

INTRAFINITY

User Guide

Chapter 5

Discussion Forum

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Introduction

A discussion forum is an excellent tool for conducting quick and detailed discussions on various topics with many individuals participating at once. Here you can establish discussion topics for participants to collaborate on, provide sections for discussion on group work, or simply answer questions participants may have in an organized environment. This manual will guide you through setting up your discussion forum and instruct you on using its helpful features.



Key Information

In order to access your discussion forum, you must first log into your site using your Username and Password.

A screenshot of a web login form. The form has a title 'Login' in bold. Below the title are two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Login' button. At the bottom of the form, there are two links: 'Signup' and 'Forgot Password', both underlined and in red text.

Figure 1: Login Page

- 1) If you have not yet registered with the site you can request access by clicking on the **Signup** button. This will prompt you to create a profile which is automatically routed to an administrator for approval.



Note: If you do not see the **Signup** link your site's administrators may have removed it.

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

I. Adding a Discussion Forum page

- 1) Select a page on your website where you want to place the discussion forum.
- 2) Hover the mouse over **Page Properties** and scroll down to **Add New Page**. Now click on **Discussion Forum**.

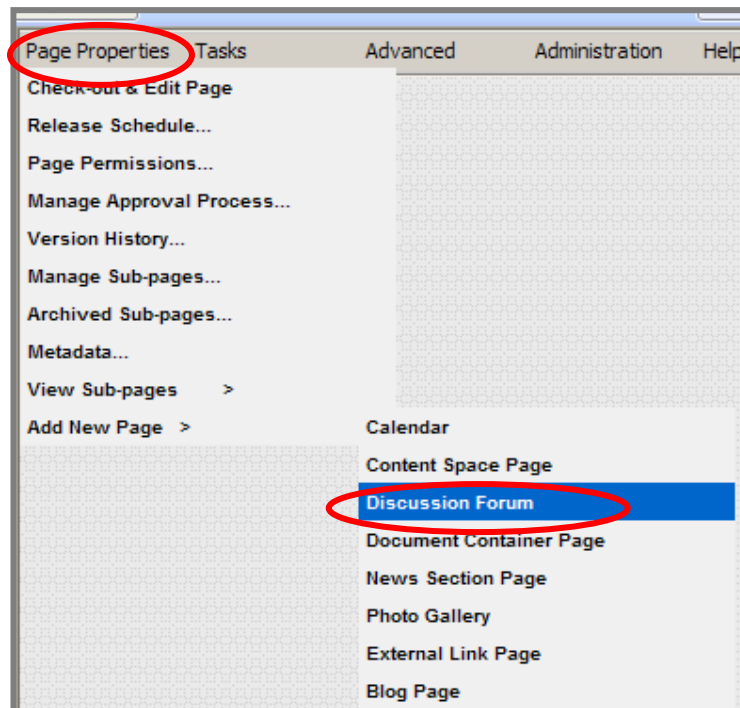


Figure 2: Discussion Forum - Adding a Discussion Forum

- 3) The following page will prompt you to name the discussion forum page. After naming the page click on **Create Page**.

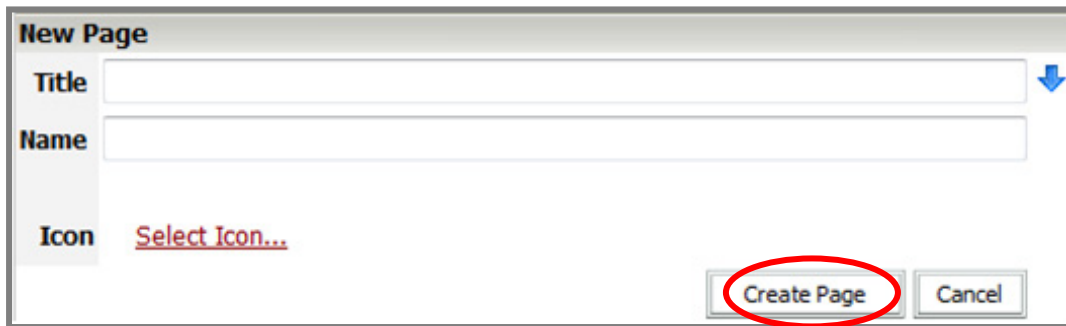


Figure 3: Discussion Forum - Name Discussion Forum Page

II. Editing your Discussion Forum

To change the name or status of your discussion forum:

- 1) Click on the **Manage Forum** button.

