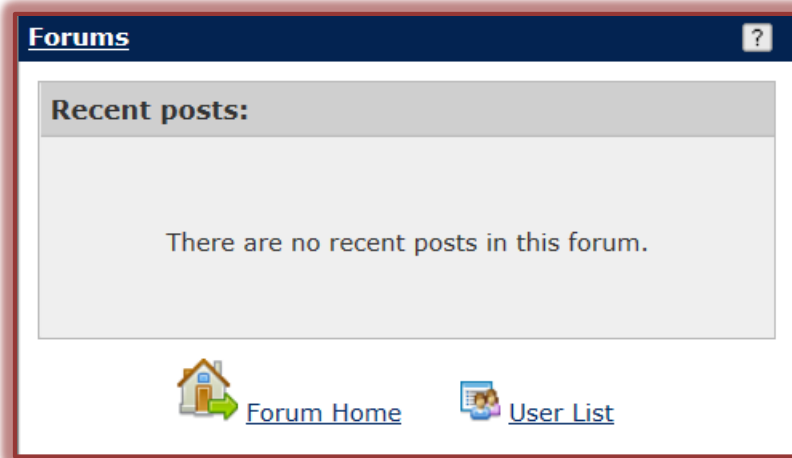


## Forums Portlet

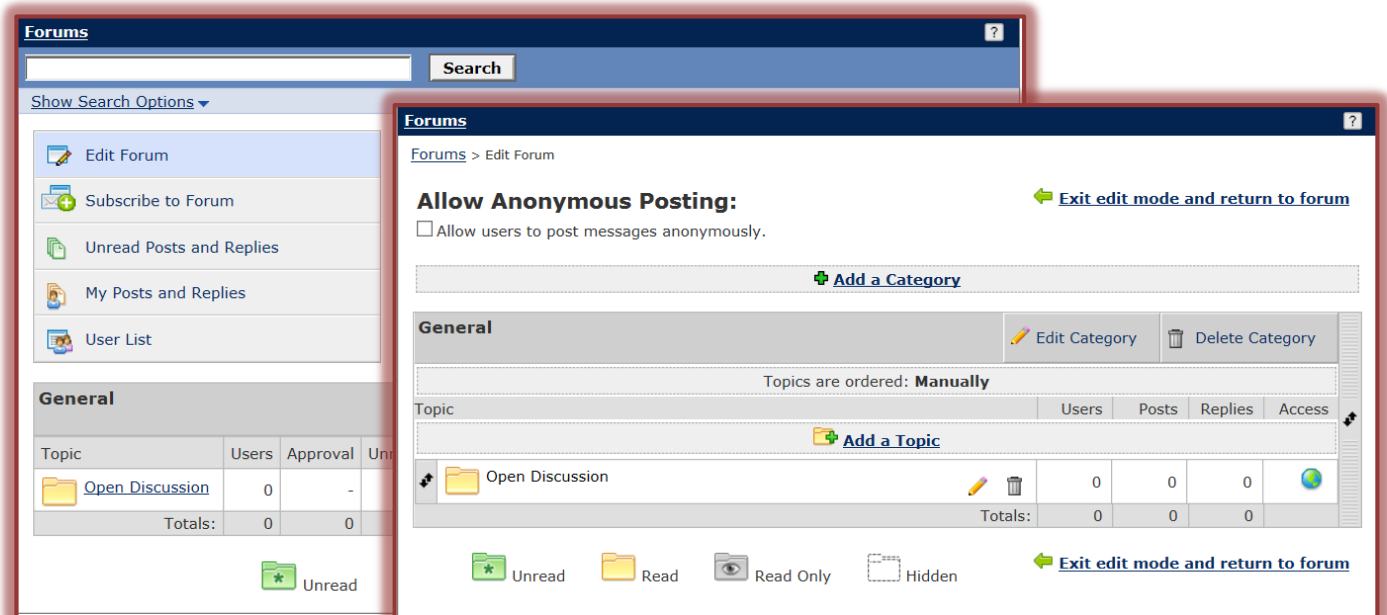
This feature is used as a discussion area for group participants. Message topics can be posted for all the members of the group to view and respond to. A threaded discussion can continue on the topic with each member providing input. The highest level of the forum is a category.

