

## Continue learning at your leisure...

*This is the second block of tasks, after you've run through the basics of conversation management and content creation*

We strongly suggest you dedicate a bit more time to understanding the platform and playing with it, although we understand you'll likely not find out everything until you need it...

### A task-list

Work through all of this and you'll know how to do quite a lot more of what you'll ever need.

#### › Managing your conversation:

- Change the text in the description box of your call for ideas (*hint: you will need to 'close' the call for ideas before you can edit it*)
- Create and upload a new conversation banner of the right dimensions (*hint: you can use [drpic.com](http://drpic.com) to resize and crop your images. Help is at [www.howtoizwe.com/general/images.php](http://www.howtoizwe.com/general/images.php)*)
- Invite someone to it
- Set permissions of your conversation to let another user create and edit content. (*hint: start typing their name in the box. As a default you can use mark (Mark Corbin) or Thom (Thom Townsend)*)
- Change the end date of your conversation.
- Feature your content (*there's a 'feature content' check box on the edit page*) and then reorder your featured content - this controls the order content appears on your main conversation page.

#### › Uploading and embedding interesting things

- Create a blog post and upload an image into it.
- Embed a youtube video near the top of your info page (if you're blocked from youtube, head here to see some embed text). Or embed a scribd document.
- Upload an image to your info box and make it link to your call for ideas. (tip: insert an image as normal, and then insert a link as normal)

#### › Getting used to the whole izwe platform

- Find someone you know on the izwe platform and add them as a friend. If you don't know anyone, you're welcome to friend me (username: mark).
- Start a topic on the how to community forum.
- Submit an idea in the 'developing izwe' community
- Go to your dashboard, and change your status (*hint: though the box asks 'what would you change' you can put anything there*)
- Go to the live map and click through to some nearby conversations.

#### › Using Surveys

- Create a survey
- Give it a name, a description, and write a length of time it will take. Save it.
- Create a few questions
- Change the order of your questions
- Save it.
- Now edit a question! (*tip: the survey needs to be closed before you can edit questions*)
- Go to the 'overview' or 'live results' page and download the survey results of one of your questions.

### *Tips:*

You create a new question by clicking 'new question' and then just selecting the type of question you want from the drop-down list

You need to make sure each question is individually set to 'published' (you can do this when creating the question or afterwards using the checkboxes)

### *Oddities*

The 'scale ranking type' has two 'answer choices' fields. This type of question gives:

The first 'answer choices' are the answers/text down the left hand side. The second 'answer choices' is the scale by which each of the first are rated.

You can't yet 'preview' the whole survey, and you can only take it once - so make sure you've completed it and then pay attention when you go to take it... (we're working on this)

## Use these resources

How to community: [howto.izwe.com](http://howto.izwe.com)

- ask questions in the forum
- talk to other izwe users
- keep up to date with resources etc

How to izwe site: [www.howtoizwe.com](http://www.howtoizwe.com)

- How To Guides
- technical instructions
- tips and ideas for using izwe in different ways