

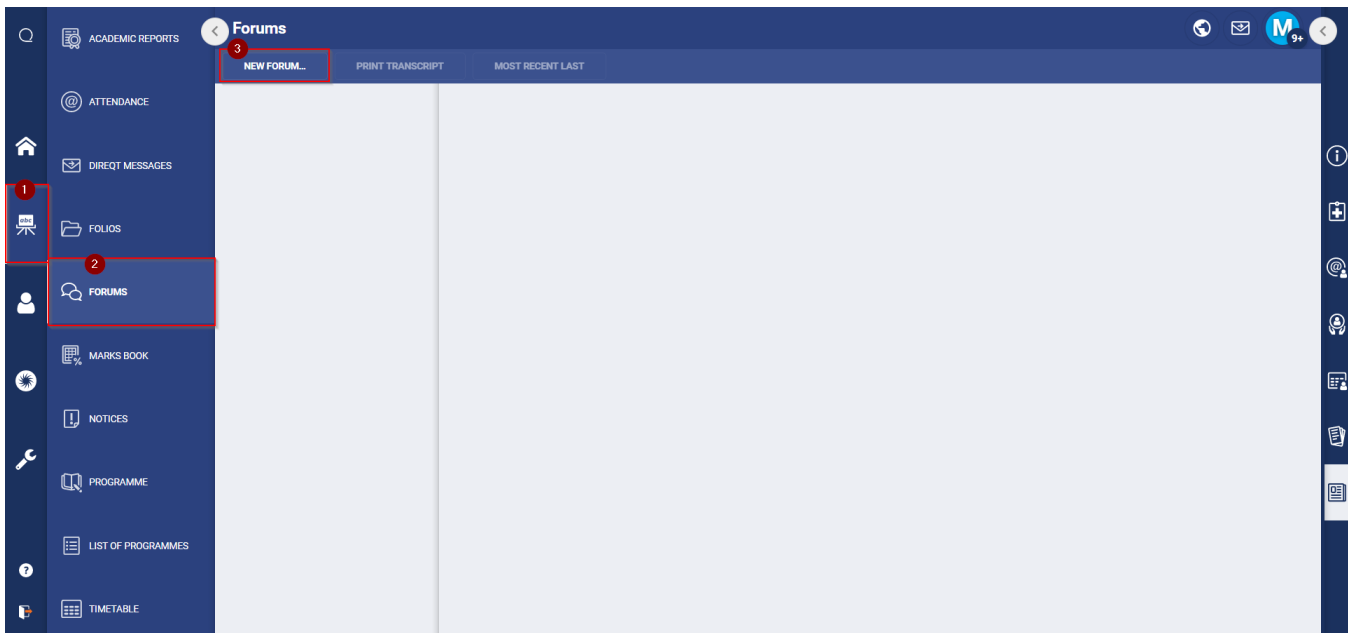
Seqta Forums

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1: Create a New Forum

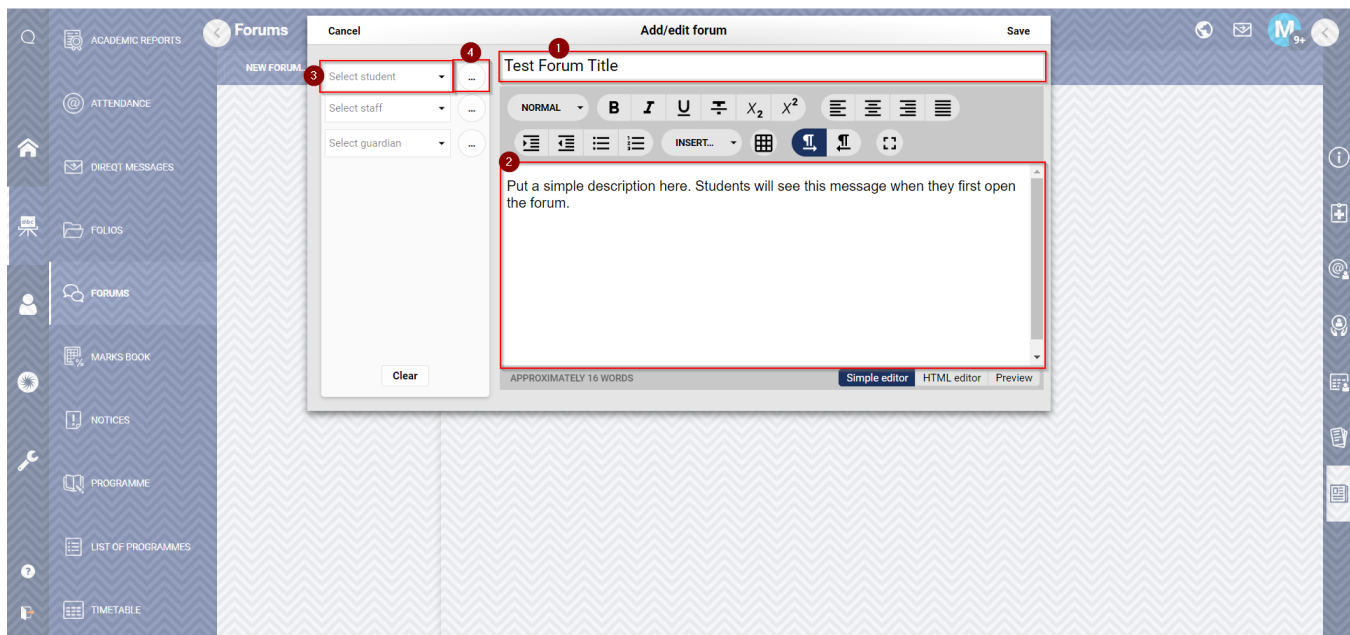
To create a new forum:

1. Click on *Teaching Work-space*
2. Click on *Forums*
3. Click on *New Forum*



2: Add Forum Details

1. Insert a forum title
