



Discussion Forum Guide

SchoolMessenger

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Contents

Introduction	3
Getting Started	3
Adding a Discussion Forum Page	3
Editing your Discussion Forum	4
Managing Topics	5
Creating Discussion Topics.....	5
Replying to Discussion Topics	6
Editing Discussion Topics	8
Deleting Discussion Topics and Posts.....	9
Archiving Threads	10
Locking threads.....	10

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.



Getting Started

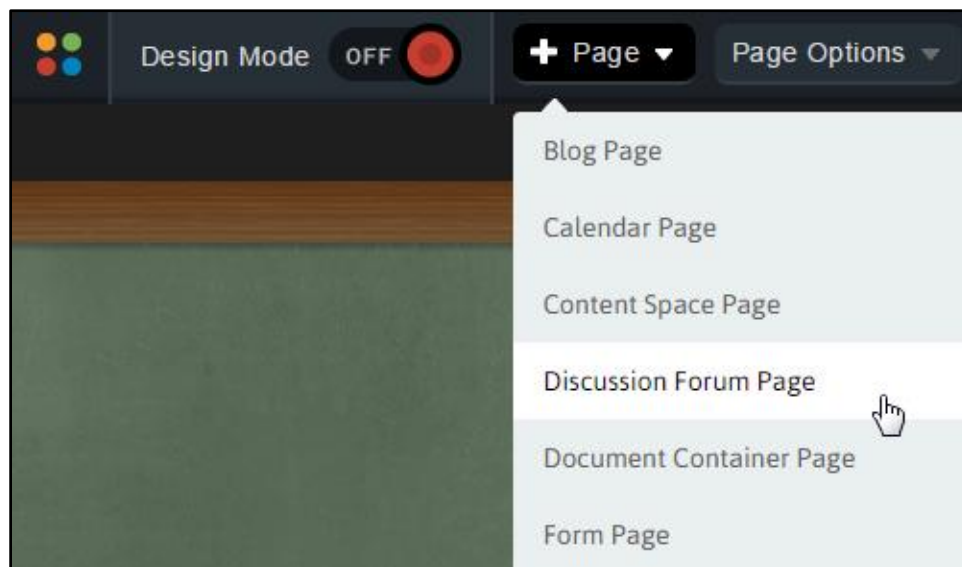
In order to access your discussion forum, you must first log in to your site using your **Username** and **Password**. If you have not yet registered with the site, you can request access by clicking the **Signup** button. This will prompt you to create a profile that is automatically routed to an administrator for approval.

LOGIN	SIGNUP
User Name <input type="text"/> Password <input type="password"/> Forgot Password? <input type="button" value="Login"/>	<input type="button" value="Signup"/>

If you have already registered, but have forgotten your password, click on **Forgot Password** to retrieve it.

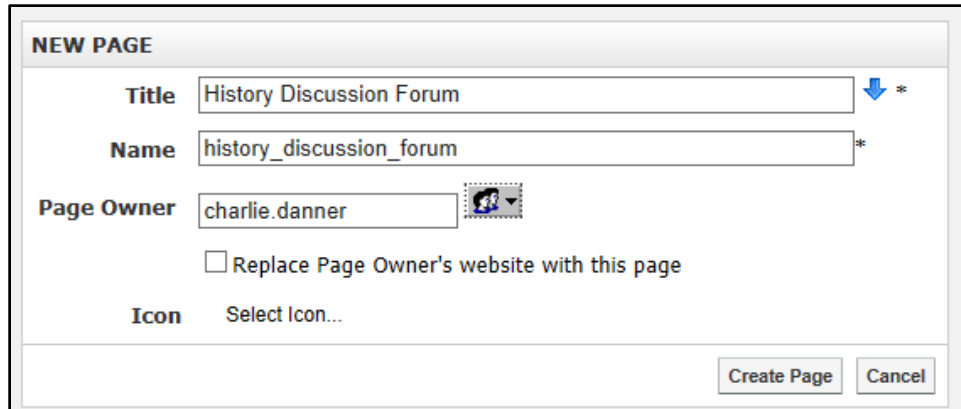
Adding a Discussion Forum Page

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**.



