

# English Discussion Forums

contact Marla DeSoto for more information

## Registration

Registration is required to use the discussion forums. Registration only takes a few minutes. Click on the [Register Here!](#) link. Read the privacy statement and click on **Agree**. Fill in the registration information. The only required fields are your Username, which may be your real name or a nickname, a Password, and a valid email address. After completing registration, login with your username and password.

## Cookies

These Forums use cookies to store the following information: the last time you logged in, your UserName and your Password, if you set it in preferences. These cookies are stored on your hard drive. Cookies are not used to track your movement or perform any function other than to enhance your use of these forums. If you have not enabled cookies in your browser, many of these time-saving features will not work properly. Also, you need to have cookies enabled if you want to enter a private forum or post a topic/reply. You may delete all cookies set by these forums in selecting the “logout” button at the top of any page.

## Writing and Reading in the Discussion Forum

The discussion forums are constructed of several levels; each level is made as a sub-level of the higher one. It helps to know in which level you are so you can participate in the proper way. The following screen shots will give a visual idea and describe the links of each level.

### 1. Categories and Forums

When you first log in to the forums, you are directed to the main forums page, which looks similar to **Figure (2-1)**. This table contains all the up to date information about the available categories of forums and the discussion forums; this information should give an overview of each category of forums. Clicking on the Forum Category name will show you the Discussion forums available in that Category. Clicking on a Discussion Forum name will show you the topics in the Discussion Forum.

The screenshot shows the main forum page for Glendale Community College. At the top, there is a navigation menu with links for Home, Profile, Register, Store, Active Topics, Active Polls, UserGroups, Members, Search, FAQ, and Site Statistics. The user is logged in as 'marla' and there is a Logout button. Below the navigation is a table listing forum categories and discussion forums.

Forum	Topics	Posts	Last Post	Moderator(s)
- English Department FAQ				
Discussion Forum: <a href="#">Frequently Asked Questions</a>	1	1	09/21/2004 13:45:14 by: Marla	
- Practice				
Discussion Forum: <a href="#">Practice Area</a> Try out the forums.	2	2	12/07/2005 21:45:05 by: kschwalim	
- Teaching English				
Discussion Forum: <a href="#">Constitution Day</a>	1	1	09/11/2005 21:07:13 by: kschwalim	
Discussion Forum: <a href="#">Essay Assignments</a> Hurricane Katrina provides some interesting essay topics	2	4	09/19/2005 08:37:28 by: dratheal	Marla

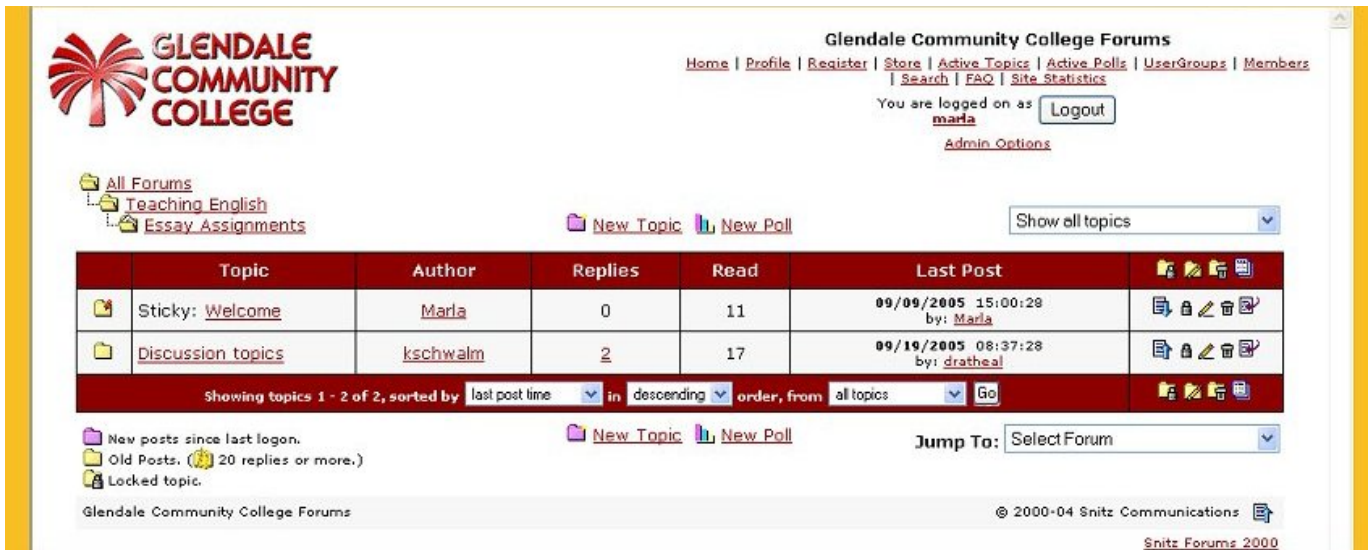
Below the table is a statistics section:

