



SchoolMessenger®

Discussion Forum Guide

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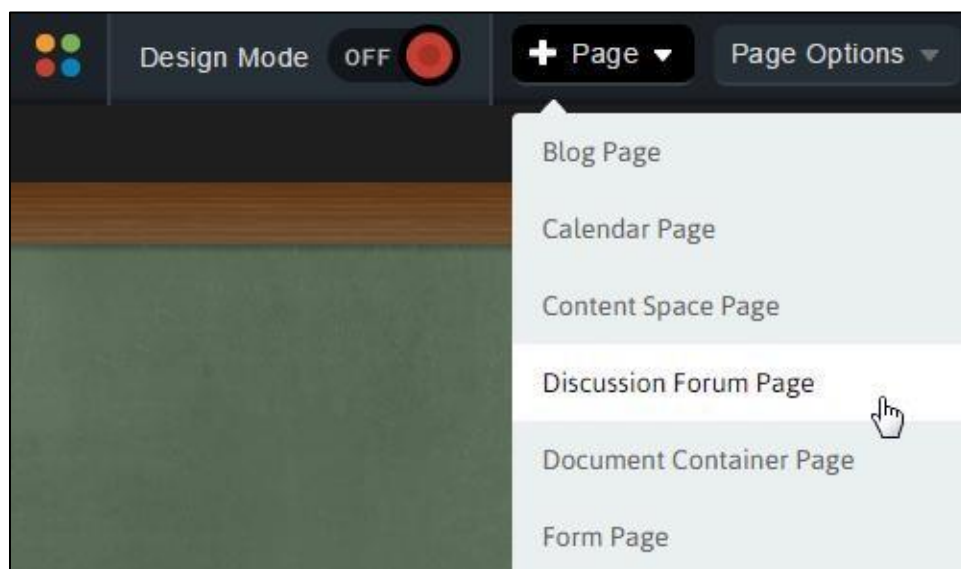
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Introduction

Discussion forums are an excellent tool for quick and informative dialogue on various topics between groups of individuals. You can use them to publish course topics for your students to collaborate on, provide sections for discussion on group work, or answer questions your students may have in an organized, digital environment. This manual will guide you through setting up discussion forums and instruct you on using its many helpful features.


Adding a Discussion Forum Page


Select the page you would like to connect the Discussion Forum to (this will be the Parent Page) and select the **Page** option on the **Administrative Toolbar**. From here, select **Discussion Forum Page**.



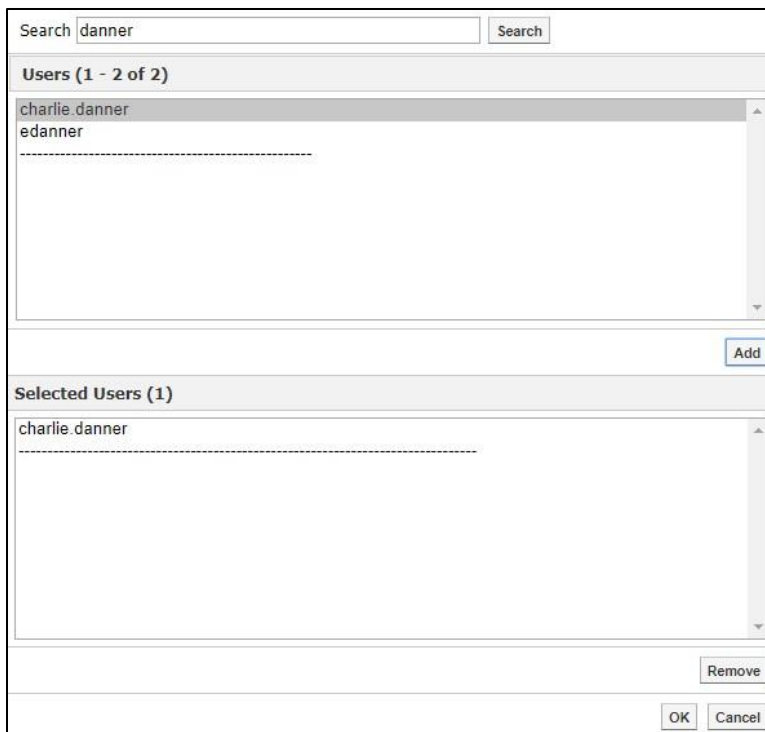
 **Note:** The Discussion Forum Page is not one of the default page types. If you are an administrator and you wish to use the Discussion Forum Page type, please contact our support team or your project coordinator and we will be happy to enable this option.

