

## 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.

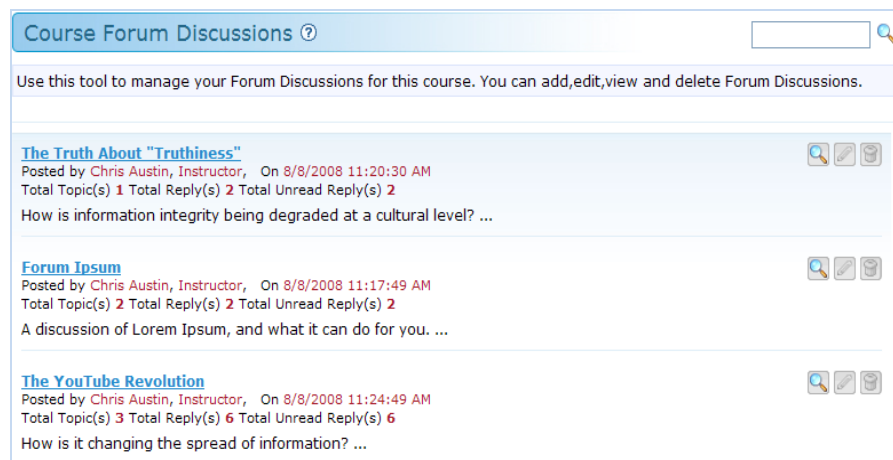





Figure 1

### Definitions

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

**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.

## 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.

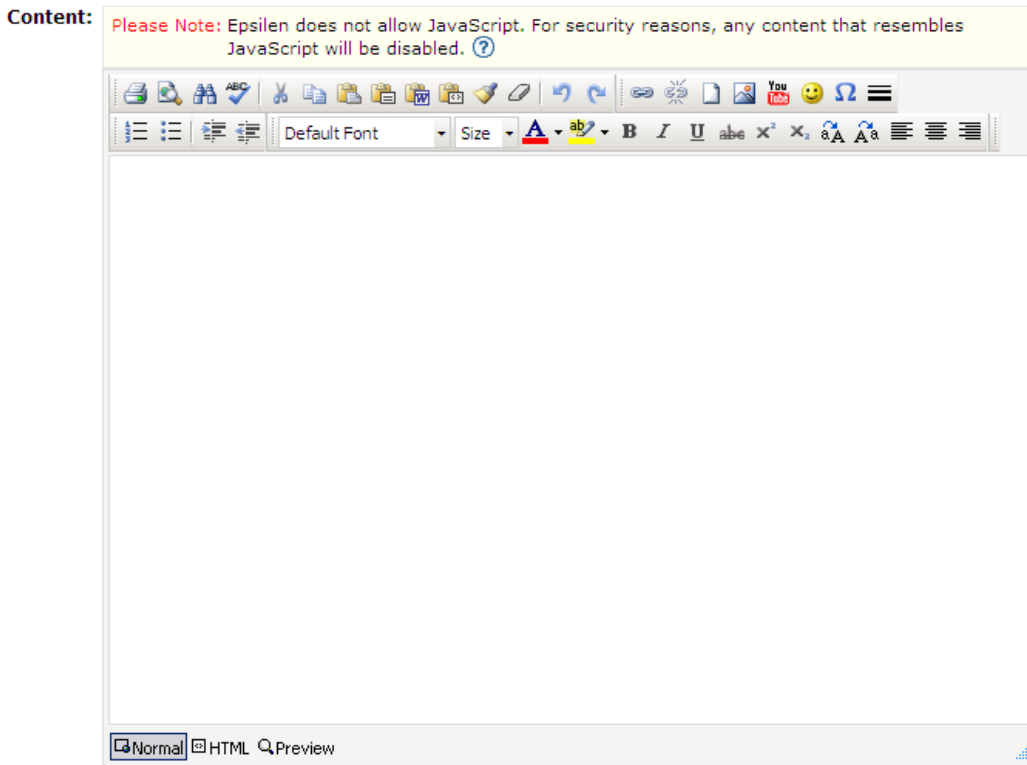


Figure 1

### 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  <b>Comic Sans MS</b>                  Courier                  Georgia                  Impact                  Lucida Console                  Tahoma                  Times New Roman                  ♦✕■γ<sub>β</sub>⊕✕■γ<sub>β</sub>+</p>	<p>Select desired font.</p>
<p>Not Set                  1 (8pt)                  2 (10pt)                  3 (12pt)  <b>4</b> (14pt)                  5 (18pt)  <b>6</b> (24pt)  <b>7</b> (36pt)</p>	<p>Select desired text size.</p>