**Statistics**  
 You last visited on 11/29/2005 14:24:55  
 5 of 14 Members have made 8 posts in 4 forums, with the last post on 12/07/2005 21:45:05 by: kschwalim.  
 There are currently 6 topics and 2 active topics since you last visited.  
 Please welcome our newest member: dratheal.

Annotations on the screenshot include arrows pointing to 'Forum Category' and 'Discussion Forum' for the first three rows, and an arrow pointing to the statistics section with the text 'Statistics about all the available forums'.

## 2. Topics

The Discussion Forums are divided into Topics; anyone may create a new Topic within a Forum. Each Topic contains many discussion posts about that Topic. For example, below is the list of Topics found in the Essay Assignments Forum (in the Category of **Teaching English**). Click on any Topic name to see the list of postings within that Topic. If a Topic begins with the word **Sticky**, it means that this Topic has been marked by the Administrator as always being at the top of the Topics list (or sticky at the top).




The screenshot shows the Glendale Community College Forums interface. At the top left is the college logo. The top right contains navigation links: Home, Profile, Register, Store, Active Topics, Active Polls, UserGroups, Members, Search, FAQ, and Site Statistics. A user named 'marla' is logged in, with a Logout button and an Admin Options link. The forum structure is shown as All Forums > Teaching English > Essay Assignments. There are buttons for 'New Topic' and 'New Poll', and a 'Show all topics' dropdown. A table lists the topics:



Topic	Author	Replies	Read	Last Post	Actions
Sticky: <a href="#">Welcome</a>	<a href="#">Marla</a>	0	11	09/09/2005 15:00:28 by: <a href="#">Marla</a>	[Icons]
<a href="#">Discussion topics</a>	<a href="#">kschwalm</a>	2	17	09/19/2005 08:37:28 by: <a href="#">dratheal</a>	[Icons]

Below the table, it says 'Showing topics 1 - 2 of 2, sorted by last post time in descending order, from all topics'. There are also buttons for 'New Topic' and 'New Poll', and a 'Jump To: Select Forum' dropdown. The footer includes 'Glendale Community College Forums', '© 2000-04 Snitz Communications', and 'Snitz Forums 2000'.

## 3. Discussion Forums

Once a discussion forum is selected by clicking on the name, you will see a list of forum's Topic titles with some information about each Topic (the author of the topic, how many replies, how many users read this topic and statistics about the last posted message in this topic). In this area, you can select any topic in the forum that you wish to read.







Creating a new topic in a discussion forum can also be done from this window by clicking the new topic pink icon (  ) or by clicking on **New Topic** at the bottom of the screen.

As a quick access option, you may reply to a topic, without having to get inside it, by clicking the reply icon (  ) to the most right field in the Topic's row. Note that you can edit any topics you have created before; you can change the subject, starting message, or any other details in this topic. You can edit a topic you started by clicking the edit icon (  ) which only appears next to those topics that you have started.