Fill in the **Page Name** field for your new page.

The **Page URL** field will automatically be filled in. The **Page URL** is used to build the Friendly URL used to access the page. If you wish to make modifications to the **Page URL**, click on the  icon and then you can change the text. Keep in mind that only alphanumeric characters, underscores and dashes can be used. Any other characters will be automatically removed.

By default, you will be assigned as the **Page Owner**. If you wish to set someone else as the owner, click the  icon.

When the User Picker opens, choose the user you wish to make the owner, and click **Add** then click **OK**.



Search danner Search

Users (1 - 2 of 2)

charlie.danner
edanner

Add


Selected Users (1)

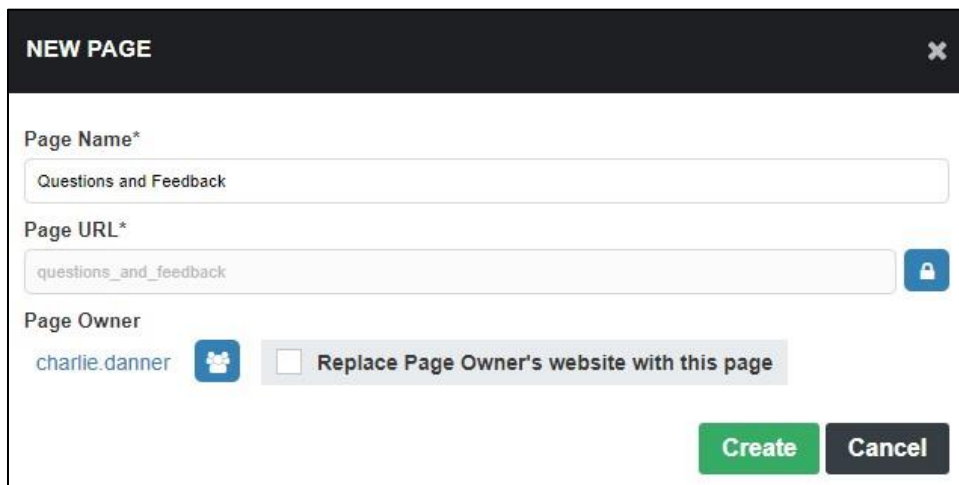
charlie.danner

Remove

OK Cancel

If you want to set the page as the user's homepage in their user profile, click **Replace Page Owner's website with this page**.

 **Note:** On some sites, you may also have a **Category** drop-down that you can use to select a category for the page.



NEW PAGE

Page Name*

Questions and Feedback

Page URL*

questions_and_feedback

Page Owner

charlie.danner

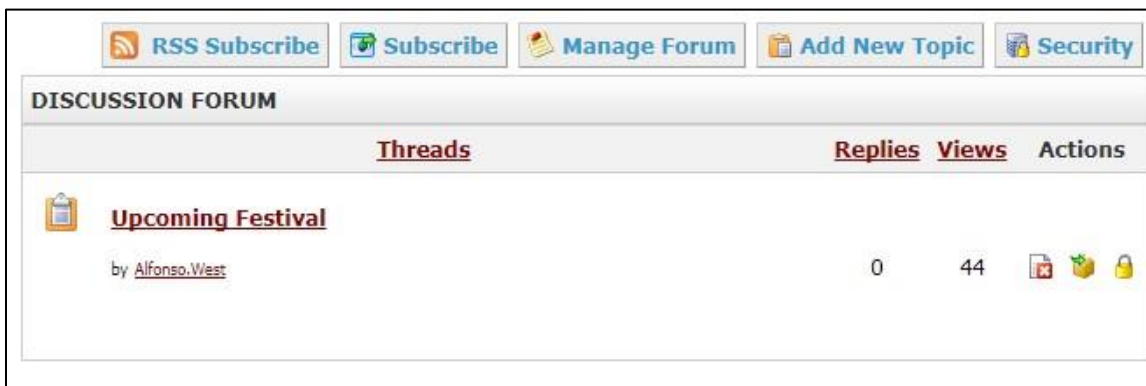
☐ Replace Page Owner's website with this page

Create Cancel

To finish creating your Discussion Forum Page, click **Create**.