	<p>Change color of selected text.</p>
	<p>Highlight selected text.</p>
<p><b>B</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><del>abc</del></p>	<p>Strikethrough text.</p>
<p>x<sup>2</sup></p>	<p>Superscript text.</p>
<p>x<sub>2</sub></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 2 displays the **Course Forum Topics** screen.





**Figure 2**


### 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 (which you have created).

**Delete:** Clicking the  button allows you to delete a Topic (which you have created).

**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

---

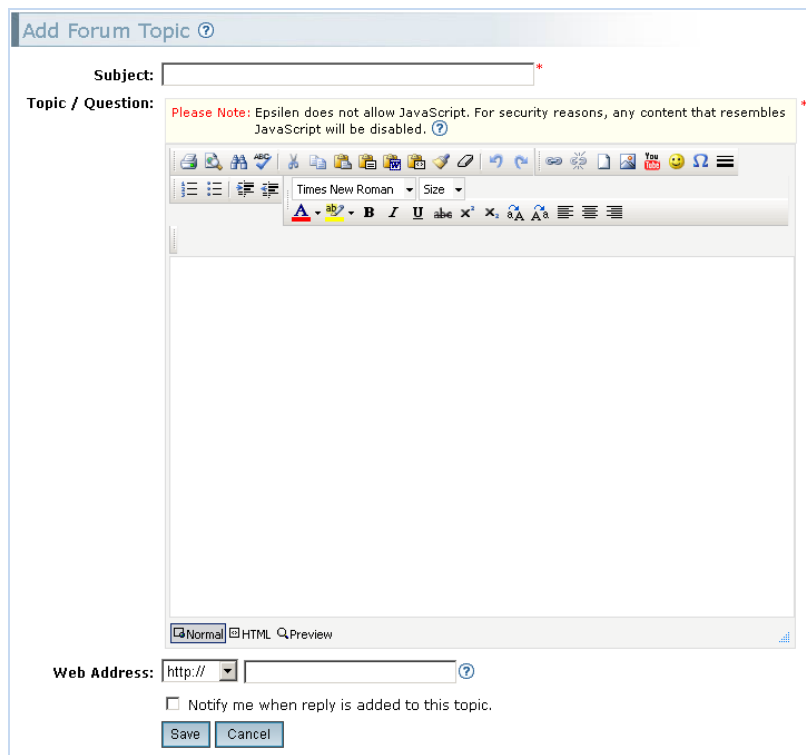
To Add a Topic

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 3 displays the **Add Forum Topic** screen.