## 4. Discussion Forum Topics

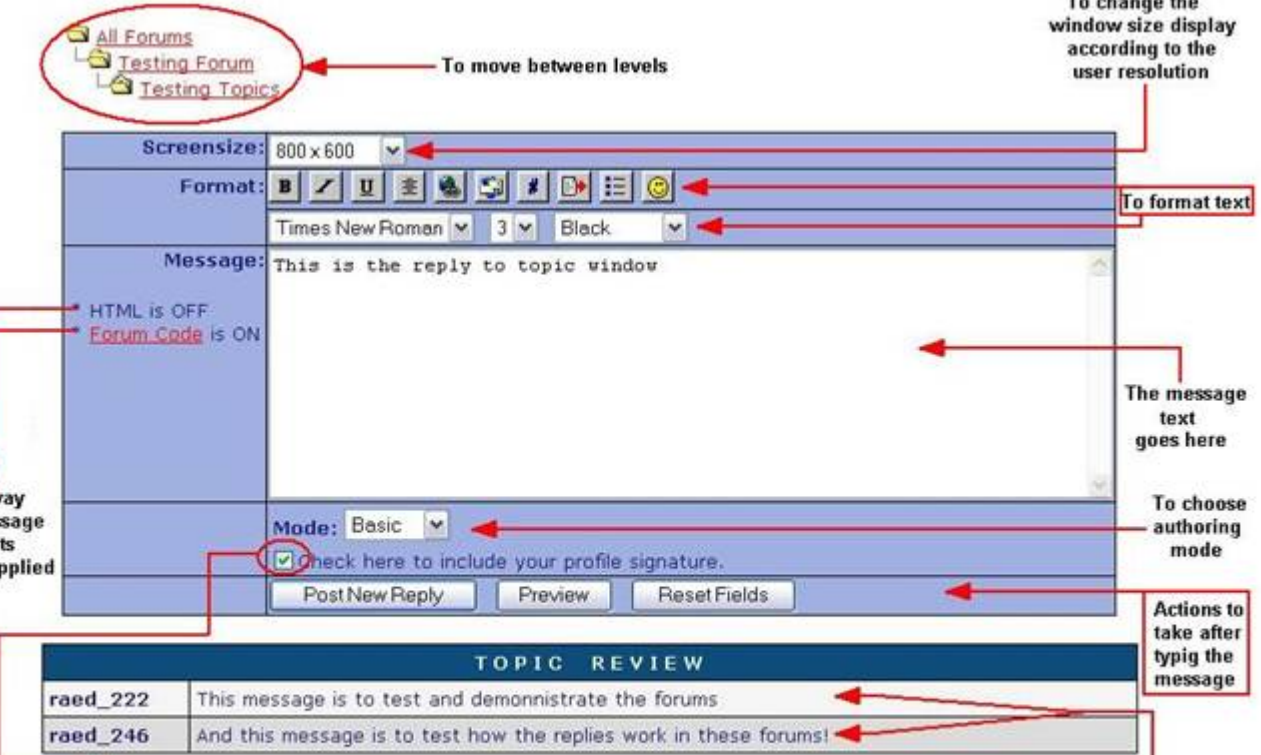
When you select a Topic in a certain discussion forum, by clicking on the Topic's name, you will be directed to a page that holds all the posted messages in this topic. You also can see who posted the message and when it was posted.

Click on the icons above the topic title to perform specific actions.

-  reply to a certain message and quoting it within the reply (the icon above the message)
-  general reply to the topic (the icon at the top or bottom of the page)
-  edit the message you posted
-  delete the message you posted
-  create a new topic (or click on “New Topic”)
-  jump to the next topic

## 5. Replying to a topic:

When you choose to reply to a certain topic, you can format your message as you want it to be viewed. Changing the “Screen size” gives you a chance to design your message to be viewed in a particular resolution. 800 x 600 is generally acceptable for most computers. The formatting tools used are the common formatting tools that are available in all word processing applications. You can set the font style as bold, italic, underlined or any combination of them. You can align left, right or center the text. You may add a hyperlink, insert an e-mail address, a quote, a list and smiley faces and emotions. Also, you can change the font type, size and color.



The screenshot shows a forum reply editor interface. At the top left, a tree view shows 'All Forums', 'Testing Forum', and 'Testing Topics', with 'Testing Topics' circled in red and labeled 'To move between levels'. Below this is a 'Screensize' dropdown set to '800 x 600', labeled 'To change the window size display according to the user resolution'. The 'Format' toolbar includes icons for bold, italic, underline, text color, background color, link, unlink, list, and smiley, labeled 'To format text'. Below the toolbar are font style dropdowns for 'Times New Roman', '3', and 'Black'. The 'Message' text area contains the text 'This is the reply to topic window' and is labeled 'The message text goes here'. To the left of the text area, it says 'HTML is OFF' and 'Forum Code is ON', with a note 'The way the message formats will be applied'. Below the text area is a 'Mode' dropdown set to 'Basic', labeled 'To choose authoring mode', and a checkbox 'Check here to include your profile signature.' with a note 'Include/Hide your signature'. At the bottom are buttons for 'Post New Reply', 'Preview', and 'Reset Fields', labeled 'Actions to take after typig the message'. Below the editor is a 'TOPIC REVIEW' section with a table of messages:

TOPIC REVIEW	
raed_222	This message is to test and demonnstrate the forums
raed_246	And this message is to test how the replies work in these forums!

