

THE BASICS	2
Organizational structure.....	2
Conference, Forums, Topics, and Replies.....	2
Forum Types	2
Public, Protected, Restricted, and Private	2
Forum Mode.....	3
Moderation Vs Non-Moderation.....	3
Posting/Editing Topics and Replies.....	3
Editing Messages	3
Posting Replies.....	4
Posting Topics.....	4
Lobby	5
Navigation.....	5
Private Messages.....	6
Tracking Messages.....	6
Colored Icons	6
Manual Marking Vs New Since Last Visit	7
Selecting Manual Mark.....	8
 BASIC ADMIN FUNCTIONS	 9
Getting Started.....	9
Admin Login	9
Changing Admin Password.....	9
Creating Forums	10
Creating a Conference.....	10
Creating a Forum	10
User Manager.....	11
User Levels	11
Creating User Account.....	11
Modify/Remove/Activate/Deactivate User Account.....	12
Clean Up User Files/Removing Inactive Users.....	12
Moderators	12
Assigning Moderator(s)	12
Moderator's Admin Menu	13
Topic Management	13
Private Forum Management.....	15
Clearing Forums for Next Term.....	16
Delete ALL students using the "Clear Course" Button in MISC.....	16
Clearing the Forum threads and messages:	16
Change the dates for the course in one step.	16
Enable your course (a week or so before classes).....	17

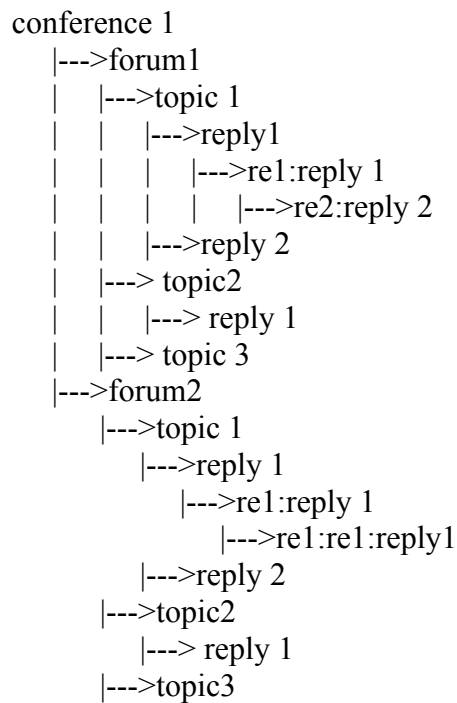
The Basics

Organizational structure

Conference, Forums, Topics, and Replies.

A conference is a group of forums sharing a common theme. It is the top layer of the discussion board's organizational structure. The structure begins with conference and within each conference there are forums. Within each forum, there are topics. Within topics, there are replies and so forth.

The following chart is a sample of the board's organizational structure within one conference:



A discussion board can have unlimited forums and conference items.

Forum Types

Public, Protected, Restricted, and Private

There are 4 forum types. Each forum type has varying degrees of access restriction.

Public

Read/Write access to all users registered and unregistered.

Protected

Read/Write access for registered users and *Read* for unregistered users.

Restricted

Read/Write access for registered users of *member* and above groups.

Private

Read/Write access for registered *members* who have been individually granted access rights to the forum either by the Admin or Moderator.

The type of forum the Admin/Moderator choose will depend on how tightly the Admin/Moderator wishes to control access rights to the material within the forum. In public forums, users are free to post under multiple usernames or other registered/unregistered usernames.

Note: Private is the most secured forum but requires significantly more administrative oversight. The Admin/Moderator must manually grant access rights to each user. Restricted is secure and less labor intensive.

Forum Mode**Moderation Vs Non-Moderation**

Note: The Moderation method is NOT recommended unless it is crucial that the content be reviewed by the Admin/Moderator prior to being posted in the forum.

Non-Moderation is the default setting allowing users to post freely.

Moderation is an optional method that allows the Admin/Moderator to control what is posted. When moderation is enabled, messages are not posted until approved by Admin/Moderator. This method has the potential to cause confusion for the user since posting are not done automatically.

Posting/Editing Topics and Replies**Editing Messages**

The program allows registered users to edit their own messages.

The Admin/Moderator can edit any message at any time. Clicking the edit link in a topic or reply will bring up the post form to edit the message.

Note: Edited messages are time stamped in red above the body of the message.