The next page will prompt you to name the **Discussion Forum** page.

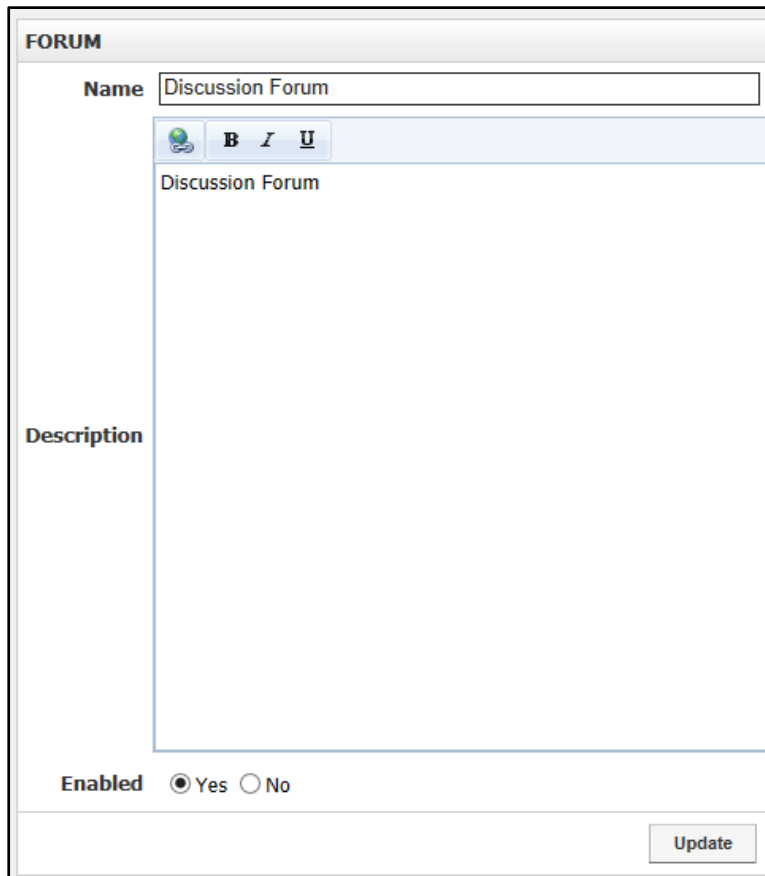
After naming the page, click **Create Page**.



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.

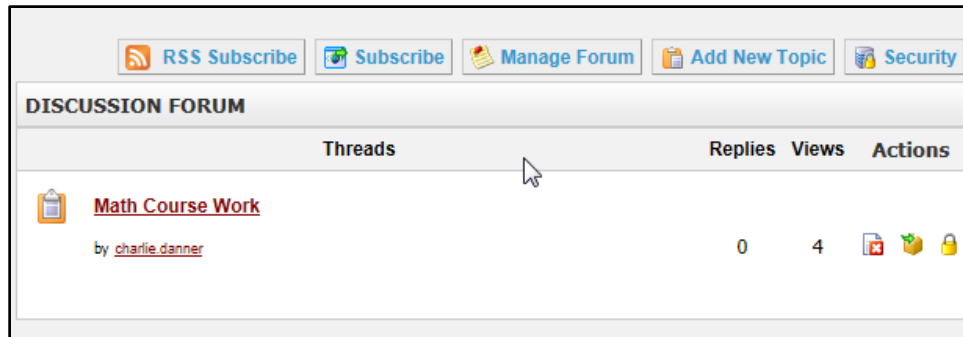
Make changes to the **Name** and **Description** of your **Discussion Forum** as desired and when you have finished, click **Update**.