This section is labeled 'Short summary of the posted messages in the topic'.

Dealing with the forum’s editor is not complicated; you can edit your message in three different ways, depending on your experience and the way you like to write. Writing a formatted message requires you to use a kind of formatting tags. You can switch between the three modes by selecting the targeted mode from the drop down menu at the bottom of the message text box. You have a choice of three modes in which you can compose your message:

## The Basic Mode

Clicking on any formatting tool inserts the html opening and closing tags into the writing pad. Insert your text between the two newly added tags.

## The Help Mode

Clicking on any formatting tool causes a pop-up window to appear; this window will show you how to select the right formatting tags by giving an example. Then, go back to the writing pad and type your message the same way as the given example.

## The Prompt mode

If you click on a formatting tool, a popup window with a text box inside it will appear on your screen. This window will prompt you what to write, and will guide you step by step through composing your message. Write your text in the small text box in the pop-up window. By clicking OK on the pop-up window, the text you typed in the text box will be moved to the writing pad, and the needed tags will be added to it automatically.

Including your signature at the bottom of the message is optional; you can add your profile signature by checking the box at the bottom of the writing pad. Or, you can remove the signature by clearing the check box.

There are three buttons at the bottom of the pad:

Post New Reply	To post your message to the topic you are in.
Preview.	To preview your message before posting.
Reset Fields.	To reset all the fields of the message to start typing it again.

When you click on “Post New Reply” your reply will be posted and added to the topic messages. After you add a reply, the topic will appear at the top of the Forum Page, and anyone with access to the forum can read your message.

If you choose to create a new topic, you will have a window similar to the reply window, but there will be one more field to specify the subject of the new topic.

Below is a list of some formatting tags and emotions’ faces to use in formatting a message:

**Bold:** enclose your text with [b] and [/b] . Example: This is [b]bold[/b] text. = This is **bold** text.

**Italic:** enclose your text with [i] and [/i] . Example: This is [i]italic[/i] text. = This is *italic* text.

**Underline:** enclose your text with [u] and [/u]. Example: This is [u]underline[/u] text. = This is underline text.

**Aligning Text Left:** Enclose your text with [left] and [/left]

**Aligning Text Center:** Enclose your text with [center] and [/center]

**Aligning Text Right:** Enclose your text with [right] and [/right]

**Striking Text:** Enclose your text with [s] and [/s] Example: [s]mistake[/s] = ~~mistake~~

## Font Colors:

Enclose your text with [fontcolor] and [/fontcolor]

Example: [red]Text[/red] = **Text**

Example: [blue]Text[/blue] = **Text**

Example: [pink]Text[/pink] = Text  
Example: [brown]Text[/brown] = Text  
Example: [black]Text[/black] = Text  
Example: [orange]Text[/orange] = Text  
Example: [violet]Text[/violet] = Text  
Example: [yellow]Text[/yellow] = Text  
Example: [green]Text[/green] = Text  
Example: [gold]Text[/gold] = Text  
Example: [white]Text[/white] =  
Example: [purple]Text[/purple] = Text

### Headings:

Enclose your text with [hnumber] and [/hn]

Example: [h1]Text[/h1] = **Text**  
Example: [h2]Text[/h2] = **Text**  
Example: [h3]Text[/h3] = **Text**  
Example: [h4]Text[/h4] = **Text**  
Example: [h5]Text[/h5] = **Text**  
Example: [h6]Text[/h6] = Text

### Font Sizes:

Example: [size=1]text[/size=1] = Text  
Example: [size=2]text[/size=2] = Text  
Example: [size=3]text[/size=3] = Text  
Example: [size=4]text[/size=4] = Text  
Example: [size=5]text[/size=5] = Text  
Example: [size=6]text[/size=6] = Text

Bulleted List: [list] and [/list], and items in list with [\*] and [/\*].

Ordered Alpha List: [list=a] and [/list=1], and items in list with [\*] and [/\*].

Ordered Number List: [list=1] and [/list=1], and items in list with [\*] and [/\*].

Code: enclose your text with [code] and [/code].

Quote: enclose your text with [quote] and [/quote].

### Searching For Specific Posts

You may search for specific posts based on a word or words found in the posts, user name, date, and particular forum(s). Simply click on the “search” link at the top of most pages.

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