Posting Replies

Reply

To post a reply, click on the reply link on the lower right corner of the message table. This will bring up the post form that enables the user to add a message and post to the topic or reply already posted.

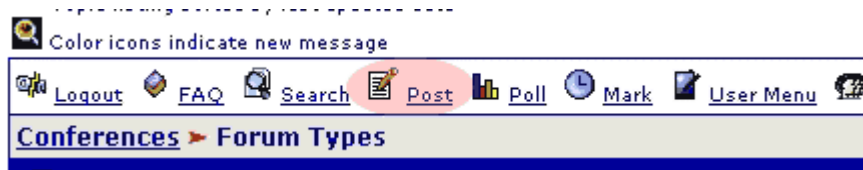
Reply with Quote

Clicking on reply with quote will populate the text area of the post form with the original message to which the user is replying.

Note: Replies can be made to the original topic message or any reply within the topic.

Posting Topics

To post a new topic in the forum, click on “post” located within the *user button menu*. This will bring up the form to post a new topic.



Topic Type

The topic type icons refer to the nature of the message in the topic. The default is set to general.

Name

The name field will be automatically filled if the user is logged into the forum.

Subject

The character space in the subject line is limited. Therefore, avoid using long subject name.

Message

Place the body of the message in the text area.

HTML formatting is allowed in the body by default. The Admin has the ability to disable this function. However, some tags such as applets, embeds, and scripts are always stripped for security reasons.

To the left of the text area, there are quick links a *html reference* and *emotion icon table*. Once clicked, small reference guides will launch in a separate window.

Note: Checking the box below the attachment area can disable the emotion icons. On some occurrences the text was inadvertently translated into an emotion icon image. (There is a known bug in this feature. The feature is currently inoperable).

Attachments

Users may attach documents (word, html, jpeg, gif, zip, pdf) up to 120K. If necessary, this function may be disabled by the Admin.

Preview

The preview option allows the user to see exactly how the message will look when posted.

Note: The reset button in the preview mode does not work. Use the browser back button to navigate out of preview mode to enable the reset button.

Post Message

This will post the user message under the level (forum, topic or reply) the user is posting.

Reset

By using the reset key the user will lose all the information previously written and a new form will appear.

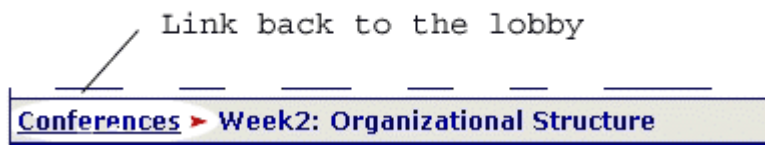
Lobby

Navigation

There are 2 ways to navigate the message board: the navigation menu and selecting links within the conference along with the browser back button.

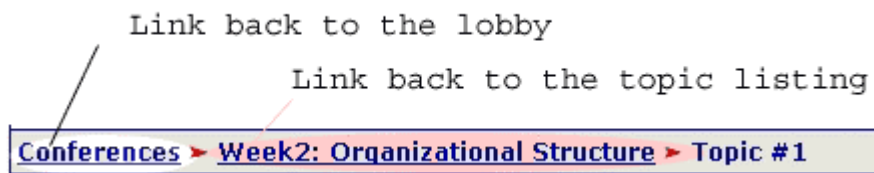
Navigation Menu

The navigation menu is the desired way to navigate back to the lobby area. The image below is the navigation menu at the topic listing level:



Notice that the text "Conference" has been hyperlinked. The link will bring the user back to the lobby.

The image below is the navigation menu at the message page level:



Notice it contains links to the lobby and the topic listing pages. At any given level, the forum provides a direct link back to all the preceding levels.

Selecting Links/Browser Back Button

Clicking a link in the forum, topic and reply area of a conference will navigate the user forward in the forum. Using the browser back button navigates the user backwards. The browser back button forces the user through all the previous postings and replies. The posting will not double submit due to a built in flood-protection to eliminate accidental double posting.

Private Messages

Note: Students are strongly discouraged from using the private messaging system of the board to contact instructors. Students should use Etudes' PMC function for private messaging.

However, it is a good idea to understand how new private messages are delivered. A small flying flag with the sender's name is displayed when there is a new message in the user inbox. The image below shows the new private message indicator:





Clicking on the new private message indicator link will bring the user directly to the message inbox. This feature is only effective when the user is logged on.

