

Forums

Description

Use the **Forums** tool to post your ideas, topics, and questions for discussion and feedback.

Purpose

You can engage members by adding discussion topics or your feedback in Forums to stimulate communication and encourage interaction among members.

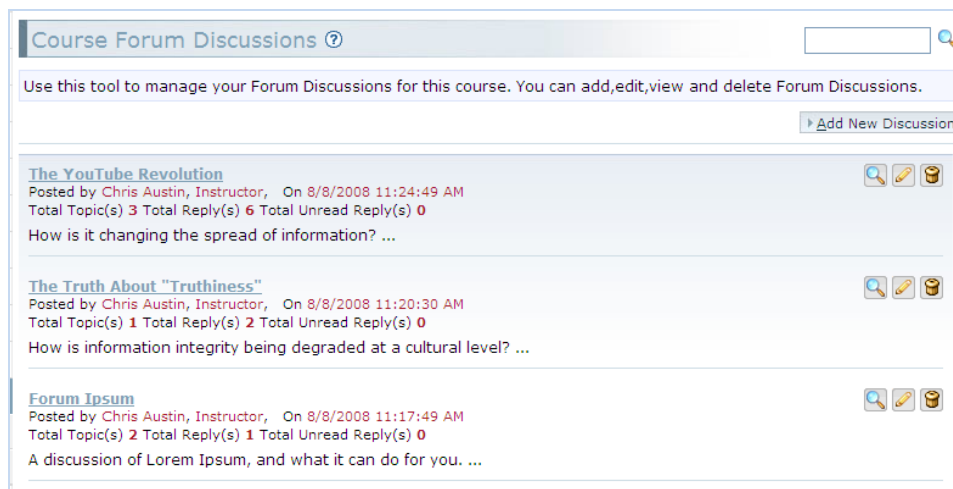




Figure 1


Definitions

Search Forums allows you to search for Forum entries in this course.

Add New Discussion allows you to add a new Discussion.

View Discussion: Clicking the name of a Discussion or the  button allows you to view the Discussion and any Topics associated to it.

Edit: Clicking the  button allows you to edit a Discussion.

Delete: Clicking the  button allows you to delete a Discussion.

Adding a New Discussion

To Add a New Discussion

1. Click the **Add New Discussion** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Discussion Title	Enter a title for the Discussion.
Description	Enter the Discussion content that members will post Topics and Replies to. See "Using the HTML Editor."
Web Address	Add a Web Address to direct users to a Web page (optional).
Notify me ...	Select the "Notify me when a Topic is added to this discussion" option if you would like to receive a Course Mail message when Topics are added to this Discussion.

3. When you are finished filling in the information, click the **Save** button. You will be returned to the **Course Forum Discussions** page where you will see a new entry for the Discussion.

Figure 2 displays the **Add Course Discussion** screen.