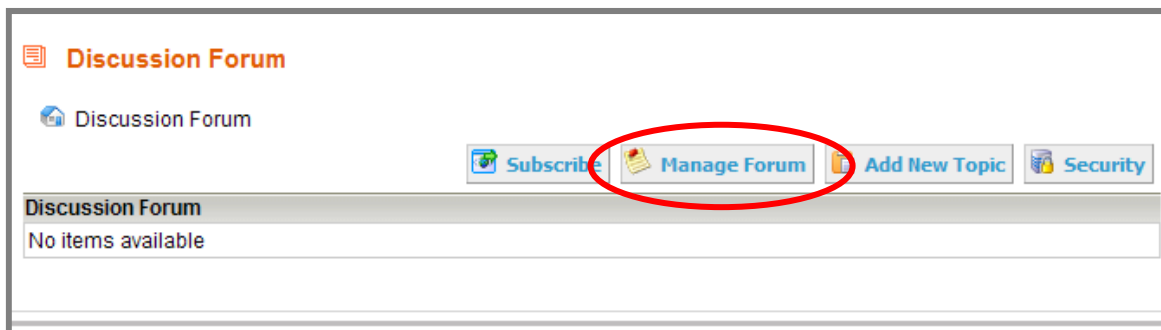


Figure 4: Discussion Forum - Editing your Discussion Forum

- 2) If you wish to hide your discussion forum from others, click **No** for the **Enabled** field. You can change this status at any time.

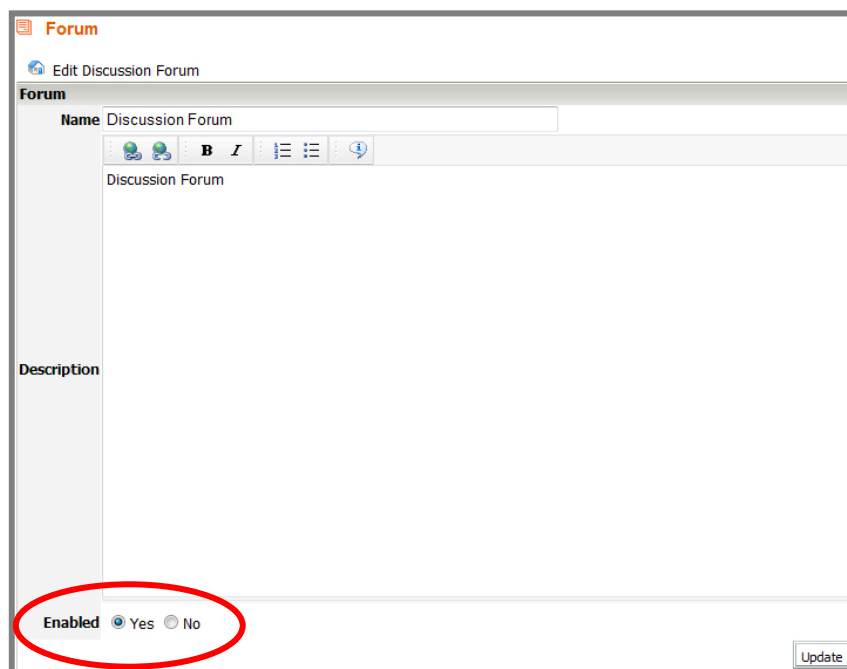


Figure 5: Discussion Forum - Making Changes to Discussion Forum

- 3) Make changes to the name and description of your discussion forum. When you have finished, click **Update**.

III. Managing Topics

1) Creating Discussion Topics

To create a topic for yourself and others to discuss:

- a) Click on the **Add New Topic** button.