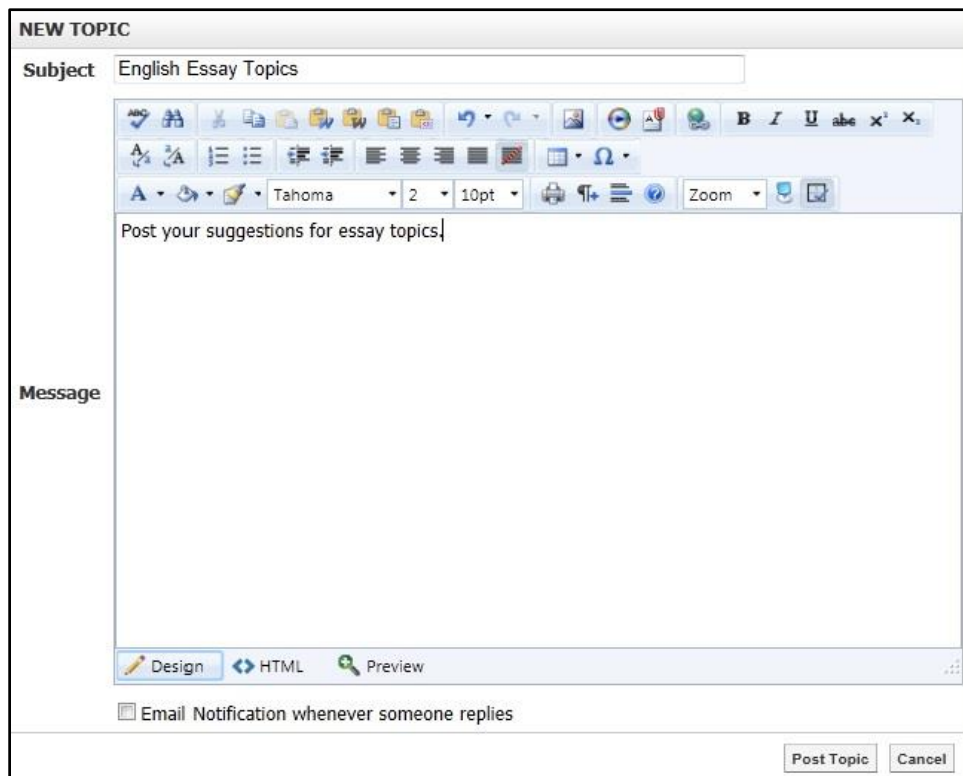
Managing Topics

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.



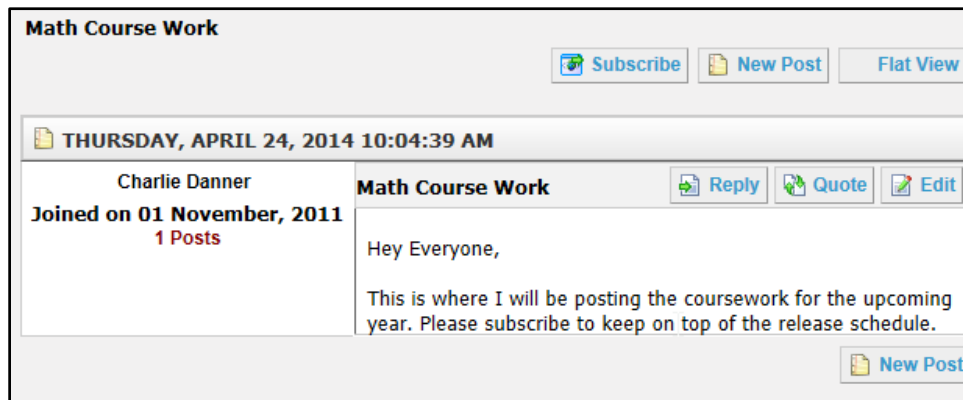
Click **Post Topic** when you have finished.

Replying to Discussion Topics

To respond to a topic posted on the discussion forum:

Click the name of the topic.