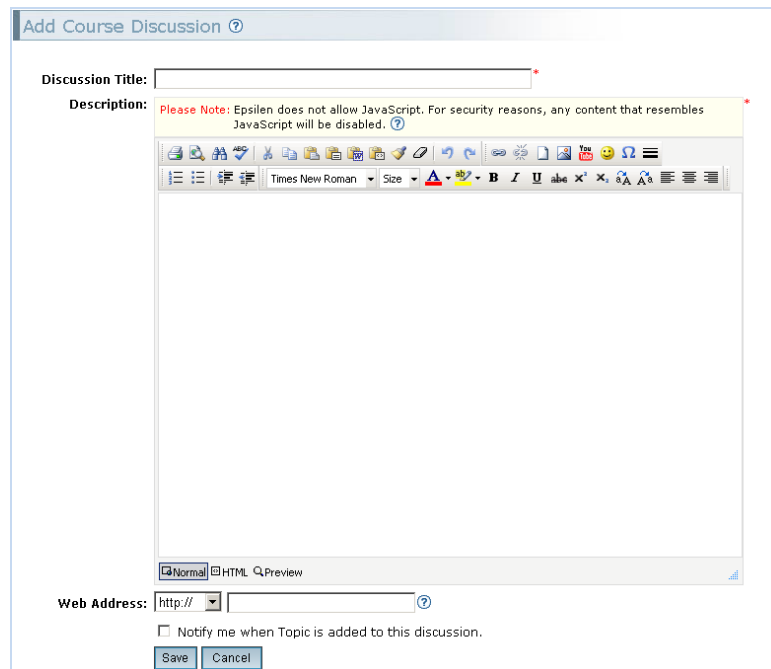



Figure 2

Editing a Discussion

To Edit a Discussion

1. Click the  button for a Discussion.
2. Complete the fields/choices as described in the following table:

Field	Function
Discussion Title	Enter a title for the Discussion.
Description	Enter the Discussion content that members will post Topics and Replies to. See "Using the HTML Editor."
Web Address	Add a Web Address to direct users to a Web page (optional).
Notify me ...	Select the "Notify me when a Topic is added to this discussion" option if you would like to receive a Course Mail message when Topics are added to this Discussion.

3. When you are finished filling in the information, click the **Update** button. You will be returned to the **Course Forum Discussions** page where you will see a modified entry for the Discussion.

Figure 3 displays the **Edit Course Discussion** screen.

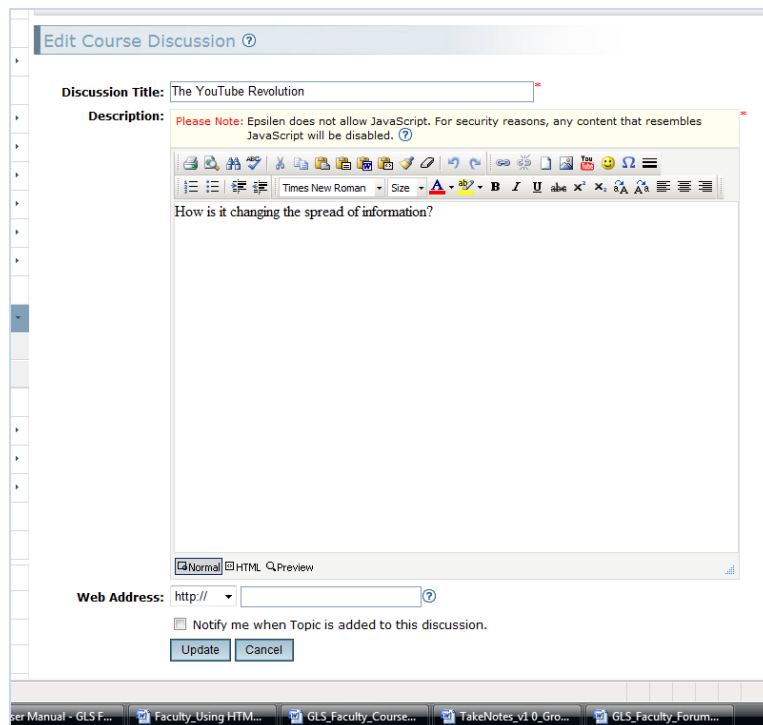


Figure 3

Using the HTML Editor

Description

The HTML editor allows you to create a rich-text environment. It is used throughout Epsilen for your convenience in entering text and/or HTML content to achieve your intended results.

Figure 1 displays the HTML editor.

