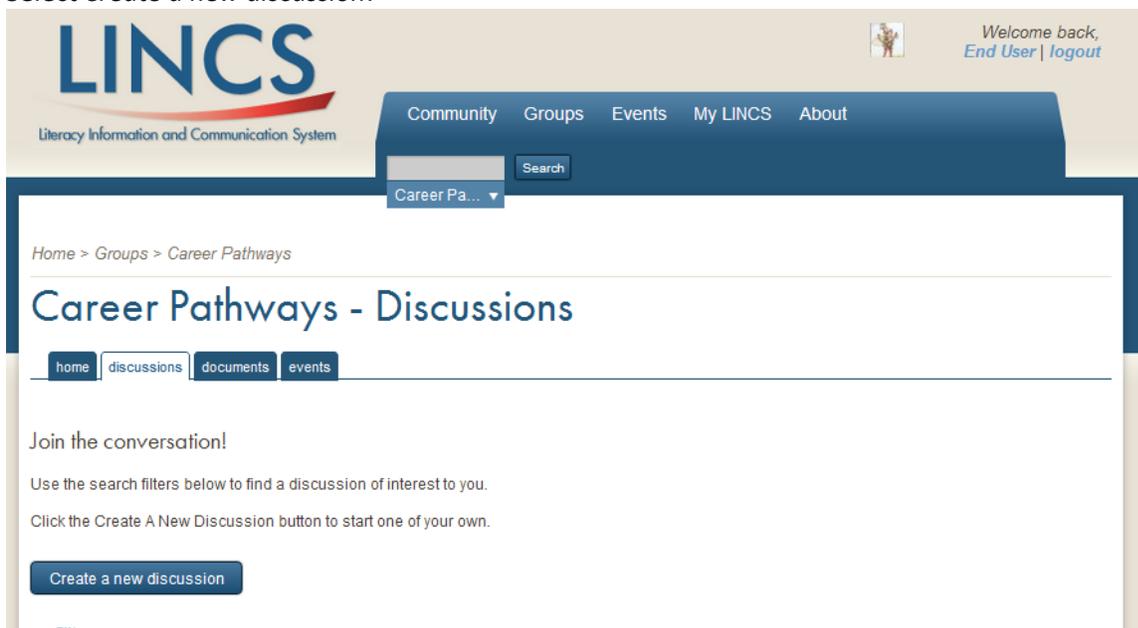


## How do I cross post a new discussion?

**Note:** Cross posts are one discussion thread posted in different groups at the same time. Comments made on a cross post will appear in every group that the discussion thread is posted to. When creating a cross post, please give careful consideration to whether the content you are posting is relevant to a group's topic and all of its members before you post the content to several different groups. Cross posting should only be used in cases where the content and resulting conversations will benefit members of **all the groups** to which the discussion is cross-posted. Otherwise, in some cases, it may be beneficial to create separate posts of the same content in each group, so that each group can have its own conversation about the content.

Follow these general instructions for creating a new discussion:

- Go to the home page of the appropriate community (in this case, Career Pathways) and select the *discussions* tab near the middle of the screen.
- Select *Create a new discussion*.



- Fill out the information for your new discussion including the title and body of the text.
- You may upload an image(s) (up to 10MB in size) to accompany your discussion here as well. Allowed extensions are: png, gif, jpg, and jpeg. You must both upload the image and choose the placement of the image before saving.
- At the bottom of the page you choose *Groups* on the left, just below *Images*.

**Images**

**Promote content**

**Groups**  
-- Adult English Language Learners

**Notifications**

**Revision information**  
No revision

**Menu settings**  
Not in menu

**Comment settings**  
Read/Write

**Authoring information**  
By Ellen Marino

**Publishing options**  
Published

**Audience:**

-- Outreach  
-- SMEs  
-- Resource Collection Reviewers  
-- Resource Collection Trainers

Show this post in these groups.

Public

Show this post to everyone, or only to members of the groups checked above. Posts without any groups are always *public*.

- 
- Select the appropriate group names for your discussion post by holding down the CTRL key when making your selections.
- When finished, select *Preview* to see your new discussion before it's posted to the group. If you don't want to make any changes, select *Post* at the bottom of the page.