Tracking Messages

Colored Icons

This Discussion Board is designed to distinguish new messages from old or inactive ones and provide a visual marker in the form of colored icons.

You will often notice that some of the folder icons are colored banana yellow and others are gray.

Forums in Co	
	<u>FAQ</u> Frequently Asked Questions Protected forum: Only registered users can p Moderators: administrator
	<u>Syllabus</u> Course Guidelines, Schedule, Gradin Public forum: Anyone can read/post Moderators: administrator
	<u>Announcements</u> Notices and Announcements Public forum: Anyone can read/post Moderators: administrator
Forums in Ad	
	<u>Week 1: Getting Started</u> how to change admin password Public forum: Anyone can read/post Moderators: administrator
	<u>Week2: Organizational Structure</u> Conferences, Forums, Topics, Messa Public forum: Anyone can read/post Moderators: administrator
	<u>Week3: Forum Types</u> Public, Protected, Restricted, and Pr Public forum: Anyone can read/post Moderators: administrator
	<u>Week 4: Creating Forums</u> Conferences and then forums Public forum: Anyone can read/post

Banana yellow folders indicate that there are new messages in that forum. Gray indicated that there are no new messages.

The same principle applies to the topic listing page. The light blue notepad indicates a new topic or topic with new replies and the gray notepad indicates an old or previously viewed topic and replies.

Discussion Topic	
	<u>Creating User Account</u> In most cases, you can simply have the studen them to the lobby and have them click on regist
	<u>User Levels</u> There are 5 user group levels. normal The low: posting and normal user menu functions. memb
	<u>modifying/remove/activate/deacti</u> The functions are pretty self-explanatory. I just the search form works. Clicking on any of the 4
	<u>Clean up userfiles/remove inactive</u> These fatures are more for file maintenance. If

Manual Marking Vs New Since Last Visit

The program utilizes 2 different methods to determine whether a message is new or previously viewed.

New Since Last Visit

The program sets a *cookie* each time the user enters the forum. If a topic has been posted since the last time the user entered the forum, it will be highlighted as new. This is the default mode unless the user selects the alternate method of manual marking.

New since last visit is effective even without the user having to log-in since the cookie gets set without authentication.

Manual Mark

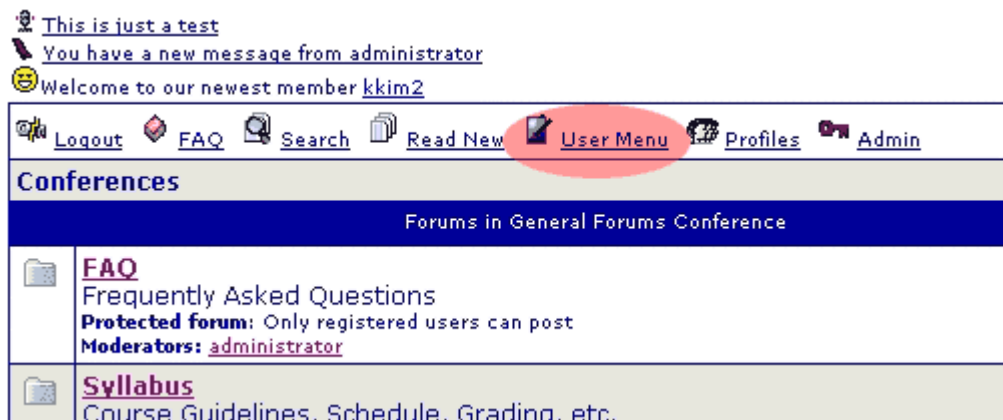
This method allows the user to mark topics as "read" manually and sets the program to highlight topics not manually marked as new. This allows the user to track and read new messages at their own pace.

This method requires the user to log-in since it needs to authenticate the user in order to access the user's marking log.

Selecting Manual Mark

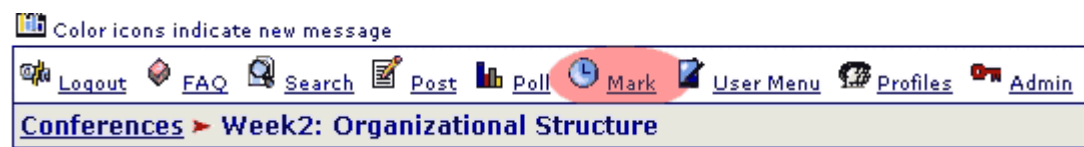
To set user options to manual marking follow the steps below:

- Log_in and click the "User_Menu" in the user button row.