Editing your Discussion Forum

To change the name or status of your Discussion Forum, click the **Manage Forum** button.



Toggle the visibility on your Discussion Forum through the **Enabled** field by selecting **Yes** or **No**, where **No** will hide your discussion from others. This option is changeable at any time.



The 'FORUM' edit form contains the following fields and controls:

- Name:** A text input field containing 'Discussion Board'.
- Description:** A large text area with formatting buttons (B, I, U) above it.
- Enabled:** Radio buttons for 'Yes' (selected) and 'No'.
- Update:** A button at the bottom right.

Make changes to the **Name** and **Description** of your Discussion Forum as desired. When you have finished, click **Update**.

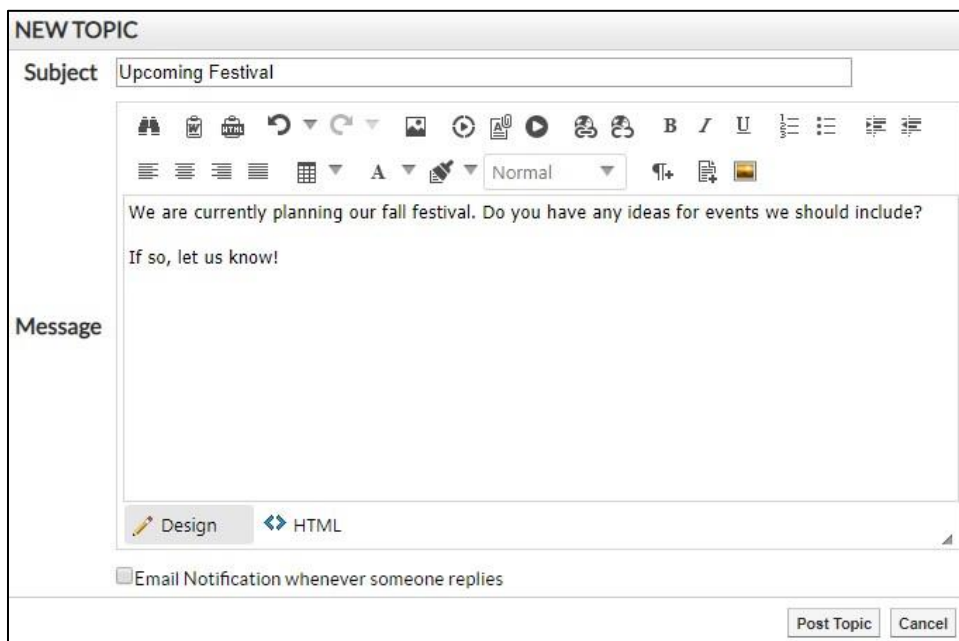
Managing Topics

Creating Discussion Topics

To create a topic click **Add New Topic**.



The **Subject** section displays the name of the topic while the **Message** field is where you should post the body of your discussion. Fill in the title and details of your topic.

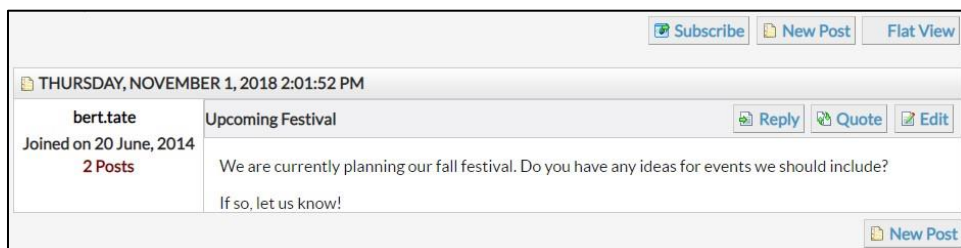
A screenshot of the 'NEW TOPIC' form. The 'Subject' field is filled with 'Upcoming Festival'. Below it is a rich text editor with various icons for formatting and inserting elements. The 'Message' field contains the text: 'We are currently planning our fall festival. Do you have any ideas for events we should include? If so, let us know!'. At the bottom of the form, there are two tabs: 'Design' (selected) and 'HTML'. Below the tabs is a checkbox labeled 'Email Notification whenever someone replies'. At the bottom right, there are two buttons: 'Post Topic' and 'Cancel'.