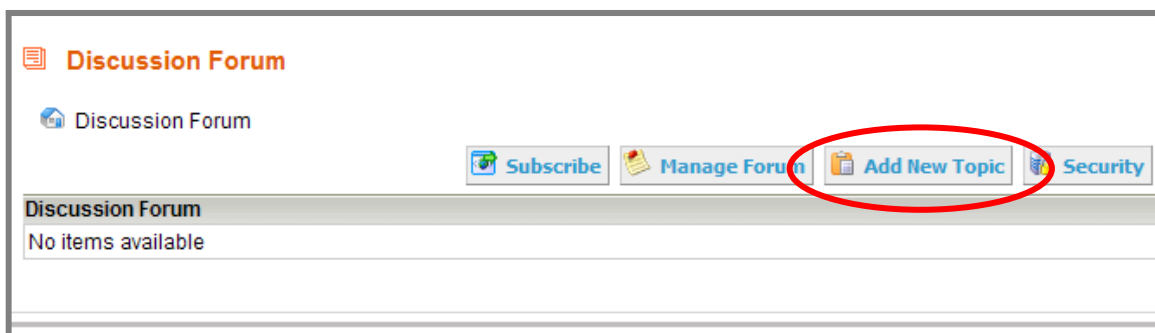
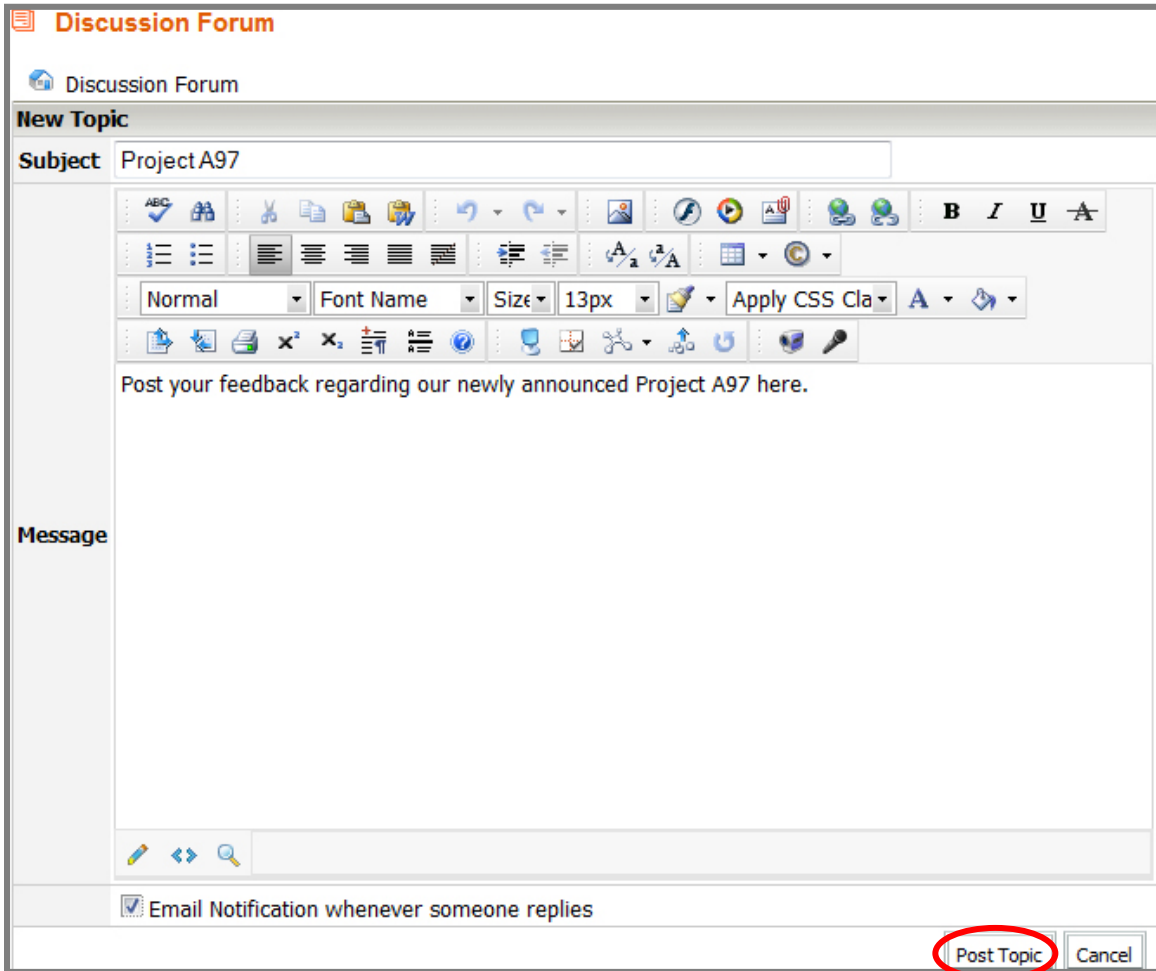


Figure 6: Discussion Forum - Creating Topics

- b) Fill out the title and details of your topic. When you have finished, click **Post Topic**.



The screenshot shows the 'Discussion Forum' interface. At the top, there's a 'New Topic' section. The 'Subject' field is filled with 'Project A97'. Below the subject field is a rich text editor with various formatting tools (bold, italic, underline, text color, background color, font size, font name, etc.). The text area contains the message: 'Post your feedback regarding our newly announced Project A97 here.' Below the text area, there's a checkbox labeled 'Email Notification whenever someone replies' which is checked. At the bottom right, there are two buttons: 'Post Topic' (highlighted with a red circle) and 'Cancel'.