- Click "Edit your preference".
- Scroll to "Use MARK time stamp feature" and click "Yes" in the radio button.
- Click "Update" and return to the lobby area using the navigation menu.
- Then return to the appropriate forum link.

The user will notice a new button in the menu.



The Mark option is designed to apply to an entire forum not an individual topic. Once the user has reviewed all the new topics in a selected forum, the user must click on the mark option. The user will be redirected to the lobby area and the folder icon of the forum that was marked will no longer be in color.

The Mark All button in the user button row of the lobby area works the same as mark but will mark all forums on the board as read.

Basic Admin Functions

Getting Started

Admin Login

Username

The default setting for username is the first initial and last name of the Admin. This is done in lowercase with no spaces. For example: kkim for Kyong Kim.

Password

The new Admin will receive a password set by the FGA staff. The password should be changed by the new Admin at first login.

Changing Admin Password

- After logging into the discussion board, choose the “Admin” option from the user button row. A red key icon in the user button row distinguishes the admin option.

[#est member test](#)



- This will lead the Admin into the DCForum Discussion Forum Administration area known in the navigation menu as the Admin Center.
- Scroll down the table in the Admin Center to the User Manager area.
- Select “Modify a user account”.
- Click the Username radio button and enter the Admin username in the Search string field and click “submit”.
- Click the radio button that pertains to the Admin and click “submit”.
- Delete and replace the current password in Password and Password again fields.
- Click “Submit Registration”.

Note: A user with Admin status has access to all user information. If a password is set in error or is forgotten, please inform the FGA department immediately.

Creating Forums

For suggestions on conference and forum layouts please see Appendix I.

Creating a Conference

The Discussion Board is set to have at least one conference already created. The Admin can either create a forum under the existing conference or create a new conference. In most cases, creating a few forums is the desired option.

- A new conference is created in the Admin Center. Once in the Admin Center scroll down the table to the Conference Manager area.
- Select “Create a new conference”. A new Conference form is displayed.
- Fill in the Conference Name and the Conference Description fields.
- Turn the Conference Status to “ON” by clicking the radio button. Then click on “Submit This Form”.

Note: A new conference will not be displayed in the lobby without at least one active forum. Additionally, if the Conference Status is set to off the conference along with its forums will not be displayed in the lobby.

Creating a Forum

A new forum is created in the Admin Center.

- In the Admin Center scroll down the table to the Forum Manager area.
- Select “Create a new forum”. A new Forum form is displayed.
- Select a forum conference from the drop down menu in the Forum Conference field.
- Fill in the Forum Name and the Forum Description fields.
- Select the Forum Moderator(s). The Forum Moderator row lists all users eligible for moderator privileges (users with either Moderator or Admin status). The Admin can select more than one forum moderator.
- Select the desired forum type from the drop down menu (public, protected, restricted, private).
- Select the desired forum mode (non-moderation is suggested).
- Then set the forum status to “Active” and click “Submit This Form”.

Note: Selecting “Inactive” in the Forum Status will hide the forum in the lobby area. This is useful if you want to hide old, non-pertinent forums or hide prepared forums to be activated (made visible) in the future.

User Manager

User Levels

There are 5 user group levels:

Normal

Has access to posting and normal user menu functions.

Member

Has automatic access to all restricted forums and is eligible for access to private forums with Admin permission only. "Member" is the default user type.

Team

Same as member described above but has an icon next to the username in postings. This user level could be used for TA's who should stand out as member of instructional team.

Moderator

The moderator user level is eligible to moderate forums and has limited access to the admin menu. "Moderator" is the recommended user level for TA's

Admin

The Admin has access to all levels in the ETUDES forum and Admin Center. One Admin (the instructor) is recommended for security reasons. An additional Admin account is included for FGA tech support. DO NOT DELETE.

Creating User Account

- In the Admin Center scroll down the table to the User Manager area.
- Select "Create a new account". A new user account form is displayed.
- Assign a username and password. They're both case-sensitive.
- Re-enter the password (Password again) to verify the entry.
- Select the user group level from the drop down menu (Normal, Member, Team, Moderator, Admin). "Member" user level is recommended for students.
- Complete the rest of the fields.
- Selecting "ON" for status will immediately activate the account. "OFF" will require manual activation by the admin.
- Use the navigation menu to route back to Admin Center.