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



Math Course Work

Subscribe New Post Flat View

THURSDAY, APRIL 24, 2014 10:04:39 AM

Charlie Danner
Joined on 01 November, 2011
1 Posts

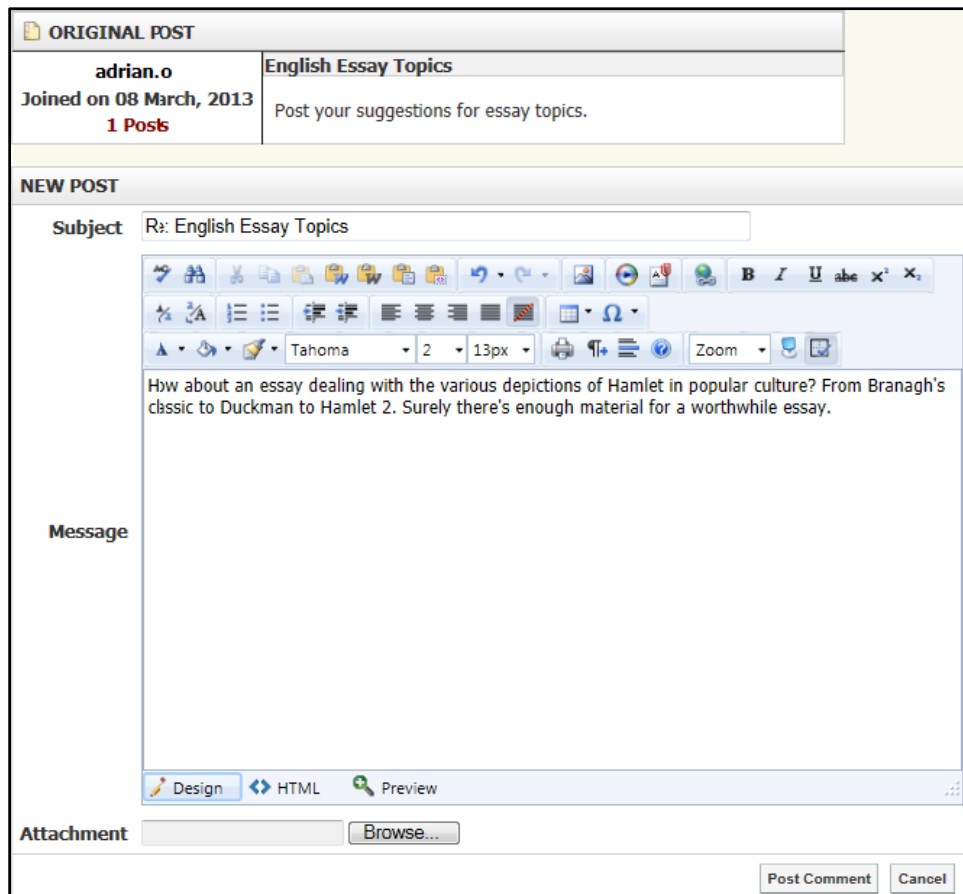
Math Course Work Reply Quote Edit

Hey Everyone,

This is where I will be posting the coursework for the upcoming year. Please subscribe to keep on top of the release schedule.

New Post

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



ORIGINAL POST

adrian.o
Joined on 08 March, 2013
1 Posts

English Essay Topics

Post your suggestions for essay topics.

NEW POST

Subject R: English Essay Topics

Rich text editor toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Print, and Zoom.

Message

Hw about an essay dealing with the various depictions of Hamlet in popular culture? From Branagh's classic to Duckman to Hamlet 2. Surely there's enough material for a worthwhile essay.

Design HTML Preview

Attachment Browse...

Post Comment Cancel

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.

Math Course Work
[Subscribe](#) [New Post](#) [Flat View](#)

THURSDAY, APRIL 24, 2014 10:04:39 AM

Charlie Danner Joined on 01 November, 2011 2 Posts	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> Math Course Work </td> <td style="width: 40%; padding: 5px;"> Reply Quote Edit </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> Hey Everyone, This is where I will be posting the coursework for the upcoming year. Please subscribe to keep on top of the release schedule. </td> </tr> </table>	Math Course Work	Reply Quote Edit	Hey Everyone, This is where I will be posting the coursework for the upcoming year. Please subscribe to keep on top of the release schedule.	
Math Course Work	Reply Quote Edit				
Hey Everyone, This is where I will be posting the coursework for the upcoming year. Please subscribe to keep on top of the release schedule.					