Figure 7: Discussion Forum - Posting your Topic



Tip: You can choose to receive notices to your email whenever someone responds to your topic. Simply check the **Email Notification** box when you create your topic.

2) Replying to Discussion Topics

To respond to a topic posted on the discussion forum:

- a) Click on the name of the topic.
- b) Click on **New Post** to respond to the original post (there will be a button at both the top and bottom of the discussion topic).

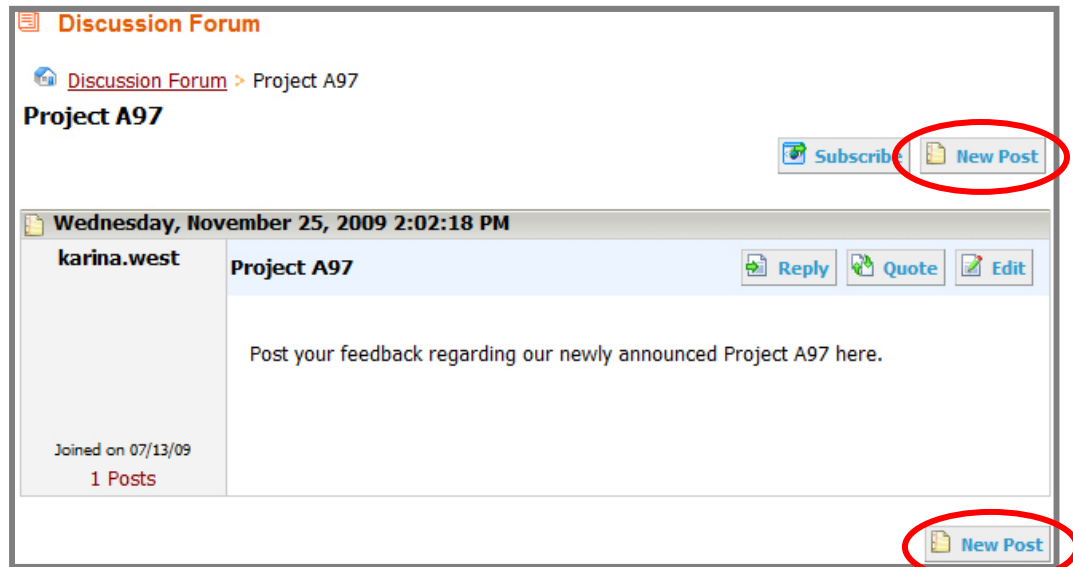


Figure 8: Discussion Forum - Posting a Response

- c) After you have written your response, click **Post Comment** to publish it.

The screenshot displays the 'Original Post' section at the top, featuring the user 'karina.west' and the topic 'Project A97'. Below this is a 'New Post' section with a 'Subject' field containing 'Re: Project A97'. A rich text editor follows, with a toolbar including options for bold, italic, underline, and text color. The message body contains the text: 'I am very excited by A97. This project has all the makings of being a breakout hit.' Below the message is an 'Attachment' section with a 'Browse...' button. At the bottom right, there are two buttons: 'Post Comment' (highlighted with a red circle) and 'Cancel'.

Figure 9: Discussion Forum - Replying to the Original Poster

- d) Alternatively, you may wish to respond to a message from someone other than the original poster. To do so, click on the **Reply** button, and follow the step for posting a topic.