Click **Post Topic** when you have finished.

 **Note:** You can choose to receive notifications to your email whenever someone responds to your topic. To do so, check the **Email Notification Whenever Someone Replies** box when creating your topic.

Replying to Discussion Topics

To respond to a topic posted on the discussion forum click the name of the topic.



THURSDAY, NOVEMBER 1, 2018 2:01:52 PM

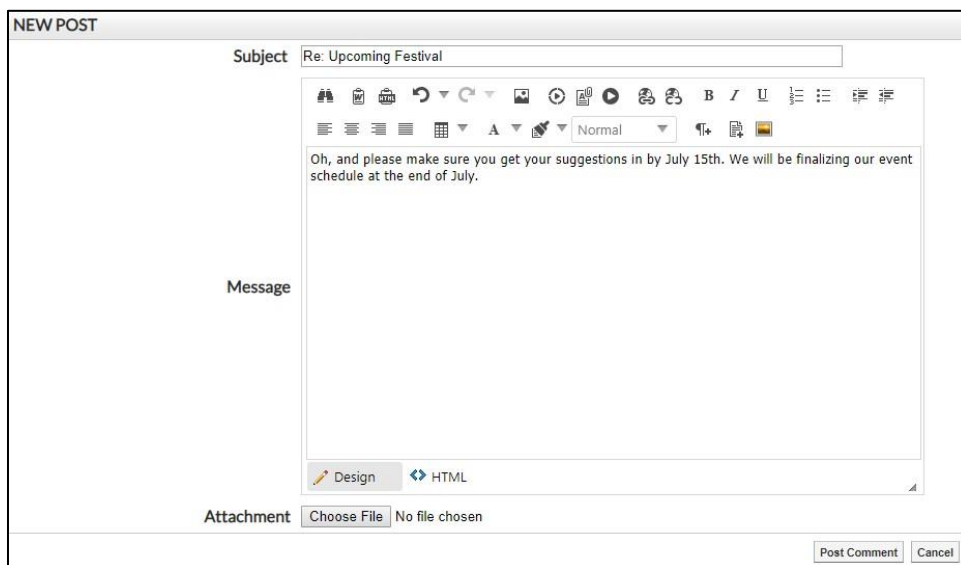
bert.tate
Joined on 20 June, 2014
2 Posts

Upcoming Festival [Reply] [Quote] [Edit]

We are currently planning our fall festival. Do you have any ideas for events we should include?
If so, let us know!

[New Post]

To respond to the original post, click **New Post** (there will be a button at both the top and bottom of the discussion topic).



NEW POST

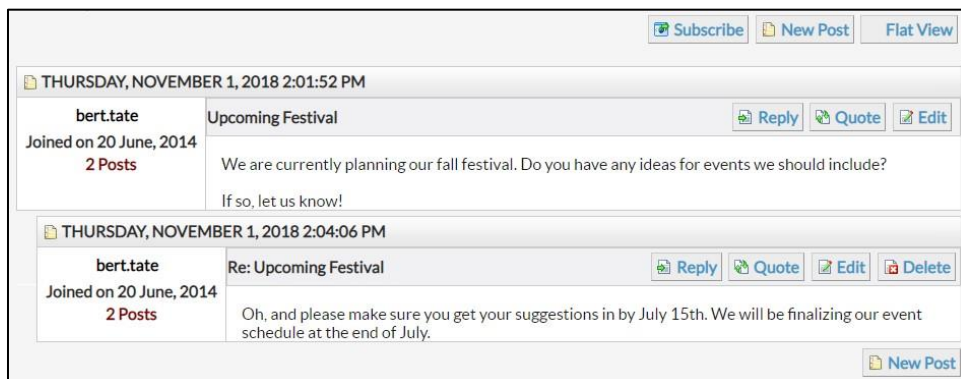
Subject: Re: Upcoming Festival

Oh, and please make sure you get your suggestions in by July 15th. We will be finalizing our event schedule at the end of July.

Attachment: Choose File No file chosen

[Post Comment] [Cancel]

Compose your response in the **Message** field and then click **Post Comment** to publish it.