Note: The program scans through the password file for matching usernames and email addresses. No duplicate emails or usernames can be used in creating user accounts.

Modify/Remove/Activate/Deactivate User Account

- In the Admin Center scroll down the table to the User Manager area. All four options will bring up a search form.
- Choose the Search which field by clicking the adjoining radio button.
- Input the Search string and click submit.
- Choose the user name that will be modified and click submit.
- Use the navigation menu to route back to the Admin Center.

Note: If the search string field is left blank, the program will simply retrieve a list of all registered users.

Clean Up User Files/Removing Inactive Users

Since most course forums get reused every term, remove the class usernames (minus Admin/Moderator accounts) at the end of every quarter.

Clean Up User Files

- In the Admin Center scroll down to the User Manager area.
- Select “Clean up user files”.
- Run the Forum backup to save a copy of the user database file before running this utility.
- Use the navigation menu to route back to the Admin Center.
- Select “Clean up user files” again in the User Manager area.
- Select “Click here to clean up!”
- Use the navigation menu to route back to the Admin Center.

Remove Inactive Users

- In the Admin Center scroll down to the User Manager area.
- Select “Remove inactive users”.
- Run the Forum backup to save a copy of the user database file before running this utility.
- Use the navigation menu to route back to the Admin Center.
- Select “Remove inactive users” again in the User Manager area.
- Set the end date to remove inactive users.
- Click “Remove all inactive users”.
- Use the navigation menu to route back to the Admin Center.

Moderators

Assigning Moderator(s)

Note: A user must have Moderator user level before being assigned to moderate a forum. User levels can be upgraded through modify user account.

Assigning Moderator(s) to a forum is set in the “Create a new forum” and/or “Modify a forum” section of the Forum Manger in the Admin Center. Multiple moderators are allowed.

- In the Admin Center scroll down the table to the Forum Manager area.
- Select either “Create a new forum” or “Modify a forum.”
- To assign a Moderator(s) for a new forum select “Create a new forum” enter information as described in the Creating Forum section.
- Select the Moderator(s) in the Forum Moderator selection. And click “Submit This Forum”.
- To assign a Moderator(s) for a forum already established, select “Modify a forum”.
- Select from the list by clicking the adjoining radio button of the forum to be modified. Click “Submit”.
- Check the Moderator(s) from the Forum Moderator selection. And click “Submit This Form”.

Moderator's Admin Menu

Moderators are allowed the following admin functions:

Topic Manager

Unqueue Messages

Lock Topics

Unlock Topics

Archive Topics

Delete Topics

Delete Messages

Private Forum Manager

Add Users to A Private Forum Access List

Remove Users from Private Forum Access List

Important Note: Moderators have access rights only to forums they are specifically assigned to by the Admin.

Topic Management

Note: Topic is commonly known as “thread” in the discussion board.

The Topic Manager allows the Admin/Moderator control over topics posted in the forum. The functions in the Topic Manager is as follows:

Unqueue Messages

Note: This function is available in the Moderation Mode.

This function allows the Admin/Moderator to review messages waiting in the queue. The Admin/Moderator can then either unqueue for posting or delete to remove the message from queue.

Lock topics

Disables further replying and editing to a topic.

- Select Lock topics from the Topic Manager.
- Click the radio button of the forum that contains the topic for locking and click “Submit Form”.
- Check the box of the topic(s) to lock and click “Select”.
- Request results “success” or “error” is shown.
- Use the navigation menu to route back to the Admin Center.

Unlock topics

Enable further replying and editing on a locked topic.

- Select Unlock topics from the Topic Manager.
- Click the radio button of the forum that contains the topic for unlocking and click “Submit Form”.
- Check the box of the topic(s) to Unlock and click “Select”
- Request results “success” or “error” is shown.
- Use the navigation menu to route back to the Admin Center.

Archive topics

Archiving a topic will lock the topic and move it into an archive database.

- Select Archive topics from the Topic Manager.
- Click the radio button of the forum that contains the topic for archiving and click “Submit Form”.
- Check the box of the topic(s) to archive and click “Select”
- Request results “success” or “error” is shown.
- Use the navigation menu to route back to the Admin Center.