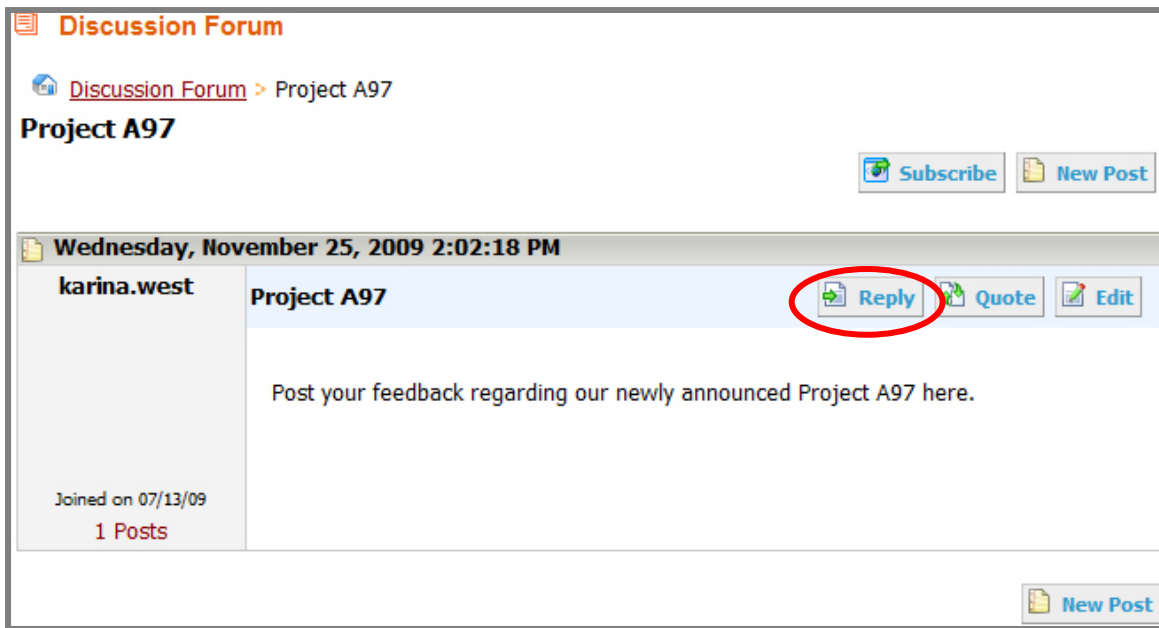


Figure 10: Discussion Forum - Replying to a Poster

- e) It is often helpful to have the post of the person you are responding to included within your own post. To quote someone when replying to them, click **Quote**, and follow the steps for posting a topic.

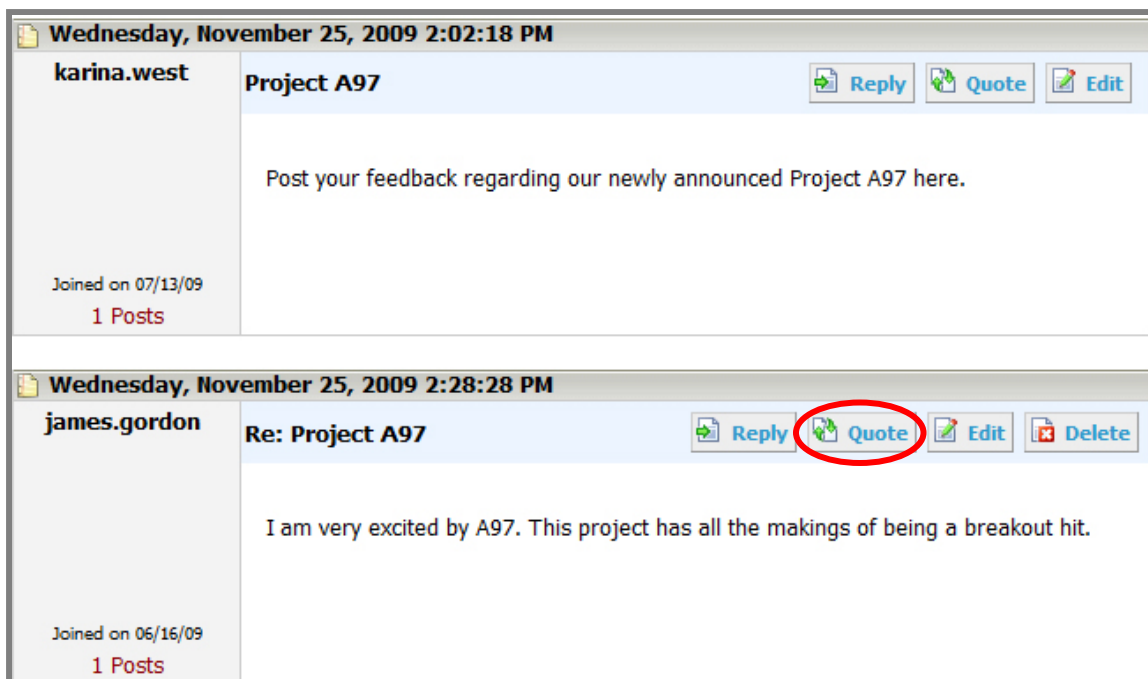


Figure 11: Discussion Forum - Quoting a Poster

- f) 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 already described. On this screen, click on the **Browse** button in the **Attachment** field.

