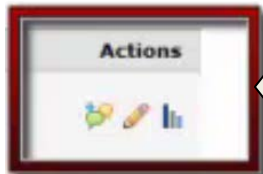


Reorder, Copying, and Deleting Forums and Topics

After creating forums and topics, you may want to copy, delete or reorder them.

Step 1. Forums and Topics and Actions



1A. On the right hand side of your “forums and topics list” are “action” buttons. These actions include: adding a new topic to a forum, editing a forum or topic, and a view of the statistics for a forum or topic.



1B. If you want to edit a forum or topic click on the pencil icon. Doing so will allow you to make changes or corrections to that forum or topic.

Step 2. Copying a Forum

You may want to copy a forum or topic if multiple groups are working on the same forum or topic, and you want to restrict their access to the other group’s discussion.



2A. If you want to copy a forum or topic you will click on the “Copy” button.



Copy a Forum

2B. To copy a forum, click on the “Copy a forum” button.

Create a copy of a forum and its associated properties

• Forum to Copy:

• New Forum Title:

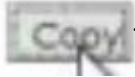
2C. You will then be asked to choose the forum you want to be copied

• New Forum Title:

2D. and then give the forum a new title.

2E. The “Copy options” allow you to copy all the topics and pinned messages you created for the forum. If groups are working under the same forum but different topics you can choose not to copy topics and create new ones later. These options DO NOT copy any of the student-posted messages.

Copy Options: Copy topics Copy pinned messages



2F. Then click “Copy”.

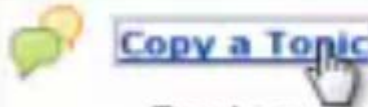
Step 3. Copying a Topic



3A. To navigate back to the Forums and Topics click on the “Forums and Topics List” button.



3B. Then click Copy



3C. To copy a topic, you will select the “Copy a topic” button.

Create a copy of a topic in another forum or multiple forums

• Forum to Copy: -- Choose a forum --
• Topic to Copy: -- Choose a forum --
History of Revolutions
Copy of History of Revolutions 1
• New Topic Title:

3D. You will then be asked from what forum the topic is in.

• Topic to Copy: -- Choose a topic --
• New Topic Title: -- Choose a topic --
Revolutions in the 18th Century
19th century dictators
Causes of Revolutions
Copy Destination: The Aftermath of Revolutions

3E. Next, select the topic you wish to copy from the “Topic to Copy” box.

• New Topic Title:

• Copy Destination:

- Forum Title
- History of Revolutions
- Copy of History of Revolutions 1

Copy Options: Copy pinned messages

3F. and give it a new title in the "New Topic Title" box.

The copy options allow you to copy all the topics and pinned messages you created for the forum. It DOES NOT copy any of the student posted messages.

Copy

3G. Then click copy.

Step 4. Reordering and Deleting Forums and Topics

You may want to reorder your forums and topics in order to bring the most recent forums and topics to the top of the page or to fit your class schedule.



4A. To reorder the forums and topics click on the "reorder" button.

Forum/Topic Title	Sort Order
History of Revolutions	2
Revolutions in the 18th Century	1
19th century dictators	5
Causes of Revolutions	3
The Aftermath of Revolutions	4
Copy of 19th century dictators 1	2
Copy of History of Revolutions 1	1

4B. Next, on the right hand of our screen there is a column labeled "Sort Order" and has drop down arrows with numbers. By clicking on the drop down arrows we are able to select in which order the topics and forums are arranged. Changing a forum number will bring all of its topics with it to its new location.

Save

4C. When we are finished reordering click save.



Delete

4D. You may wish to delete a forum or topic if you decide not to use it or have created unnecessary forums or topics. If you wish to delete a topic or forum click on the "Delete" button.

Title

- Copy of History of Revolutions 1
- Revolutions in the 18th Century
- 19th century dictators
- Causes of Revolutions
- The Aftermath of Revolutions
- Copy of 19th century dictators 1
- History of Revolutions
- Revolutions in the 18th Century
- Copy of 19th century dictators 1

4E. Next, check the boxes in front of the topics and forums you want deleted

Delete Selected

4F. and click the "Delete Selected" button.

If you follow this tutorial you will be able to copy, delete or reorder your forums and topics.