THURSDAY, NOVEMBER 1, 2018 2:01:52 PM

bert.tate
Joined on 20 June, 2014
2 Posts

Upcoming Festival [Reply] [Quote] [Edit]

We are currently planning our fall festival. Do you have any ideas for events we should include?
If so, let us know!

THURSDAY, NOVEMBER 1, 2018 2:04:06 PM

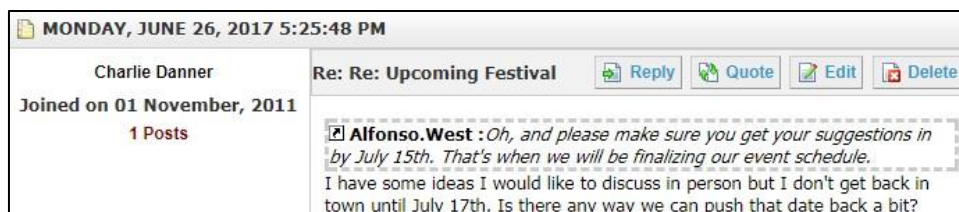
bert.tate
Joined on 20 June, 2014
2 Posts

Re: Upcoming Festival [Reply] [Quote] [Edit] [Delete]

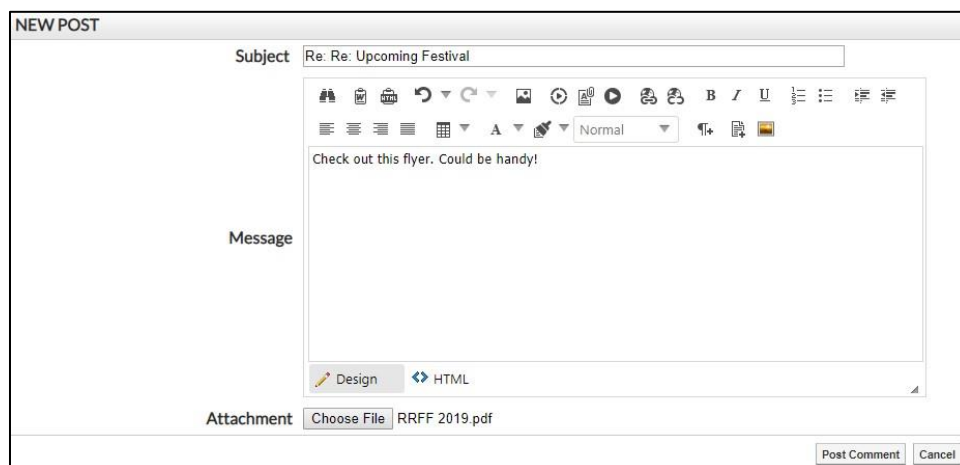
Oh, and please make sure you get your suggestions in by July 15th. We will be finalizing our event schedule at the end of July.

[New Post]

Alternatively, you may wish to respond to someone in the forum other than the original poster. To do so, click the **Reply** button, and repeat the steps listed above.



To quote someone when replying to, click **Quote**, and repeat the steps for posting a topic. It is often helpful to have the post of the person you are responding to included in your post.

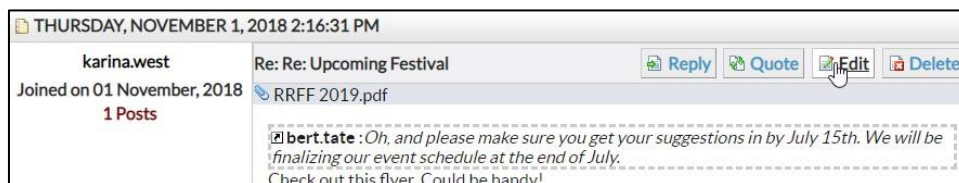


You can include a file from your computer to be posted along with your message. When creating a new post, click the **Choose File** button in the **Attachment** field.

Within the **Choose File** window, locate the file you wish to upload and click **Open**. When you are finished the post, click **Post Comment** to publish everything.

Editing Discussion Topics

To make changes to your post once it has been published, simply click the **Edit** button at the top right side of the post.



When you have finished making your changes, click **Update Comment** to publish it.

EDIT COMMENT

Subject: Re: Re: Upcoming Festival

Message:

bert.tate : Oh, and please make sure you get your suggestions in by July 15th. We will be finalizing our event schedule at the end of July. Check out this flyer. Could be handy!