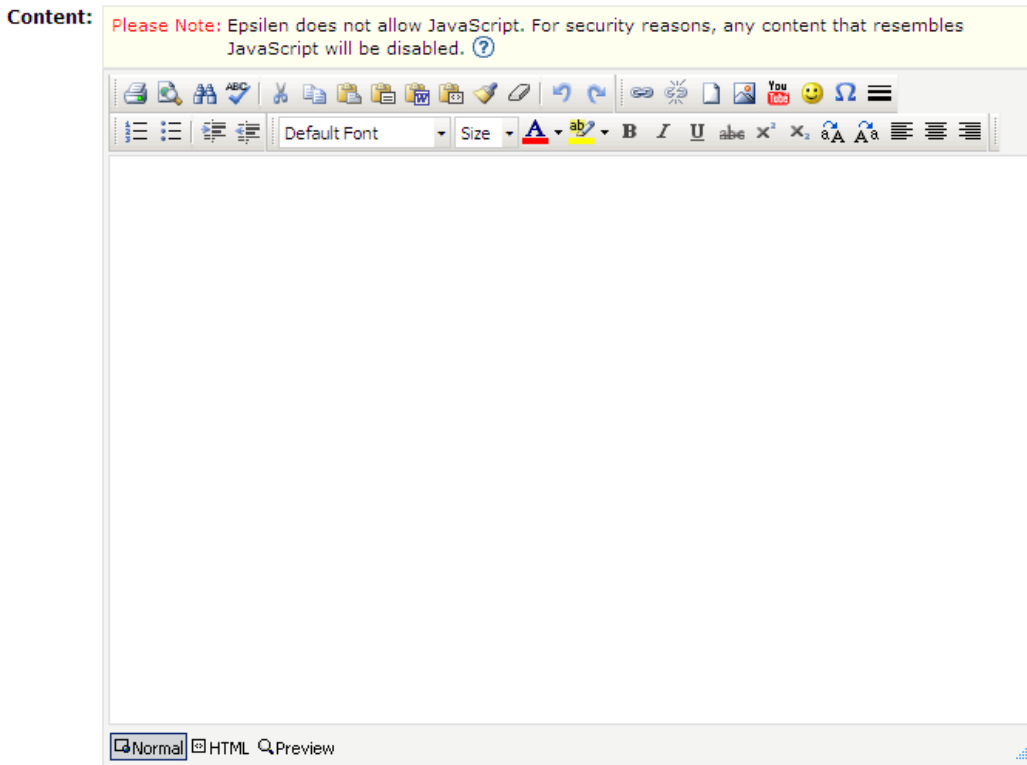


Figure 1

Definitions



Normal View allows you to type, add content and edit content.

HTML View allows you to type and add HTML markup to the content.

Preview View allows you to see the content as it would appear to your users. In this view, the content is not editable.

The function of each button in the HTML editor is described in the following table.

Button	Function
	Print the content in the HTML editor.
	Preview the content in the HTML editor by opening a popup window.
	Find and replace the specified text.
	Spell-check the content.
	Cut the specified content.
	Copy content from the HTML editor.
	Paste content into the HTML editor.
	Paste plain text into the HTML editor.
	Paste text from Microsoft Word into the HTML editor.
	Paste as HTML content.
	Clean up HTML (remove tags, etc.).
	Remove formatting.
	Undo last action.
	Redo last (undone) action.
	Insert a hyperlink.
	Remove hyperlink functionality from selected text.
	Insert a file.
	Insert an image.
	Embed a YouTube video.
	Insert an emoticon (smiley).
	Insert a special character.
	Insert a horizontal line.
	Insert numbered list.
	Insert bulleted list.
	Indent text.
	Outdent text.

<p>Arial Verdana Comic Sans MS Courier Georgia Impact Lucida Console Tahoma Times New Roman ♦✕■γ_β⊕✕■γ_β+</p>	<p>Select desired font.</p>
<p>Not Set 1 (8pt) 2 (10pt) 3 (12pt) 4 (14pt) 5 (18pt) 6 (24pt) 7 (36pt)</p>	<p>Select desired text size.</p>
	<p>Change color of selected text.</p>
	<p>Highlight selected text.</p>
<p>B</p>	<p>Boldface selected text.</p>
<p><i>I</i></p>	<p>Italicize selected text.</p>
<p><u>U</u></p>	<p>Underline selected text.</p>
<p>abc</p>	<p>Strikethrough text.</p>
<p>x²</p>	<p>Superscript text.</p>
<p>x₂</p>	<p>Subscript text.</p>
<p>↻A</p>	<p>Convert text to upper case.</p>
<p>↻Aa</p>	<p>Convert text to lower case.</p>
<p>≡</p>	<p>Left-justify text.</p>
<p>≡</p>	<p>Center text.</p>
<p>≡</p>	<p>Right-justify text.</p>

Course Forum Topics

Figure 4 displays the **Course Forum Topics** screen.