Move Topics

This function allows the Admin/Moderator to move a topic into another forum.

- Select Move topic from the Topic Manager.
- Click the radio button of the forum that contains the topic for moving and click “Submit Form”.
- Select which forum to move the topic into by selecting a forum the in pull down menu in the “Move to Which Forum” option.
- Check the box of the topic(s) to archive and click “Select”
- Request results “success” or “error” is shown.
- Use the navigation menu to route back to the Admin Center.

Delete Topics

This function removes a topic completely.

- Select Delete topics from the Topic Manager.
- Click the radio button of the forum that contains the topic for deleting and click “Submit Form”.
- Check the box of the topic(s) to delete and click “Select”
- Request results are “success” or “error” is shown.

- Use the navigation menu to route back to the Admin Center.

Delete Messages

Allows for the removal of individual messages rather than topics.

- Select Delete messages from the Topic Manager.
- Click the radio button of the forum that contains the topic where the message for deleting is posted and click “Submit Form”.
- Check the box of the topic where the message for deleting is posted and click “Select”.
- Check the box of the message(s) to delete and click “Select”.
- Request results “success” or “error” is shown.
- Use the navigation menu to route back to the Admin Center.

Delete Archives

Note: You will not be able to recover these topics. And, they will delete archives from all forums.

Allows the Moderator to remove out-of-date archives.

- Select Delete archives from the Topic Manager.
- Specify the date to delete all archives older than and click “Delete All Archives”.
- A list of all Prune Archived Topics will be displayed for all Forums.
- Use the navigation menu to route back to the Admin Center.

Private Forum Management

Add Users to a Private Forum Access List

Only member or higher level users are eligible for access.

- Select “Add users to a private forum access list” from the Private Forum Manager in the Admin Center.
- Click the radio button of the forum that the user will be added and click “Submit Form”.
- Check the box of the Username to be added and click “Update User List”.
- Confirmation page “Add Users – Forum user list has been updated!” will be shown.
- Use the navigation menu to route back to the Admin Center.

Note: If you have multiple private forums, the Admin/Moderator will need to click on each forum under the Private User Menu allow access to the user.

Remove Users from a Private Forum Access List

Only member or higher level users are eligible for access.

- Select “Remove users from a private forum access list” from the Private Forum Manager in the Admin Center.

- Click the radio button of the forum that the user will be removed and click “Submit Form”.
- Check the box of the Username to be removed and click “Update User List”.
- Confirmation page “Remove Users – Forum user list has been updated!” will be shown.
- Use the navigation menu to route back to the Admin Center.

Note: If you have multiple private forums, the Admin/Moderator will need to click on each forum under the Private User Menu to remove access to the user.

Clearing Forums for Next Term

Delete ALL students using the “Clear Course” Button in MISC.

Don’t delete students one-by-one! The "Clear Course Button" is located at the bottom of the MISC page. **Be sure you are in the next term's course and NOT your current or another copy of your class.** This will NOT affect the student records in your previous site. It will stay intact for ONE year. Also, only student records, posts, and grades are deleted. Not your lecture materials, assignments, tests, or other documents.

Clearing the Forum threads and messages:

If you are using our threaded discussion forum (external software that has been integrated with ETUDES) instead of the default Dialogue Chamber, you can clear everything with one command.

- Log into your forum as an administrator.
- Click on the admin link and scroll down all the way to the **BOTTOM RIGHT** where it says "Quarter End Manager."
- Click on "[Inititalize for New Term.](#)"

Change the dates for the course in one step.

- Go to MISC
- Click the “Base Date for Course” button.
- Set the OLD date AND the NEW date
- Click on "Apply."

It will update all the deadlines for you. To get the OLD base date, look at your first item in the classroom AND figure out the equivalent for next term.

This feature works only if you are going from a 12-week to a 12- week course, and NOT from summer to fall. You will have to adjust dates manually if you are moving between uneven quarters.

Note: If there are any references in the body of the text syllabus to dates, THOSE must be changed manually - the software only updates the availability, expiration, and due dates.

Enable your course (a week or so before classes)

If you disable your course while preparing it for next term, please be sure to enable it **by the first day of classes or earlier if you have told students that you will have "guest" access open.**

To enable student access:

- Go to the MISC tab
- Click on "Enable."