### Create a Forum Category

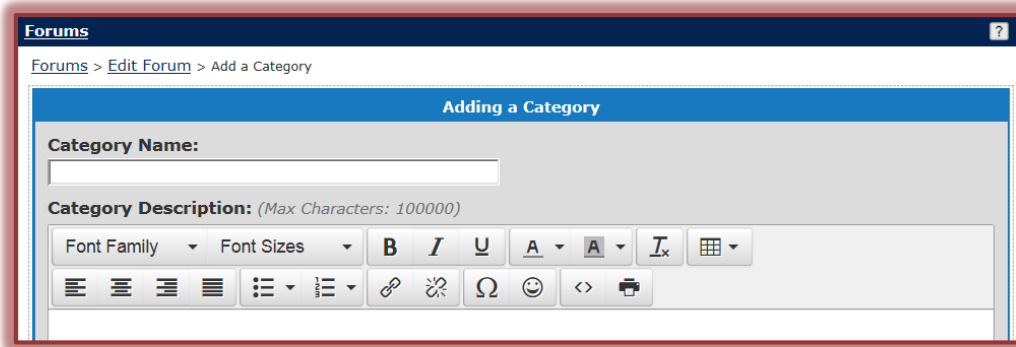
✚ In the **Forums** feature, click the **Forum Home** link (see illustration below).



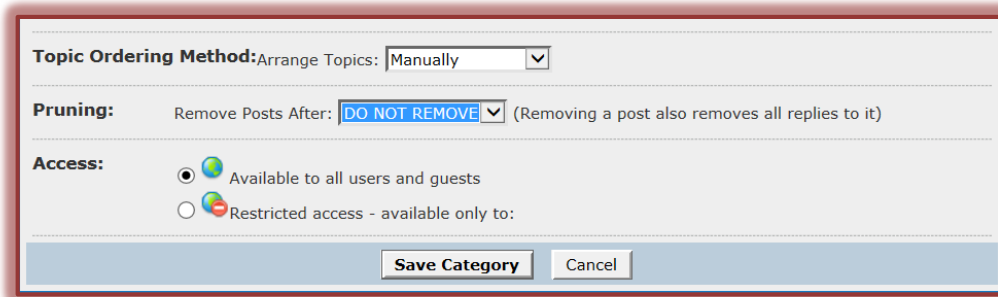
✚ The **Forums View** window will display (see illustration below).



- ✚ Click the **Edit Forum** link.
- ✚ The second **Forums** window will display (see illustration above right).
- ✚ Click the **Add a Category** button.
- ✚ The **Add a Category** window will display (see illustration on next page).
- ✚ Input a name for the category in the **Category Name** box.
- ✚ In the **Category Description** box, add a description for the forum.
- ✚ Click the **Topic Ordering Method** to select from **Alphabetically**, **Manually**, **Newest to Oldest**, or **Oldest to Newest**.



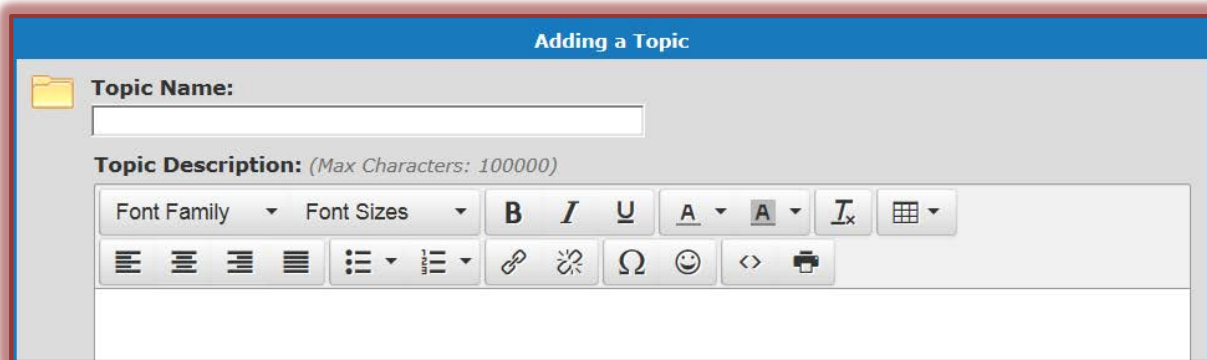
- ✚ Click the **Pruning** list arrow to select an option for removing the Forum. The options are **1 week**, **30 Days**, **60 Days**, **90 Days**, or **DO NOT REMOVE**.
- ✚ In the **Access** area, specify who is allowed to view the **Category**.



