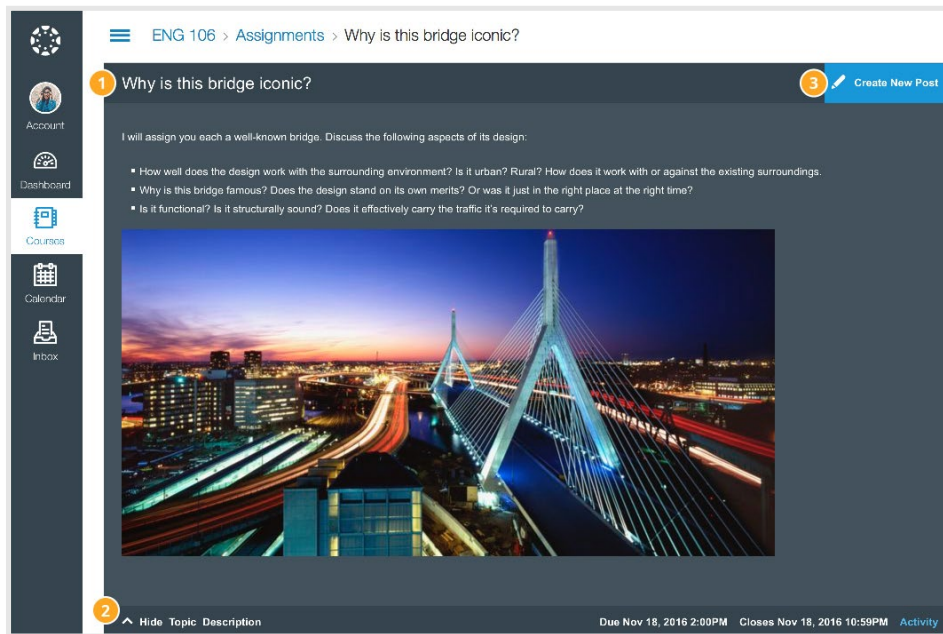


Harmonize Basics

Harmonize is an interactive space where you can post your work and discuss topics with teachers and other students in your online classroom.


Harmonize Topics



1. A topic is a question or discussion. The topic description can include rich text, pictures, videos, and more. Discussion topics can have an open date, a close date, and a due date. Teachers (or instructional designers) are usually the ones who create topics.
2. When you first view a topic, the topic description will be displayed. After reading the topic description you can hide it and the system will remember it was hidden for the next time you visit the topic.
3. Any member of the class (teacher or student) can respond to the topic question by creating a post. Think of each post as one possible answer to the topic question, or a new thread in the topic. To add a post, click *Create New Post*.

Create New Post or Comment

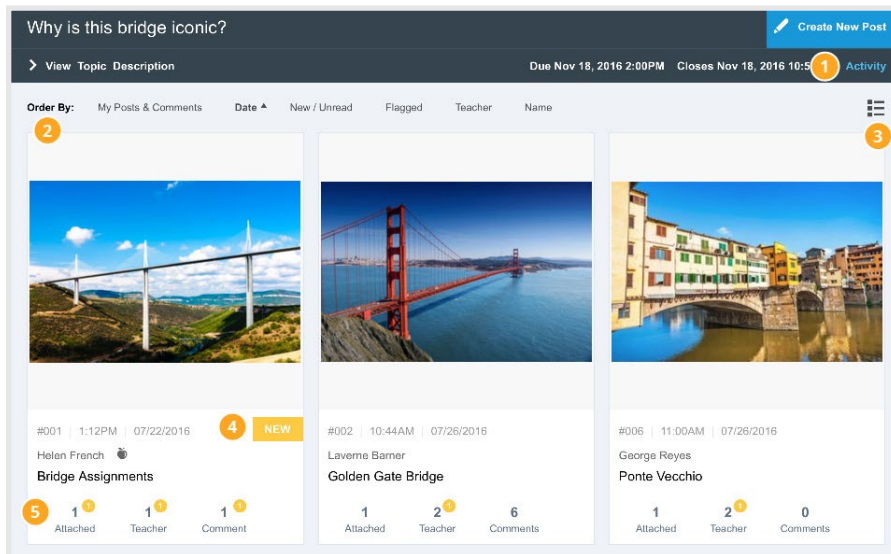
1. Your Canvas profile picture is used for your posts and comments in Harmonize. You can edit the picture from your profile in Canvas.
2. Users can create rich content in topics, posts and comments by adding rows of text, dragging / dropping or uploading media, embedding media from the web, or recording audio or video.