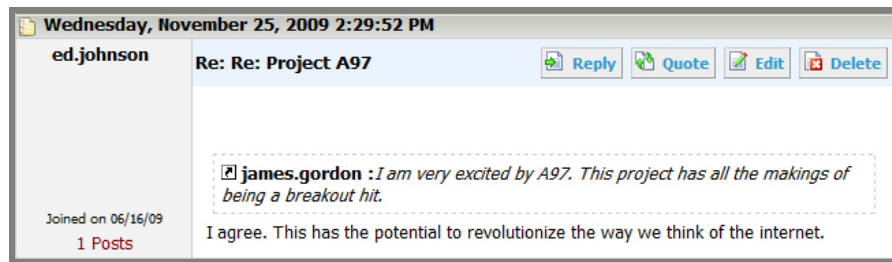


Figure 13: Discussion Forum - Quoted Message

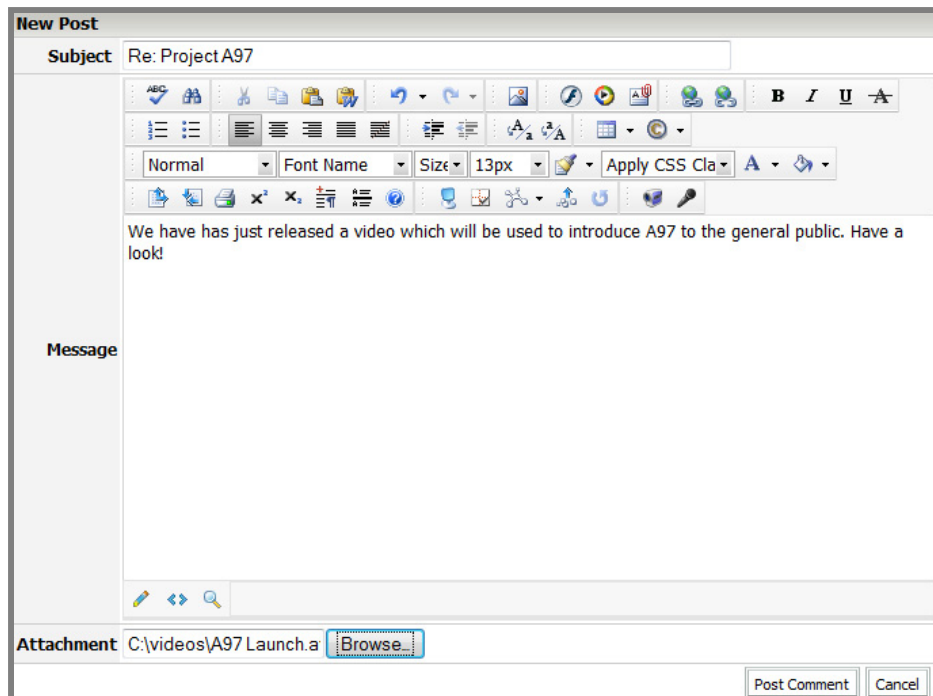


Figure 12: Discussion Forum - Adding an Attachment to your Post

The **Choose File** window will pop up. Locate the file you wish to upload and click **Open**, followed by **Post Comment** to publish your post.

3) Editing Discussion Topics

You may wish to make changes to your post after it has been published. To do so, 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.