2. Insert a forum description (NOTE: this will be visible to all students/staff when viewing the forum)
3. Add specific students to the forum by name
4. Add students in groups

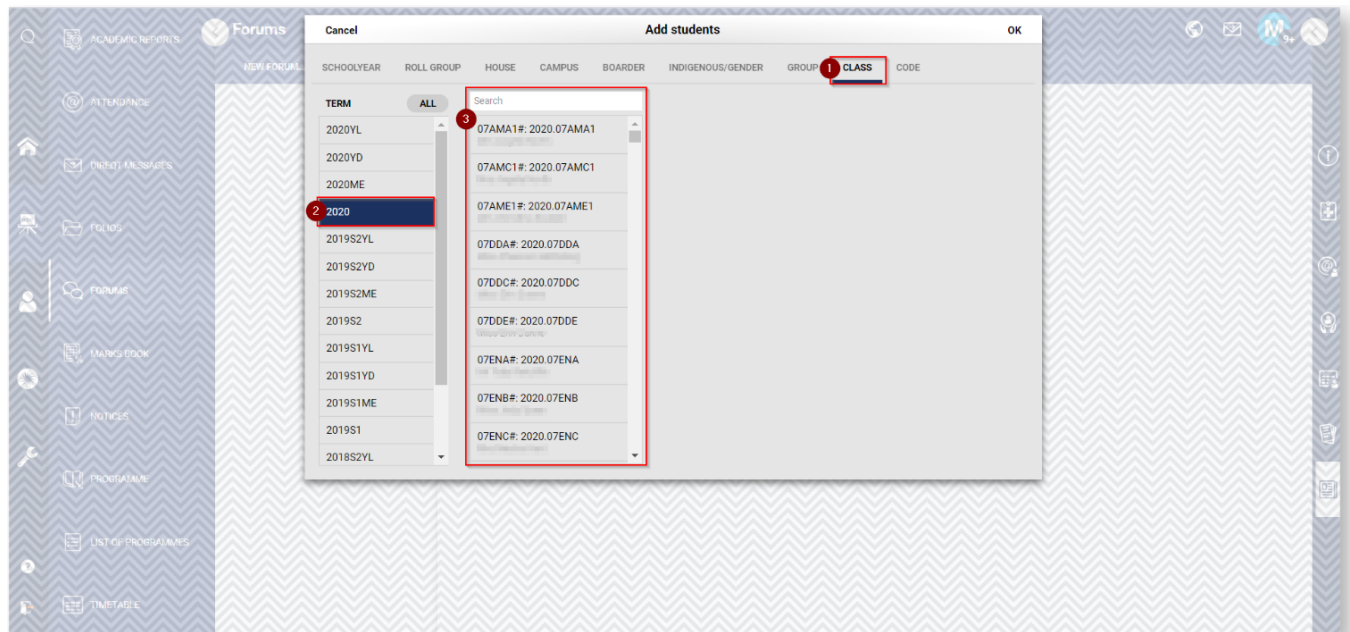


3: Add Students in Groups (must follow point 4 from above)

Students can be added according several groups, including *School year*, *Roll Group*, *House*, etc.