- ✦ **Available to all users and guests** – Everyone who has access to My Siena will be able to respond to the forum.
- ✦ **Restricted access - available only to** – When this option button is clicked, the list of My Siena users will display.
  - ☐ Click the **Add Individual Users** link to specify the users.
  - ☐ Click any of the check boxes to select a group of users.
- ✚ Click the **Save Category** button to create the Category.

### Create a Forum Topic

- ✚ In the **Forums** feature, click the **Add a Topic** link (see illustration on previous page).
- ✚ The **Adding a Topic** window will display (see illustration below).



- ✚ In the **Topic Name** box, input the name of the topic for the forum.
- ✚ Input a description for the topic in the **Topic Description** box.
- ✚ In the **Activation Area** specify the **Start** and **End** dates for the forum (see illustration on next page).
  - ✦ Click the **Calendar** icons to select the **Start** and **End** dates.

- ✦ Click the drop down list arrows to select the hours and minutes.

**Activation:**

Start:  Display now  
 Display later manually  
 Display on: 6/4/2015 11 : 55 PM

End:  No end date  
 End now  
 End on: 6/4/2015 11 : 55 PM

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**New content:** Posts and replies  This option can limit the type of new content people can create in this Topic (for example, if you want to continue to allow replies to existing posts but don't want any new posts created, you can choose "Replies only"). In all cases, any one person is also limited by the permissions they have for creating new content in this Forum (set via the wrench icon in the top right).

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**Access:**

Available to all users and guests  
 Restricted access - available only to:

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**Restrictions:**

**No restrictions:** Viewers can see all the topic's content.  
 **Post-first:** Viewers can only see the content of the topic *after* they write a post themselves.  
 **Private:** Viewers can only ever see *their own content* (as well posts/replies by administrators and moderators). Any posts made by other authors will not be visible.

**Don't allow changes:** Authors won't be able to edit or delete their posts and replies after they are created.

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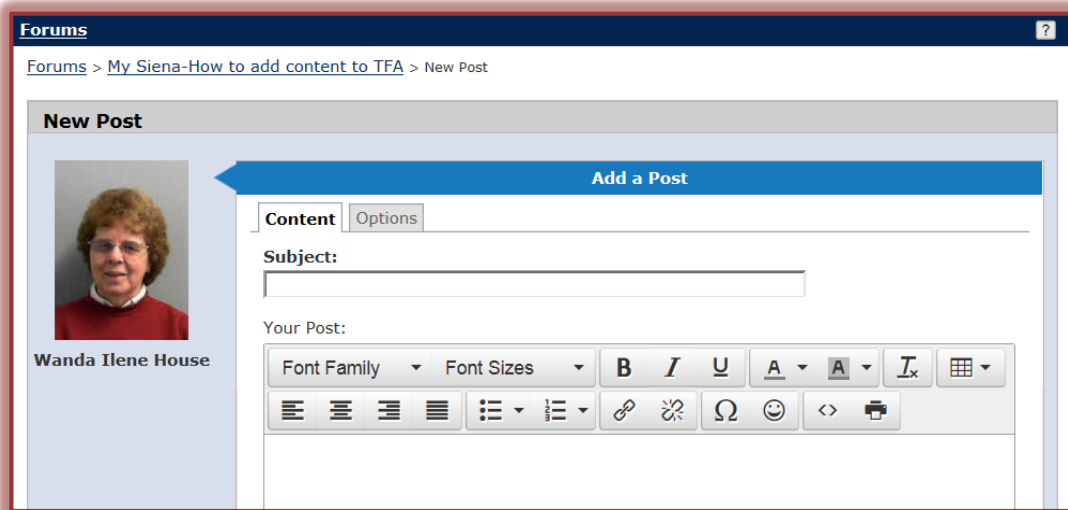
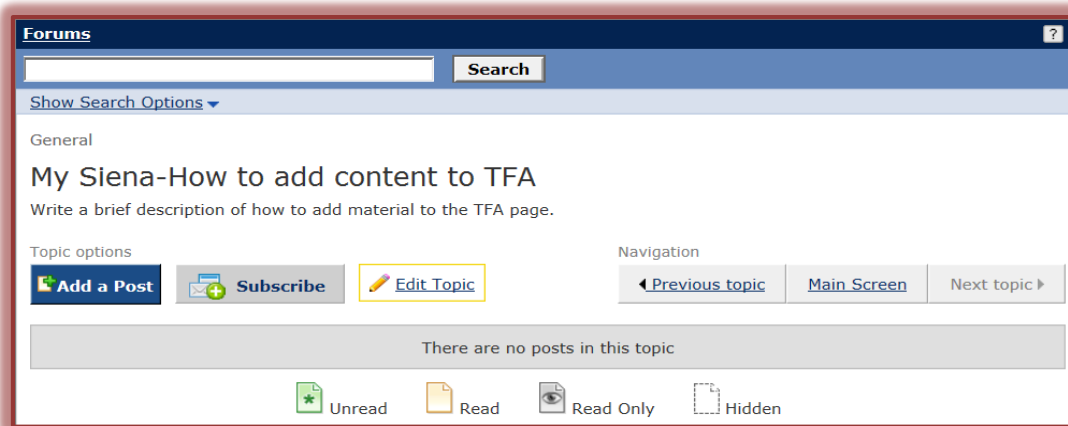
**Moderation:**