Attachment: Choose File | No file chosen
Delete File
RRFF 2019.pdf

Update Comment Cancel

 **Note:** Unless you have **Write** permissions on the discussion forum, you will only be able to edit your own posts.

Deleting Discussion Topics and Posts

If you want to delete a post after it has been published, click the **Delete** button at the top-right of the post.


MONDAY, JUNE 26, 2017 5:25:48 PM

Charlie Danner
Joined on 01 November, 2011
3 Posts

Re: Re: Upcoming Festival

Reply Quote Edit Delete


Alfonso.West : Oh, and please make sure you get your suggestions in by July 15th. That's when we will be finalizing our event schedule. I have some ideas I would like to discuss in person but I don't get back in town until July 17th. Is there any way we can push that date back a bit?

Alternatively, if you wish to delete an entire topic thread, click on the  button next to that thread.

RSS Subscribe Subscribe Manage Forum Add New Topic Security

DISCUSSION FORUM


Threads	Replies	Views	Actions
 <u>Upcoming Festival</u> by <u>Alfonso.West</u> Last Reply: <u>Re: Re: Upcoming Festival (2)</u> on 26 June, 2017 10:45 AM by <u>charlie.danner</u>	4	63	  

 **Note:** Unless you have **Delete** permissions on the discussion forum, you will only be able to delete your own posts. If you do not have delete permissions you will not be able to delete topic threads.

 **Warning:** If you delete a post, all posts that are replies to that post will also be deleted.

Archiving Threads

Archiving a topic allows you to hide the topic from users without deleting it. This will keep the forum less cluttered. This also allows you to re-introduce the topic later if the information within it has become particularly useful to the participants of the forum.


To archive a thread, click the  button.





DISCUSSION FORUM				
<div> RSS Subscribe  Subscribe  Manage Forum  Add New Topic  Security</div>				
Threads	Replies	Views	Actions	
<div> Upcoming Festival</div> <div>by Alfonso West</div> <div>Last Reply: Re: Re: Upcoming Festival (2) on 26 June, 2017 10:45 AM by charlie.danner</div>	4	63	  	

If you wish to make it visible to the browsers of your Discussion Forum, click the **Un-Archive**  button.

DISCUSSION FORUM				
Threads	Replies	Views	Actions	
<div> Upcoming Festival</div> <div>by Alfonso West</div> <div>Last Reply: Re: Re: Upcoming Festival (2) on 26 June, 2017 10:45 AM by charlie.danner</div>	3	70	  	

Locking Threads

Locking a thread prevents other users from posting within it but maintains the existing content in the forum. To enable the locking of a thread, click .

DISCUSSION FORUM				
Threads	Replies	Views	Actions	
<div> Math Course Work</div> <div>by charlie.danner</div> <div>Last Reply: Re: Re: Math Course Work on 24 April, 2014 03:31 PM by charlie.danner</div>	2	13	  	

Subscribing to a Forum or Topic

Users have the option of subscribing to the forum through email alerts or RSS feed.

To receive email alerts about new posts in the forum, navigate to the forum page and click the **Subscribe** button.

Fill out relevant information:

- **Title:** The name of your alert.
- **Alert Type:** Choose to either get alerts online, or email alerts. If choosing email, please fill in valid email address in the email address field. If you are viewing the page as a guest, you will not be able to choose online alerts as guests can only choose the email alert option.
- **Select Email Type:** Html or Text.
- **Notification Time:** Chose to get your alert as soon as an event is added or updated on the calendar, at the end of a day when an event is added or updated, or at the end of the week when an event is added or updated.
- **Security Measure:** If you are a guest user, you will also be prompted to fill out a CAPTCHA to verify that you are a real person subscribing to the alert.



Once all fields have been filled out, click **Add Alert**.


To subscribe to a specific topic, click on the topic you want to follow and then click the **Subscribe** button.


Unsubscribing from a Discussion Forum or Topic

To unsubscribe from a forum or topic, navigate to the forum or topic you wish to unsubscribe from and click the **Unsubscribe** button.

 **Note:** You can also unsubscribe by clicking the unsubscribe link in the footer of each email alert you receive.

Subscribing via RSS Feed

You can also keep up to date with changes to the forum via its RSS feed. To view the RSS feed, click on the  icon. An RSS feed will then be opened in your browser and you can then choose to subscribe to the feed with your RSS reader of choice.