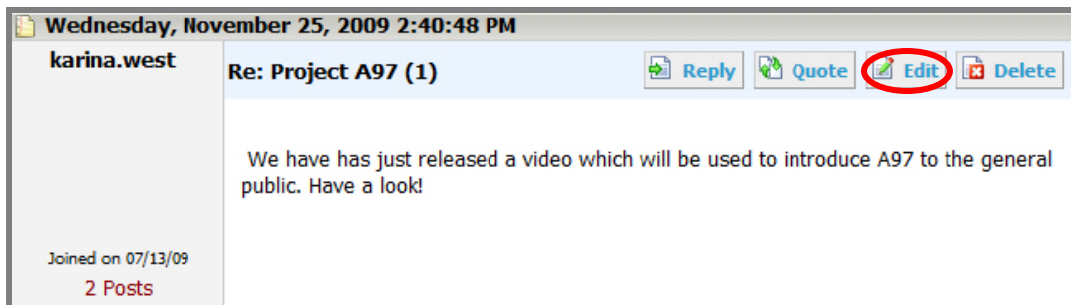


Figure 15: Discussion Forum - Editing a Post

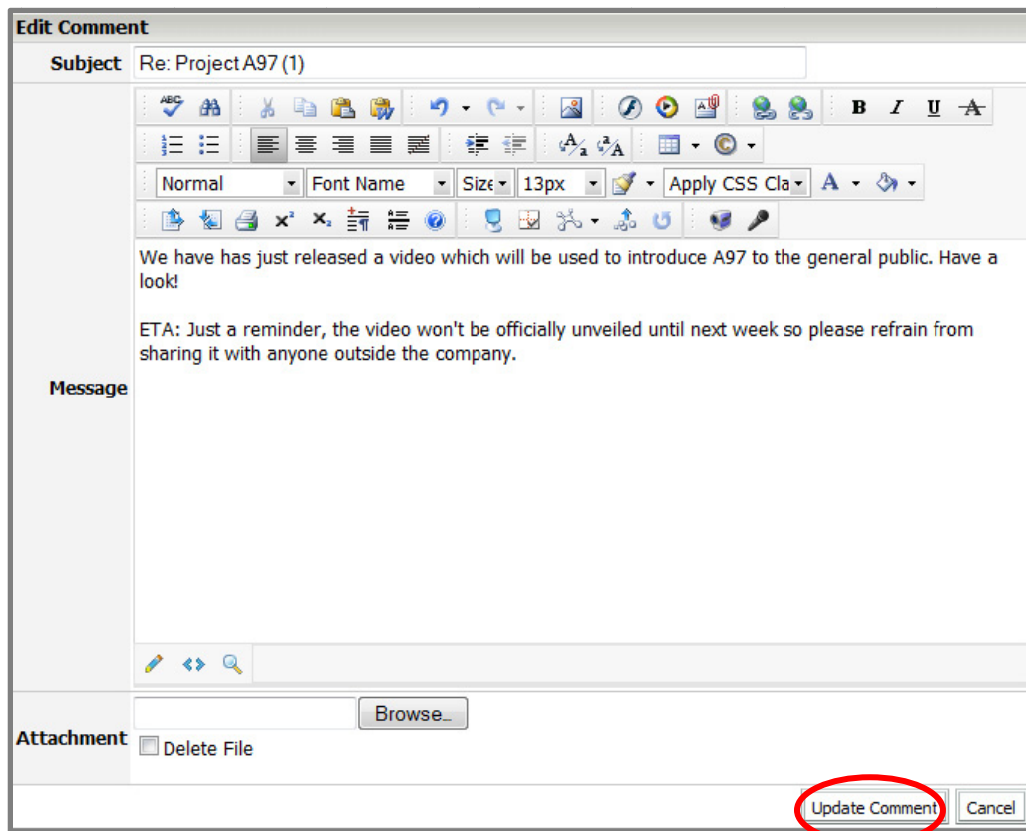


Figure 14: Discussion Forum - Editing the Content of a Post



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

4) 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 side of your post. You will be prompted whether or not you wish to carry out this action.

If you wish to delete an entire topic thread, click on the **Delete** button next to that thread.