Do not use moderation.  
 Posts and replies in this Topic DO NOT require moderator approval before displaying but the assigned moderators can edit and delete posts.  
 Posts and replies in this Topic must be approved by a moderator before displaying.

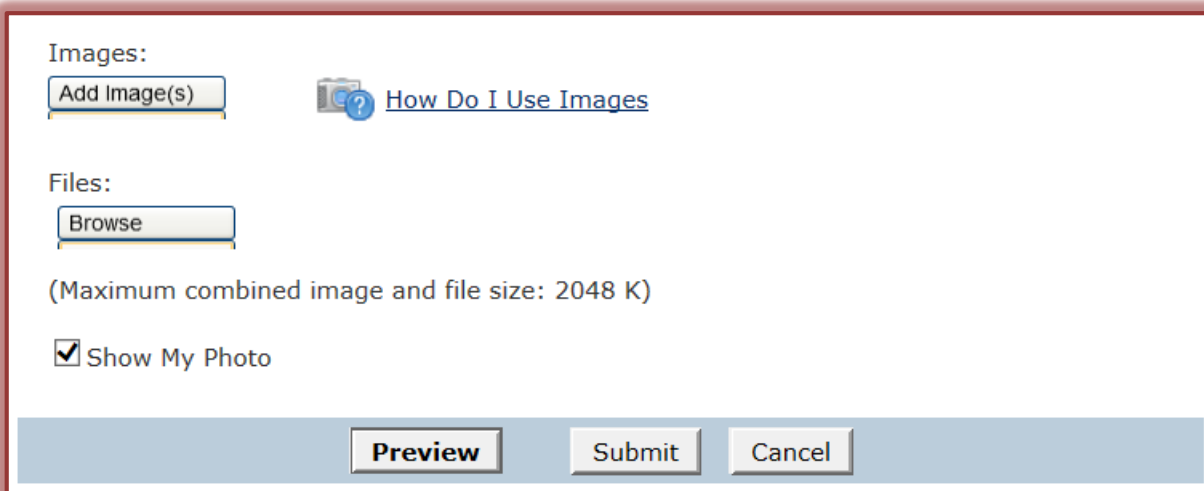
- ✦ In the **Access** area, specify the users who will have access to this **Forum Topic**.
  - ✦ **Available to all users and guests** – Everyone who has access to My Siena will be able to respond to the forum.
  - ✦ **Restricted access - available only to** – When this option button is clicked, the list of My Siena users will display.
    - ☐ Click the **Add Individual Users** link to specify the users.
    - ☐ Click any of the check boxes to select a group of users.
- ✦ Click one of the option buttons under **Restrictions** to specify what viewers will be able to see.
- ✦ Select one of the options under **Moderation**.
- ✦ Click the **Save Topic** button to add the topic to the forum.
- ✦ Click the **Exit edit mode and return to the forum** link.