 **Tip:** Keep your videos short and concise. The longer the video, the longer it will take to upload. If you are using mobile data, keep in mind that videos can eat up a large chunk of your monthly data allowance.

3. You can indicate which image you want to represent your post by selecting a cover image. If there are no images in your post, your profile picture will be used as the cover image.
4. Click *Preview* before posting your work to see how the published view of your post or comment will look.

💡 Tip: The system auto-saves your work so you don't need to worry if you get interrupted while creating a post.

All Topic Posts



1. The *Activity* report shows your participation in the topic and may show comments from the teacher. Teachers can view all users activity and add comments. The comments are only viewable to that individual student and the teachers.
2. Easy ordering tools allow users to sort posts by *My Posts*, *Comments*, *Date (default)*, *New/Unread*, *Flagged*, *Teacher*, or *Name*.
3. Posts can be viewed in grid or list view. Click the icon to toggle the view. Grid View displays the posts in tiles or cards. Clicking on a post opens the content of the post including comments. List view allows users to see all posts on one page in a running list.
4. Posts are labeled yellow for new posts, red for late posts, and gray for edited posts.
5. Counts show the number of attachments, teacher remarks, or student comments on a post. The yellow counts to the right of the number indicate new items.


Post Details

Navigation: < Previous Post | Post 2 of 8 | Next Post >

Laverne Barner | Post #002 | Created: 10:44AM 07/26/2016

Golden Gate Bridge

This bridge defines "iconic". Instantly recognizable as the symbol of San Francisco, it is impossible to imagine San Francisco Bay without its graceful red twin peaks. Despite being a quintessentially urban bridge nestled in the middle of one of the densest urban areas in the country, its most enduring images are of the bridge in its beautiful natural setting. This is no accident. The distinctive red color, known as International Orange - was specifically chosen not only to complement the surroundings, but also to make it more visible in fog, a true triumph of both form and function. The American Society of Civil Engineers includes it in its list of Seven Wonders of the Modern World, along with Empire State Building, the Panama Canal and the Chunnel Tunnel.



JPEG | 108.5 K
Golden_Gate
1 Note 1

2 Flag for Follow Up | Download All Attachments | Get URL

3 Add Comment

Navigation: < Previous Post | Post 3 of 8 | Back to Top | Next Post > 4

1. Teachers can annotate students' attachments to call out and comment on specific areas on content added to a post. Annotations are indicated by the *Note* count on the post.
 2. Users can flag posts for follow up, download all attachments, or get the url of the post to link to in another post.
- 💡 Tip: If you don't have time to read a post, flag it for follow up to view it later.
3. To comment on a post, click *Add Comment*. Any member of the class can add a comment. All the comments relating to the post are listed under the post in chronological order.
 4. Users can easily navigate through the posts by selecting previous or next at the top or bottom of the post.

Harmonize Settings - Notifications

Harmonize Settings

Email Updates

Email address:

Other email address:

Notification Preferences

☒ Notify me right away ☐ Send daily summary ☐ Send weekly summary ☒ Do not send me anything

Harmonize Activity	Email Frequency
New Teacher Posts	<input checked="" type="checkbox"/> <input type="radio"/> <input type="radio"/> <input checked="" type="checkbox"/>
Updates to topic description	<input checked="" type="checkbox"/> <input type="radio"/> <input type="radio"/> <input checked="" type="checkbox"/>
Teacher comments on your post	<input checked="" type="checkbox"/> <input type="radio"/> <input type="radio"/> <input checked="" type="checkbox"/>
Student comments on your post	<input checked="" type="checkbox"/> <input type="radio"/> <input type="radio"/> <input checked="" type="checkbox"/>

[Save](#)

To update Harmonize Discussion Notifications go to *Account > Settings > Harmonize Settings*.

These notifications are specific to Harmonize, but the frequency can be configured the same way as Canvas notifications. Notification types include:

- › New Teacher Posts
- › Updates to Topic Description
- › Teacher Comments on Your Post
- › Student Comments on Your Post