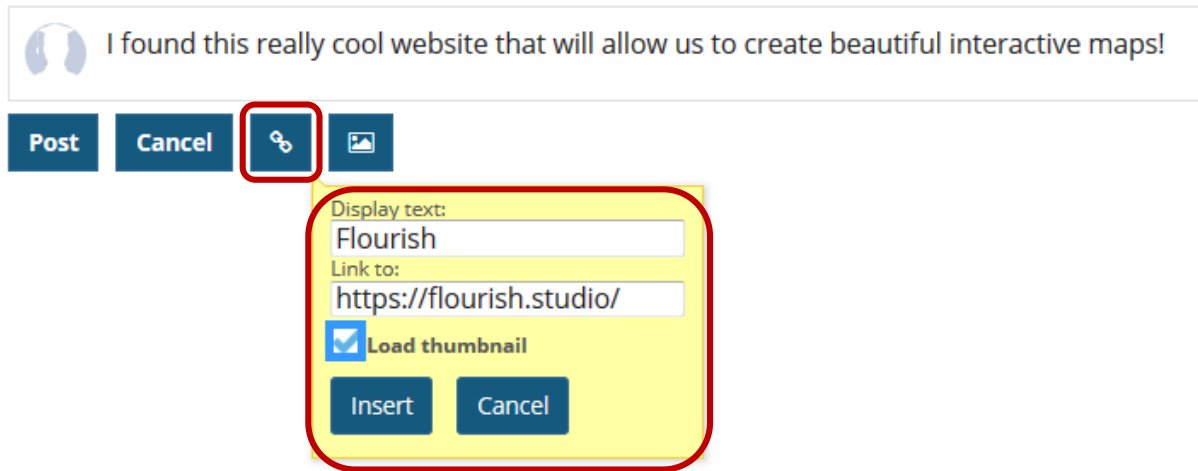
Type your text into the text box.



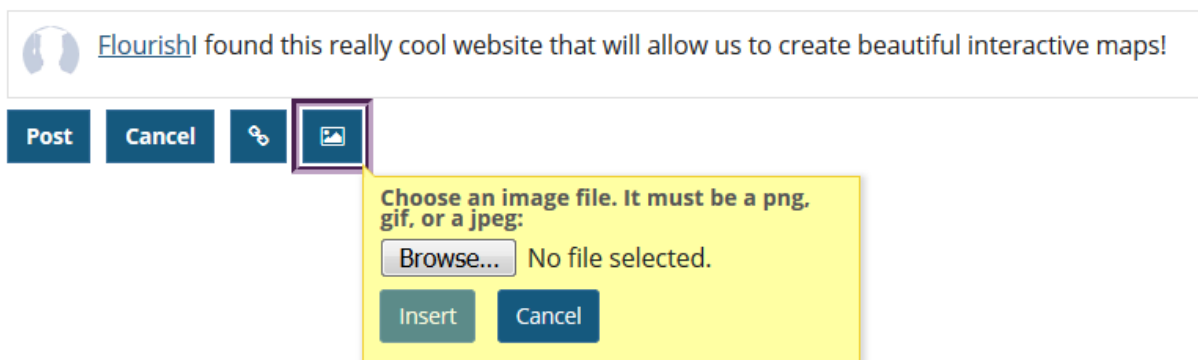
Permissions

I found this really cool website that will allow us to create beautiful interactive maps!

To add a hyperlink to your post, click on the **link/chain icon** and complete the form, then click the **Insert** button.



To add an image to your post, click on the **image icon** and then click **Browse** to find the image you want to upload and click the **Insert** button.




Click **Post** to finish.



How to comment/reply to a post


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Go to your **Commons** tool on your course site.

The Commons page with latest posts will display. Depending on the permission settings, you will be able to see a **Reply** link in the posts. Click the **Reply** link to type a reply.


 What's on your mind?

Post **Cancel**  

 **ELNE VAN NIEKERK** [Flourish!](#) found this really cool website that will allow us to create beautiful interactive maps!



Reply [Edit](#) [Delete](#) 11/09/2018 11:45 AM

 Thank you for sharing!