 **Note:** Google Chrome, Mozilla Firefox, Safari and Microsoft Edge no longer support RSS feeds by default. To view the feed as rendered content in a browser, you will need to install a browser extension.

 **Note:** The RSS feed is only available on a forum-wide level. You cannot get an RSS feed to follow just one specific topic.

Permissions

You can designate which users can see, create, edit or delete topics within your forum. To do so, click on the **Security** tab.

Direct Permissions

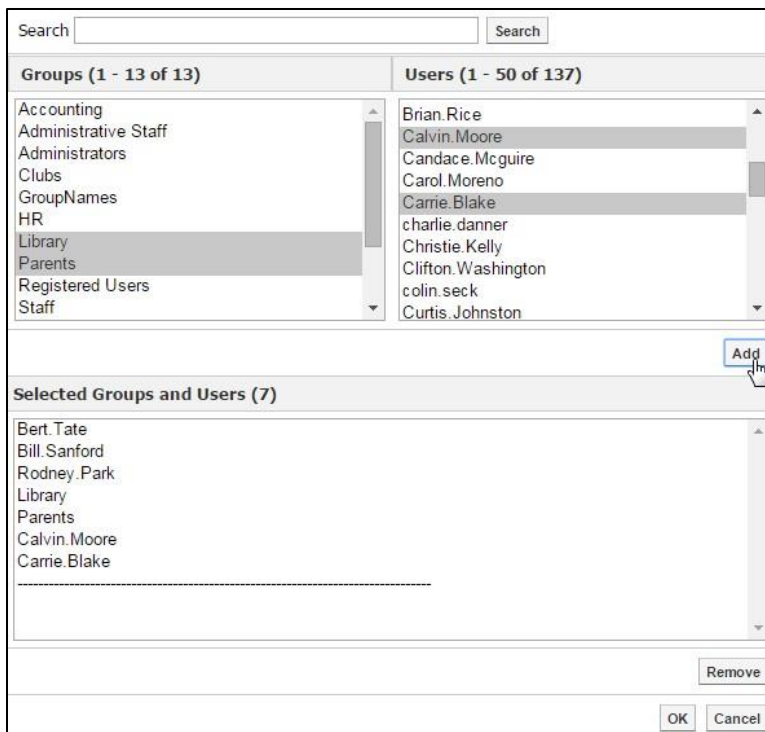
Within Direct Permissions you can assign security permissions on your forum to other users.


First, click **Add** to select the users to grant permissions to. A window will pop up.



The screenshot shows a window titled "Direct Permissions" with a tab labeled "Actual Permissions". Below the title bar is a section header "PERMISSIONS GRANTED TO". Under this header, there is a list of users with checkboxes: "Bert.Tate" and "Guest". Below the list are "Add" and "Remove" buttons. Below the list is a section header "INHERIT PERMISSIONS". Under this header, there is a checkbox labeled "Allow inheritable permissions from parent to propagate to this object" which is checked. Below this section is an "Apply" button.

From this window select the users or groups you'd like to grant permissions to by clicking their name and clicking **Add**. When you have selected your users, click **OK**.



To individually assign permissions to each user, click on the  beside their name. From here you can assign specific permissions.

PERMISSION	WHAT IT ALLOWS YOU TO DO
Create	Can create topics.
Delete	Can delete topics.
Read	Can view the topics within the forum.
Write	Can make changes to topics within the forum.
Full Control	All of the above, as well as the ability to assign permissions to others.

Actual Permissions

Actual Permissions allows you to view what permissions specific users have on your calendar. Users higher up the security hierarchy may already have permissions for your forum. Users with entire site permissions (or higher tiers of security hierarchy) may have permissions to your calendar if you have the **Allow Inheritable Permissions From Parent to Propagate to This Object** checkbox selected on the **Direct Permissions** tab. System Administrators will always have full control permissions for your calendar.

Direct Permissions

Actual Permissions

SEARCH USER OR GROUP NAME:

Search All Permissions

Actual Permissions Granted To (1 - 20 of 192)

Accounting (Group)

Administrators (Group)

Alfonso Sherman (Alfonso.West)

Alfred Salazar (Alfred.Salazar)

Allison Perez (Allison.Perez)

amy moran (amy.moran)