

Facilitator Only: How to Post to the Billboard

- If** The Billboard is the large speech bubble next to your Avatar, on the top left of the room. Note: this only appears once you have Posted a message there.
- If** It's the place where you kick-start the Topic, and guide activities.
- If** Participants will respond to what's displayed there, so it's vital that you always keep this updated and relevant.
- If** To change the text, click on your Avatar. You will see a shaded frame around the Post Comment Box. Now type in your message and click Post.
- If** The Billboard scrolls from 160 characters onwards. Best to keep it concise.
- If** This will update the Billboard, and also post the message within the Conversation. Which keeps track of the thread for Reporting.