Figure 4

Definitions

Search Forums allows you to search for Forum entries in this course.

Add Topic allows you to add a new Topic to a Discussion.

View Topic: Clicking the name of a Topic or the  button allows you to view the Topic and any Replies associated to it.

Edit: Clicking the  button allows you to edit a Topic.

Delete: Clicking the  button allows you to delete a Topic.

Hide Topic(s) allows you to hide the Topics associated to a Discussion.

Show Topic(s) allows you to show the Topics associated to a Discussion.

Adding a Topic

To Add a Topic

1. Click the **Add Topic** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Subject	Enter a subject/title for the Topic
Topic/Question	Enter the content for the Topic you are posting. See "Using the HTML Editor."
Web Address	Add a Web Address to direct users to a Web page (optional).
Notify me ...	Select the "Notify me when a Reply is added to this topic" option if you would like to receive a Course Mail message when Replies are added to this Topic.

3. When you have finished filling out the information, click **Save**. You will be returned to the **Course Forum Topics** page where you will see a new entry for your Topic.

Figure 5 displays the **Add Forum Topic** screen.

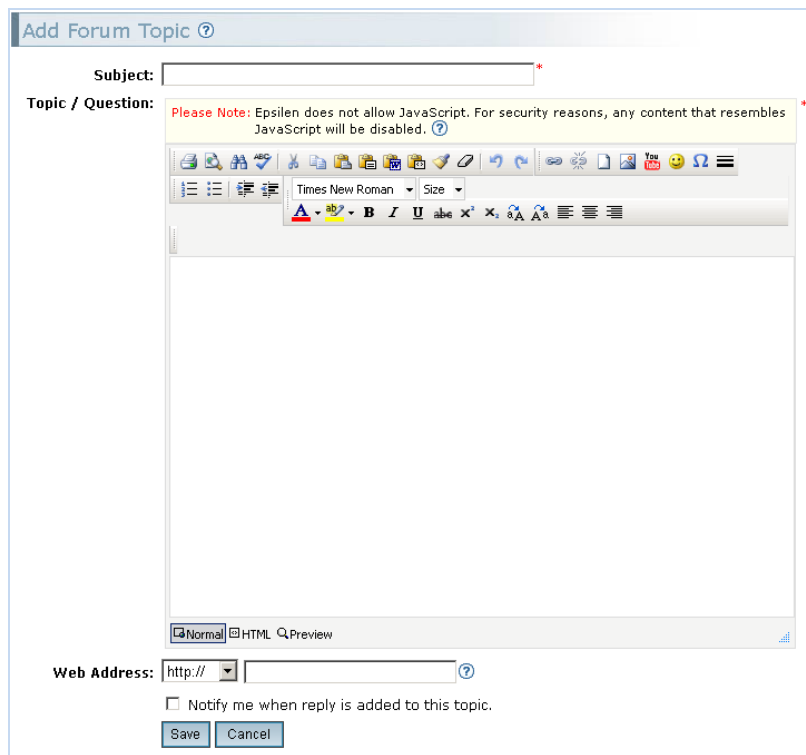



Figure 5

Editing a Topic

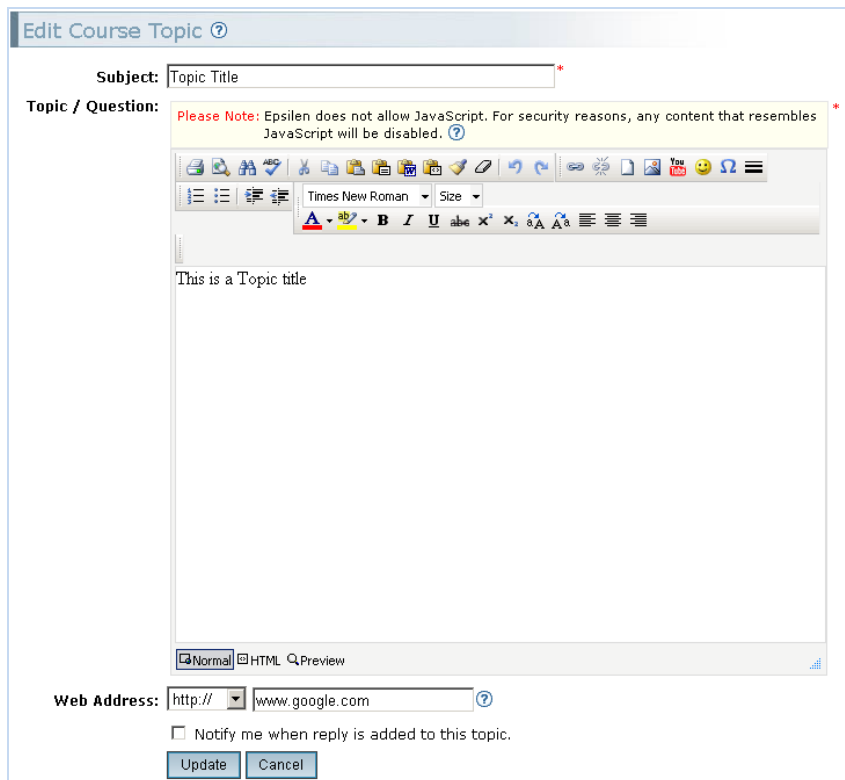
To Edit a Topic

1. Click the  button for a Topic.
2. Complete the fields/choices as described in the following table:

Field	Function