### Add a Thread to a Forum

- ✦ In the **Forum** window, click the **Topic** to which the thread is to be added (see illustration below).
- ✦ The **Forums** window will display (see illustration on next page).
- ✦ To add a thread to the discussion, click the **Add a Post** button.
- ✦ The **New Post** window will display (see illustration on next page).
- ✦ In the **Subject** box, input the subject for the thread.
- ✦ Click in the **Your Post** box and input the message for the thread.

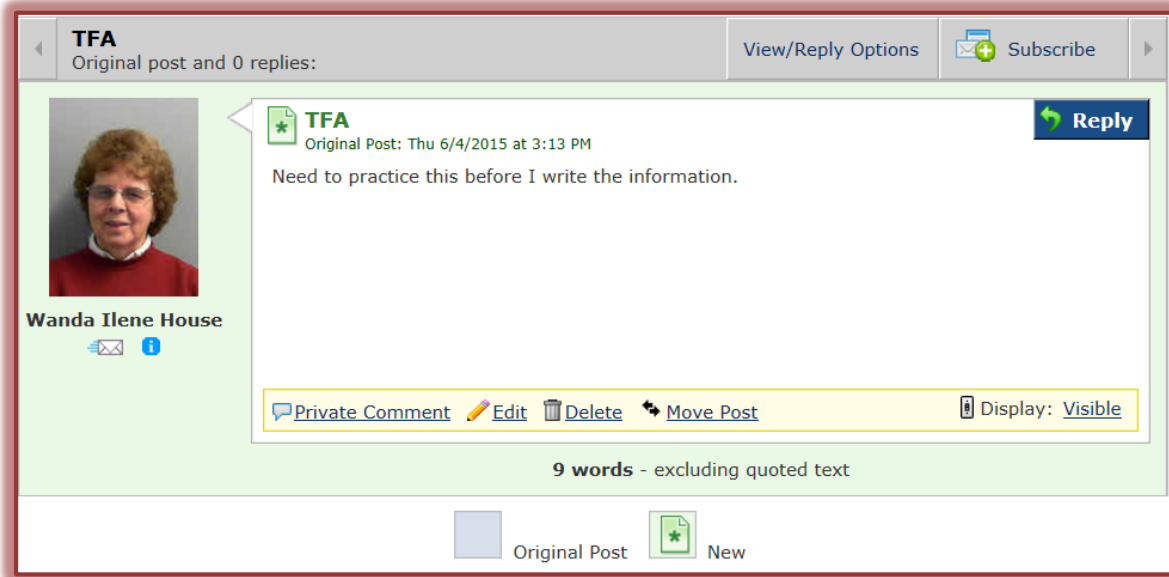


✚ To add an image to the thread, click the **Add Image(s)** button (see illustration below).



- ✦ The **Select File(s)** window will display.
- ✦ Select the image that is to be added to the thread.
- ✦ Click the **Open** button.
- ✦ The **Image** will be added under the **Add Image(s)** button.
- ✦ Click the **How Do I Use Images** link to view additional information about using images in a thread.

- ✦ To add an attachment, click the **Browse** button.
  - ✦ The **Select File(s)** window will display.
  - ✦ Select the file that is to be added as an attachment.
  - ✦ Click the **Open** button.
  - ✦ The attachment will be added to the window.
- ✦ Click the **Preview** button to view the message before it is posted.
- ✦ Click the **Submit** button to post the thread in the forum.
- ✦ The **Forums** page will display.



- ✦ Click the **View/Reply Options** button to specify additional options.
- ✦ Click the **Reply** button to reply to a message.
- ✦ Click the **Edit** button to make changes to the post.
- ✦ To remove the item, click the **Delete** button at the bottom of the post.
- ✦ A confirmation message will appear.
- ✦ Click **OK** to delete the message.