THURSDAY, APRIL 24, 2014 3:27:01 PM

Charlie Danner Joined on 01 November, 2011 2 Posts	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> Re: Math Course Work </td> <td style="width: 40%; padding: 5px;"> Reply Quote Edit Delete </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> This week's work involves questions from Page 45, 46, 50 and 52. Please answer questions 1-10 on every page, and the "DID YOU KNOW?" at the bottom of Page 52. </td> </tr> </table>	Re: Math Course Work	Reply Quote Edit Delete	This week's work involves questions from Page 45, 46, 50 and 52. Please answer questions 1-10 on every page, and the "DID YOU KNOW?" at the bottom of Page 52.	
Re: Math Course Work	Reply Quote Edit Delete				
This week's work involves questions from Page 45, 46, 50 and 52. Please answer questions 1-10 on every page, and the "DID YOU KNOW?" at the bottom of Page 52.					

[New Post](#)


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.

THURSDAY, APRIL 24, 2014 3:31:53 PM

Charlie Danner Joined on 01 November, 2011 3 Posts	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> Re: Re: Math Course Work </td> <td style="width: 40%; padding: 5px;"> Reply Quote Edit Delete </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <div style="border: 1px dashed gray; padding: 5px; margin-bottom: 5px;"> charlie.danner : This week's work involves questions from Page 45, 46, 50 and 52. Please answer questions 1-10 on every page, and the "DID YOU KNOW?" at the bottom of Page 52. </div> Just some clarification, do not do questions 1-10 on Page 52. Just do the "DID YOU KNOW?" </td> </tr> </table>	Re: Re: Math Course Work	Reply Quote Edit Delete	<div style="border: 1px dashed gray; padding: 5px; margin-bottom: 5px;"> charlie.danner : This week's work involves questions from Page 45, 46, 50 and 52. Please answer questions 1-10 on every page, and the "DID YOU KNOW?" at the bottom of Page 52. </div> Just some clarification, do not do questions 1-10 on Page 52. Just do the "DID YOU KNOW?"	
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<div style="border: 1px dashed gray; padding: 5px; margin-bottom: 5px;"> charlie.danner : This week's work involves questions from Page 45, 46, 50 and 52. Please answer questions 1-10 on every page, and the "DID YOU KNOW?" at the bottom of Page 52. </div> Just some clarification, do not do questions 1-10 on Page 52. Just do the "DID YOU KNOW?"					

NEW POST

Subject



Message

I found this really useful list of Shakespeare productions, including just about every different version of Hamlet that has ever been produced. Could be a handy starting point

Design HTML Preview


Attachment

You can include a file from your computer to be posted along with your message. To do so, go to the **New Topic** screen by any of the methods listed above and click the **Browse** 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

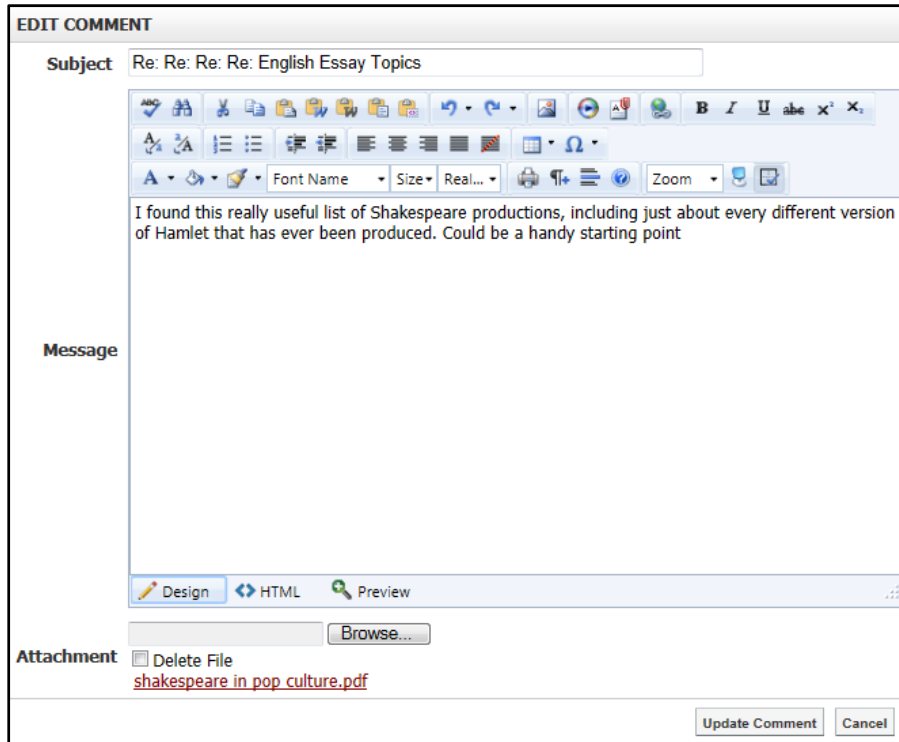
To make changes to your post once it has been published, simply click the **Edit** button at the top right side of the post.