**Figure 3**

## Editing a Topic

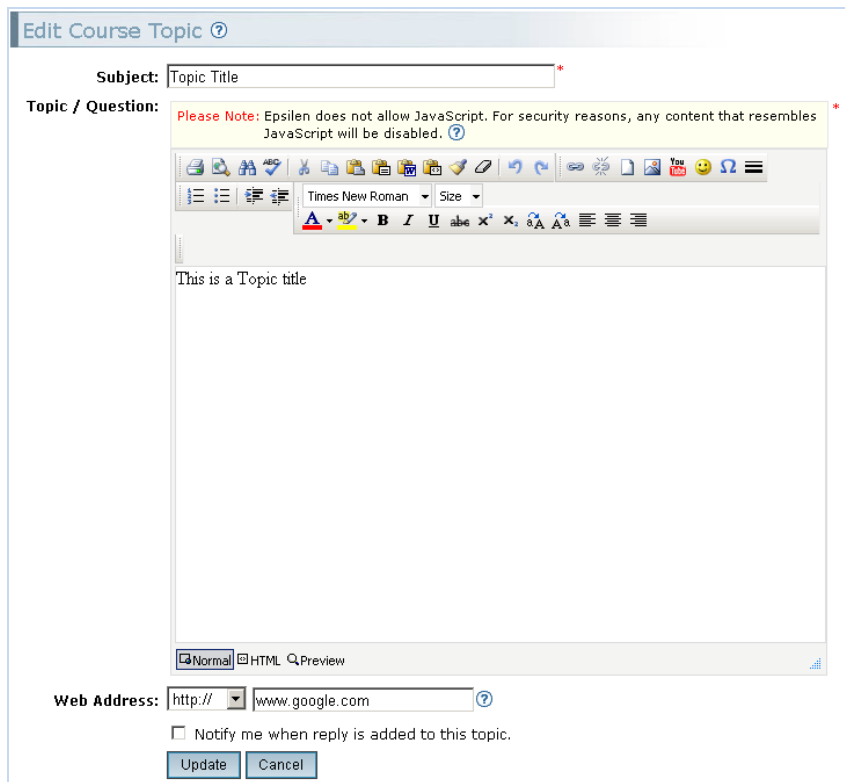
To Edit a Topic

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 4 displays the **Edit Course Topic** screen.



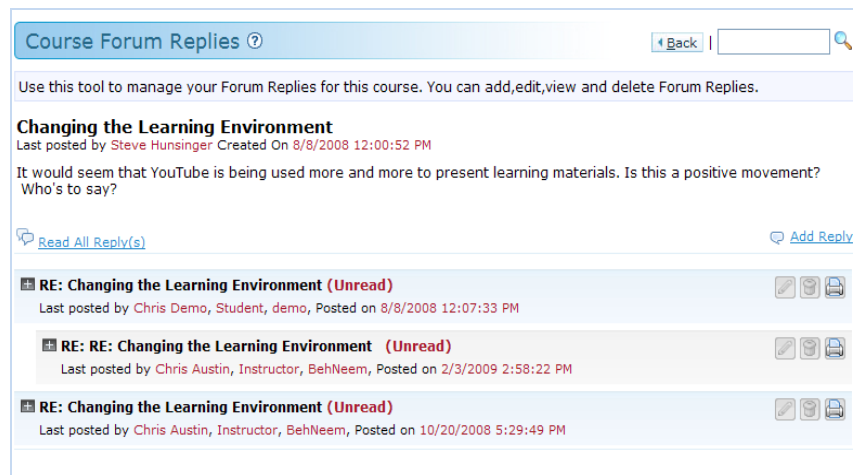
The screenshot shows the 'Edit Course Topic' interface. At the top, there's a title 'Edit Course Topic' with a help icon. Below it, the 'Subject' field contains 'Topic Title'. The 'Topic / Question' field has a rich text editor with a toolbar and the text 'This is a Topic title'. A 'Web Address' field contains 'http://www.google.com'. There is a checkbox for 'Notify me when reply is added to this topic' which is currently unchecked. At the bottom, there are 'Update' and 'Cancel' buttons.

Figure 4

## Course Forum Replies

---

Figure 5 displays the **Course Forum Replies** screen.



**Figure 5**

### 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 (which you created).

**Delete:** Clicking the  button allows you to delete a Reply (which you created).

**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 6 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 input 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 bottom of the form.