Subject	Enter a subject/title for the Topic
Topic/Question	Enter the content for the Topic you are posting. See "Using the HTML Editor."
Web Address	Add a Web Address to direct users to a Web page (optional).
Notify me ...	Select the "Notify me when a Reply is added to this topic" option if you would like to receive a Course Mail message when Replies are added to this Topic.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Course Forum Topics** page where you will see a modified entry for your Topic.

Figure 6 displays the **Edit Course Topic** screen.



The screenshot shows the 'Edit Course Topic' interface. At the top, there's a title 'Edit Course Topic' with a help icon. Below it, the 'Subject' field contains 'Topic Title'. The 'Topic / Question' field has a red warning message: 'Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.' Below the warning is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo) and a text area containing 'This is a Topic title'. At the bottom of the text area are 'Normal', 'HTML', and 'Preview' options. The 'Web Address' field contains 'http://www.google.com'. There is a checkbox labeled 'Notify me when reply is added to this topic.' which is currently unchecked. At the very bottom are 'Update' and 'Cancel' buttons.

Figure 6

Course Forum Replies

Figure 7 displays the **Course Forum Replies** screen.

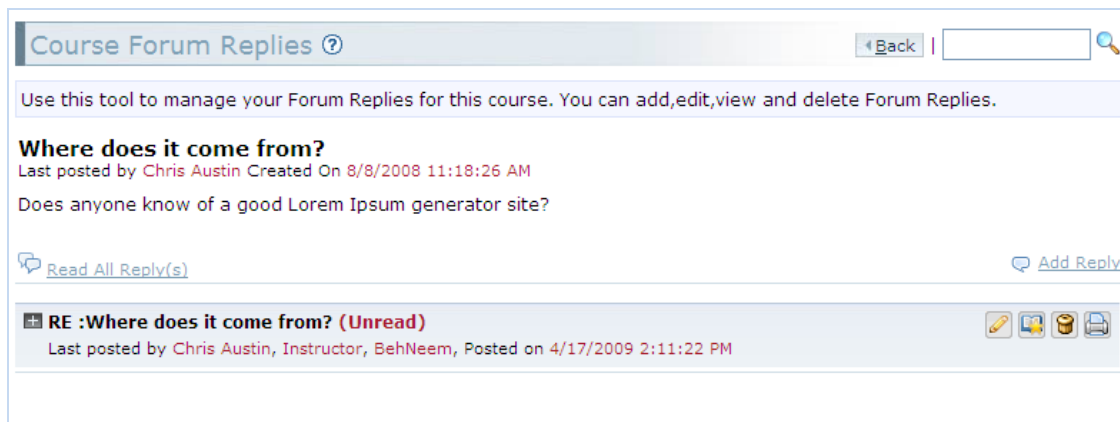


Figure 7

Definitions


Search Forums allows you to search for Forum entries in this course.