Math Course Work

 **THURSDAY, APRIL 24, 2014 10:04:39 AM**

<p>Charlie Danner Joined on 01 November, 2011 3 Posts</p>	<p>Math Course Work <input type="button" value="Reply"/> <input type="button" value="Quote"/> <input type="button" value="Edit"/> </p> <p>Hey Everyone,</p> <p>This is where I will be posting the coursework for the upcoming year. Please subscribe to keep on top of the release schedule.</p>
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When you have finished making your changes, click **Update Comment** to publish it.



EDIT COMMENT


Subject Re: Re: Re: Re: English Essay Topics

Message

I found this really useful list of Shakespeare productions, including just about every different version of Hamlet that has ever been produced. Could be a handy starting point

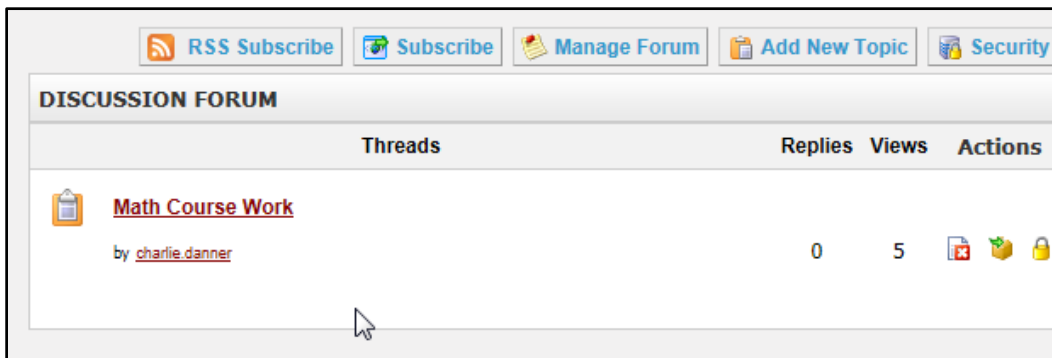
Attachment Delete File
shakespeare in pop culture.pdf





Update Comment Cancel

 **Note:** Unless you have “Write Permission” 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.







Threads	Replies	Views	Actions
 Math Course Work by charlie.danner	0	5	  


Alternately, if you wish to delete an entire topic thread, click on the **Delete** icon next to that thread.


 **Note:** Unless you have “Delete permission” 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.

Archiving Threads


Archiving a thread allows you to remove it from the **Discussion Forum** overview without deleting it. This will keep the forum less cluttered. This allows you to re-introduce the topic later if the information within it has become particularly useful to the participants of the **Forum**.



DISCUSSION FORUM				
	Threads	Replies	Views	Actions
	<u>English Essay Topics</u>			
	by adrian.lo	4	17	  
	Last Reply: Re: Re: Re: Re: English Essay ... on 03 April, 2013 10:34 AM			

To archive a thread, click the  button.

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

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
	<u>Math Course Work</u>			
	by charlie.danner	2	13	  
	Last Reply: Re: Re: Math Course Work on 24 April, 2014 03:31 PM by charlie.danner			