Figure 6

## Editing a Reply

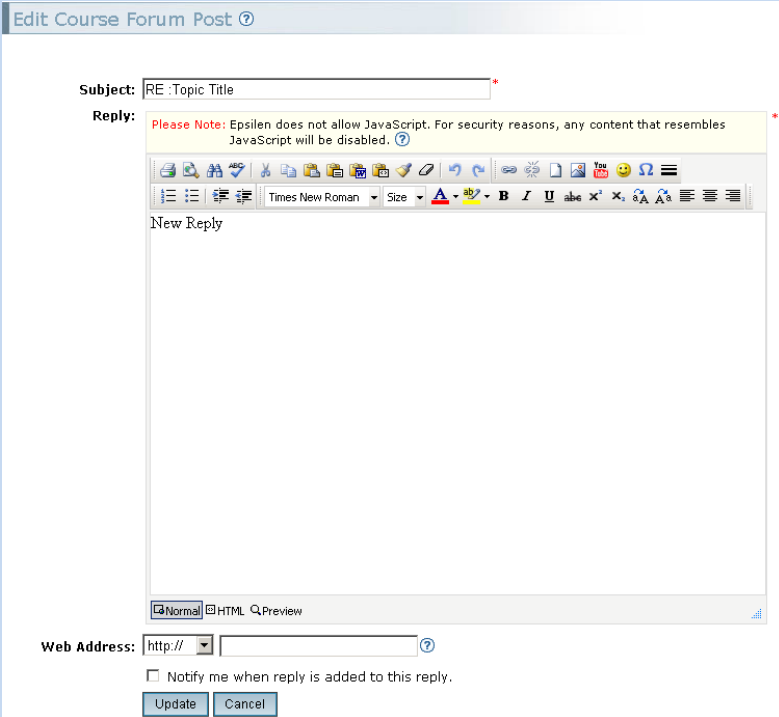
To Edit a Reply

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 7 displays the **Edit Course Forum Post** screen.



The screenshot shows the 'Edit Course Forum Post' interface. At the top, there's a title bar 'Edit 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 toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and other formatting options. The text area below the toolbar is empty and labeled 'New Reply'. At the bottom, there's a 'Web Address' field with a dropdown menu showing 'http://'. Below that is a checkbox labeled 'Notify me when reply is added to this reply.' and two buttons: 'Update' and 'Cancel'.

Figure 7

## Searching the Forums

---

To Search the Forums


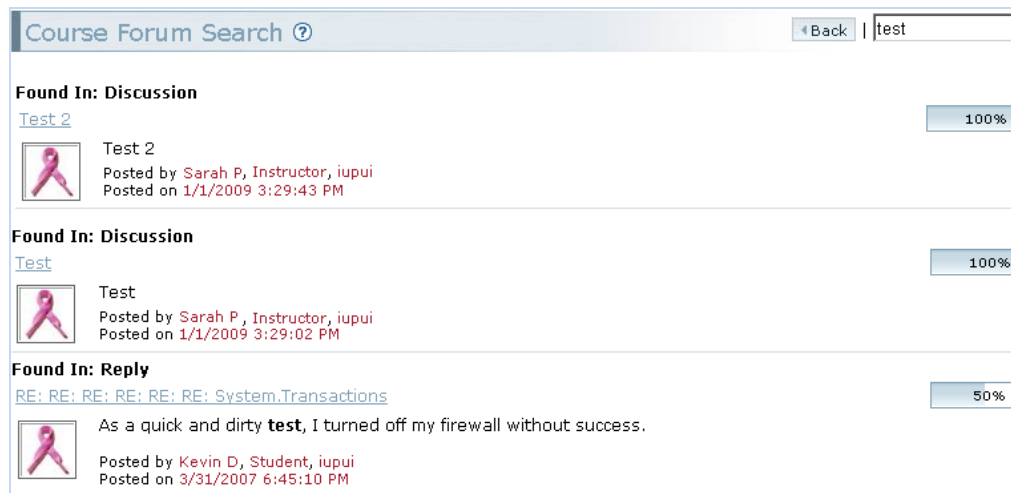
1. Enter a value in the **Search** field in the top right corner of the page.
2. Click the  button. You will see a list of Forum entries that match what you are searching for.

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



**Figure 8**