Post Comment **Cancel**

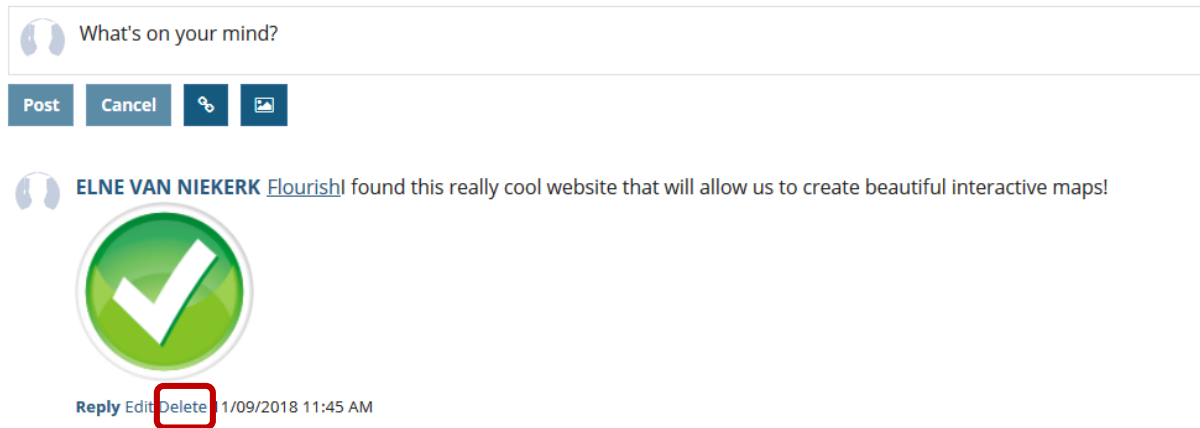
Click the **Post Comment** button to send your reply.

How to delete a post

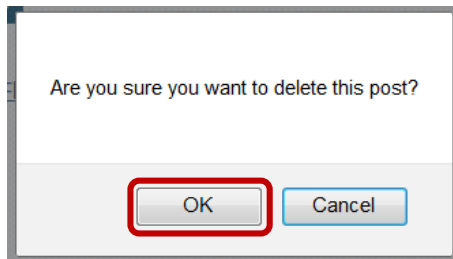
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Go to your **Commons** tool on your course site.

The Commons page with latest posts will display. Depending on the permission settings, you will be able to see a **Delete** link in your posts. Click the **Delete** link to remove the post.



When prompted, confirm if you want to delete the post.



How to edit a comment/reply

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Go to your **Commons** tool on your course site.

The Commons page with latest posts will display. Depending on the permission settings, you will be able to see a **edit** link in the comments you posted. Click the **Edit** link to make changes to your comment, then click **Post comment**.

 **ELNE VAN NIEKERK** [Flourish!](#) found this really cool website that will allow us to create beautiful interactive maps!



Reply [Edit](#) [Delete](#) 11/09/2018 11:45 AM

 **ELNE VAN NIEKERK** Thank you for sharing!


[Edit](#) [Delete](#) 11/09/2018 11:50 AM

How to delete a comment/reply

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Go to your **Commons** tool on your course site.

The Commons page with latest posts will display. Depending on the permission settings, you will be able to see a **delete** link in the comments you posted. Click the **Delete** link to remove the comment.

 **ELNE VAN NIEKERK** [Flourish!](#) found this really cool website that will allow us to create beautiful interactive maps!



Reply [Edit](#) [Delete](#) 11/09/2018 11:45 AM

 **ELNE VAN NIEKERK** Thank you for sharing!

[Edit](#) [Delete](#) 11/09/2018 11:50 AM

Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Call centre: 018 285 5930

Campus support:

Mafeking: Tel.: 018 389 2447 Office: ADC Building, Block D Room G80	Potchefstroom: Tel.: 018 285 2295 Office: Building E8, Room 107A	Vanderbijlpark: Tel.: 016 910 3035/8 Office: Building 13, Room SL313
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OR

Log a ticket: support.nwu.ac.za