1. We are going to be using Google Communities in place of the Discussion Board in Blackboard. We are going to follow set criteria for labeling all posts. First you are going to need to assign each new post to a category. The categories are fixed and they will appear when you click on the drop-down menu. You will see all the categories listed on the left side of the Community page.

2. Next you need to add your name to each post using the same identifier. To do this, we will be using hashtags in a similar manner in how they are used in Twitter. Putting a # in front of any word turns it into a clickable and searchable tag.

   If you click on that tag, you will see all other posts that have that same tag. We are going to use this naming convention for every post: 
   
   #cla384fall2014FirstNameLastName. Leave no spaces between words and click “enter” on your keyword to activate the tag.

   Since this is a private community, no one outside of the community will be able to see any of the posts, even if they search for the exact tag.
3. Lastly, we are going to add a second tag that identifies the task. We are going to use this naming convention for each task: #cla384fall2014TaskName, for example #cla384fall2014pPaper1. By clicking on this tag, you would see everyone’s post for Paper 1. Your instructor will provide you with the unique tag name for each task.

See below for all three used at once.

4. You add the tags to the end of every post. If you forget, you can go back and edit the post and add it. By using these naming conventions, you will be able to sort through posts by week, task and student.

Click here for further details about how to use hashtags in Google+.