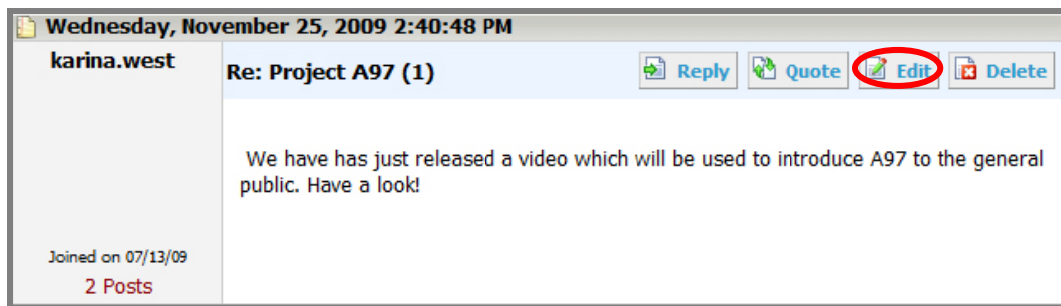


Figure 16: Discussion Forum - Deleting a Post

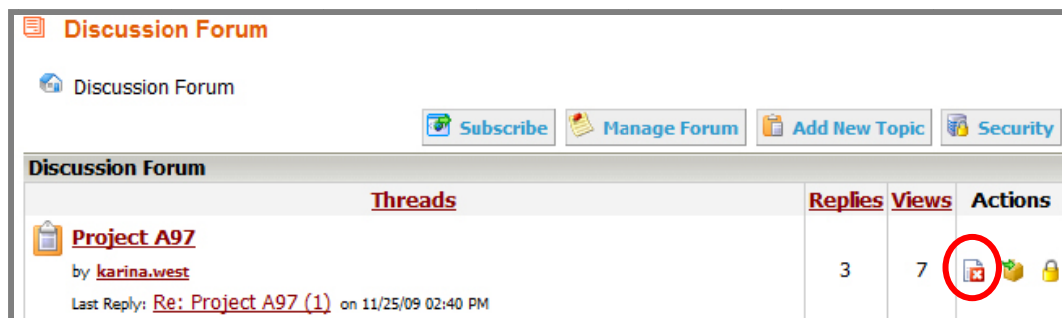


Figure 17: Discussion Forum - Deleting a Thread



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.

5) Archiving threads

Archiving a thread allows you to remove it from sight on the discussion board to make it less cluttered, without actually deleting it. This allows you to re-introduce it at a later date if you feel the information within is particularly useful to the participants of your Discussion Board.

To archive a thread, click on the **Archive** button. If you wish to make it visible to the browsers of your Discussion Board, simply click the **Un-Archive** button.

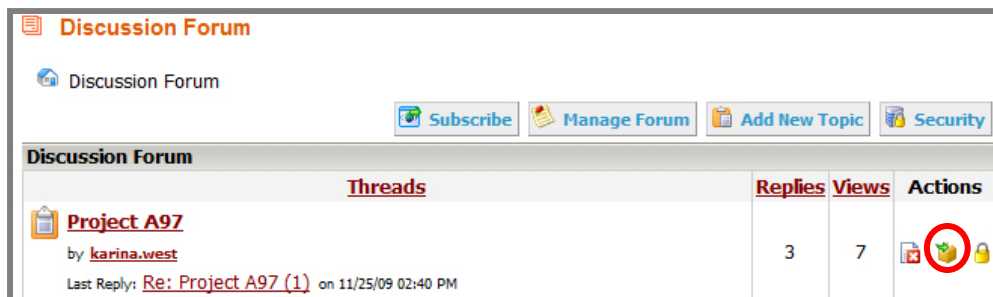


Figure 18: Discussion Forum - Archiving a Thread

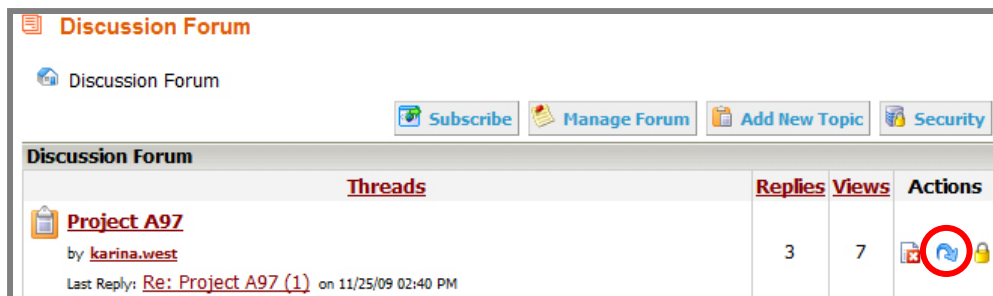


Figure 19: Discussion Forum - Un-Archiving a Thread

6) Locking threads

If you wish to lock a thread to prevent other users from posting further messages, but still desire the existing content to be viewable, click on the **Lock** button beside next to the thread.

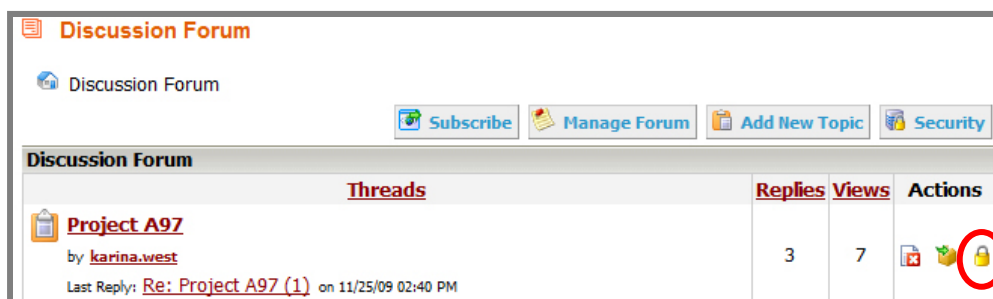


Figure 20: Discussion Forum - Locking a Thread