Add Reply allows you to add a new Reply to a Topic.

Unread: This designation appears next to any reply which you have not yet opened.


Show/Hide Reply: Clicking the plus/minus button next to a Reply title will show/hide the Reply content.

Read all Reply(s): Clicking this link opens all replies in a thread (on the current page).

Edit: Clicking the  button allows you to edit a Reply.

Grade: Clicking the  button allows you to grade the student who posted a Reply.

Delete: Clicking the  button allows you to delete a Reply.

Print: Clicking the  button allows you to print a Reply.

Hide Reply(s) allows you to hide the Replies associated to a Topic.

Show Reply(s) allows you to show the Replies associated to a Topic.

Adding a Reply

To Add a Reply

1. Click the **Add Reply** link for a Topic.
2. Complete the fields/choices as described in the following table:

Field	Function
Subject	Enter a subject for this Reply.
Reply	Enter the content for this Reply. See "Using the HTML Editor."
Web Address	Add a Web Address to direct users to a Web page (optional).
Notify me ...	Select the "Notify me when a Reply is added to this reply" option if you would like to receive a Course Mail message when Replies are added to this Reply.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Course Forum Replies** page where you will see a new entry for your Reply.


Figure 8 displays the **Course Forum Post** screen.

The screenshot shows the 'Course Forum Post' interface. At the top, there is a title bar 'Course Forum Post ?'. Below it, the 'Subject:' field contains 'RE :Topic Title'. The 'Reply:' field has a red warning message: 'Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.' Below the warning is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, link, unlink, list, and indent. The editor is currently empty. Below the editor, there are tabs for 'Normal', 'HTML', and 'Preview'. The 'Web Address:' field has a dropdown menu set to 'http://' and an empty text box. At the bottom, there is a checkbox labeled 'Notify me when reply is added to this reply.' which is currently unchecked. There are 'Save' and 'Cancel' buttons at the very bottom.

Figure 8

Editing a Reply

To Edit a Reply

1. Click the  button for a Reply.
2. Complete the fields/choices as described in the following table:

Field	Function
Subject	Enter a subject for this Reply.
Reply	Enter the content for this Reply. See "Using the HTML Editor."
Web Address	Add a Web Address to direct users to a Web page (optional).
Notify me ...	Select the "Notify me when a Reply is added to this reply" option if you would like to receive a Course Mail message when Replies are added to this Reply.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Course Forum Replies** page where you will see a modified entry for your Reply.

Figure 9 displays the **Edit Course Forum Post** screen.