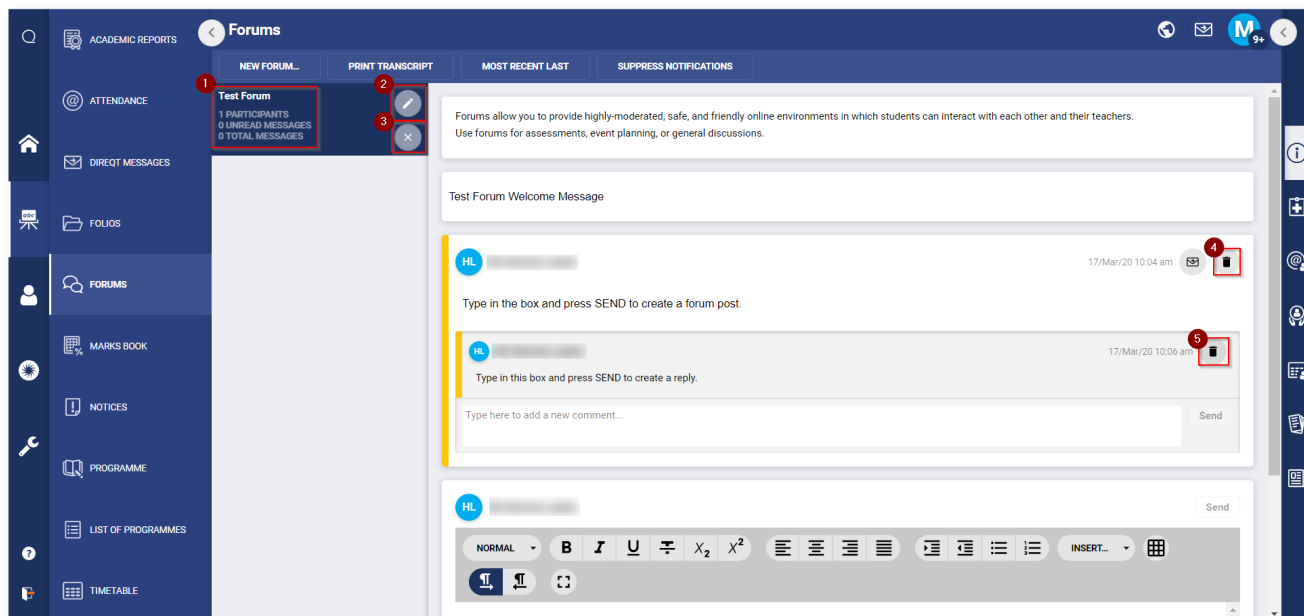
As an example, to add a whole class of students:

1. Select **CLASS** from the top navigation bar
2. Select **2020** from the left menu
3. Select the class (or classes) from the list to add all students to the forum



4: Save Forum

1. Review the staff and students that can see the forum. (Scroll through students using mouse scroll-wheel).
2. Click the *Bin Icon* to remove a particular student / staff member from the forum.
3. Click the *Clear* button to remove all staff and students from the forum.
 - a. NOTE: you will remove yourself from the forum. Please add yourself back with the *Select Staff* drop-down menu.
4. Click the *Save* button to make the forum live.



7: Managing your Forum

1. You can view the number of *Participants*, *Unread Messages*, and *Total Messages* from the forums tab.
2. You can edit your forum (returning to sections 2-4 of this guide) by clicking the *Edit* button.
3. You can close the forum by pressing the *Close* button.
4. You can delete messages by clicking the *Bin* icon.
5. Similarly, you can delete replies by clicking the *Bin* icon.