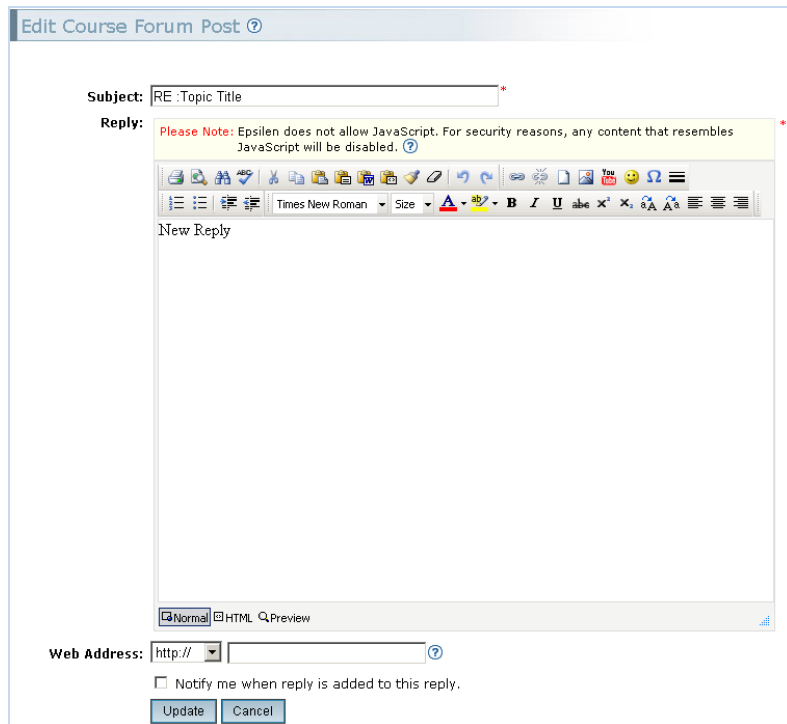



Figure 9

Grading a Reply

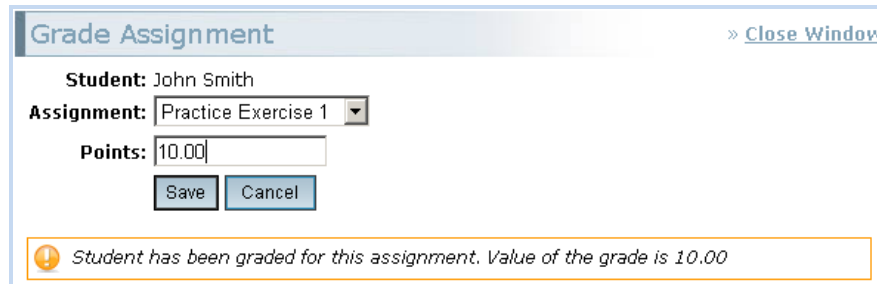
To Grade a Reply

1. Click the  button to open the **Grade Assignment** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Assignment	Select a Grade Book assignment from the list.
Points	Enter the number of points to assign to this student for the selected assignment.

3. When you have finished filling out the information, click the **Save** button. You will remain on the **Grade Assignment** page where you will see a message stating that the grade was assigned successfully.

Figure 10 displays the **Grade Assignment** screen.



The screenshot shows a 'Grade Assignment' popup window. At the top right is a link to 'Close Window'. The form contains the following fields: 'Student: John Smith', 'Assignment: Practice Exercise 1' (a dropdown menu), and 'Points: 10.00' (a text input field). Below these fields are 'Save' and 'Cancel' buttons. At the bottom of the window, a message box with a yellow warning icon states: 'Student has been graded for this assignment. Value of the grade is 10.00'.

Figure 10

Searching the Forums

To Search the Forums


1. Enter a value in the **Search** field in the top right corner of the page.
2. Click the  button. You will see a list of Forum entries that match what you are searching for.

Figure 11 displays the **Course Forum Search** screen.

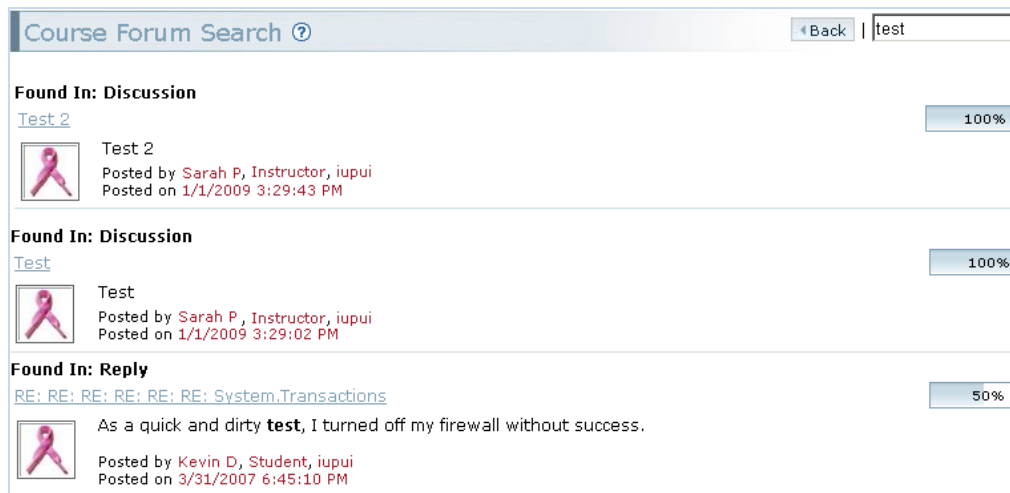


Figure 11