Seqta Forums

- 1: Create a New Forum
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- 3: Add Students in Groups (must follow point 4 from above)
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- 5: Create a Forum Post
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1: Create a New Forum

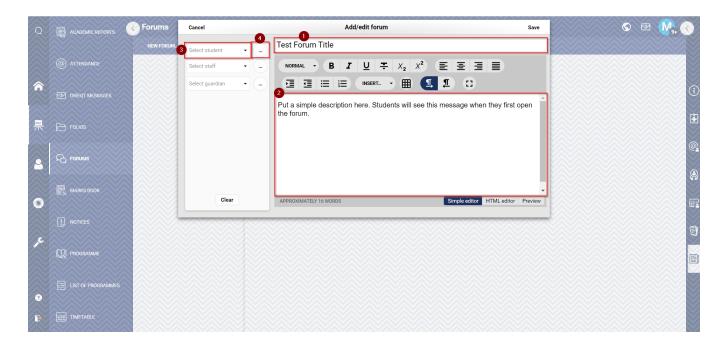
To create a new forum:

- 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

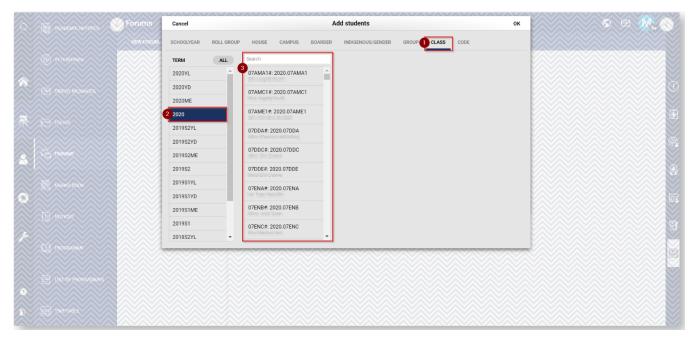


3: Add Students in Groups (must follow point 4 from above)

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

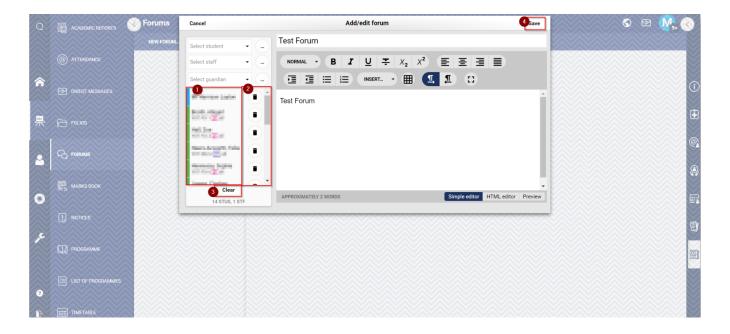
As an example, to add a whole class of students:

- 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



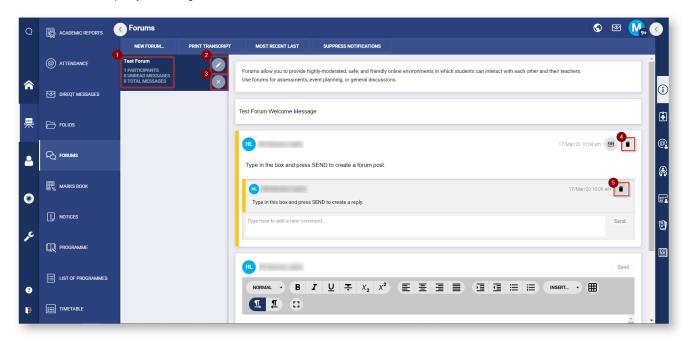
4: Save Forum

- 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.



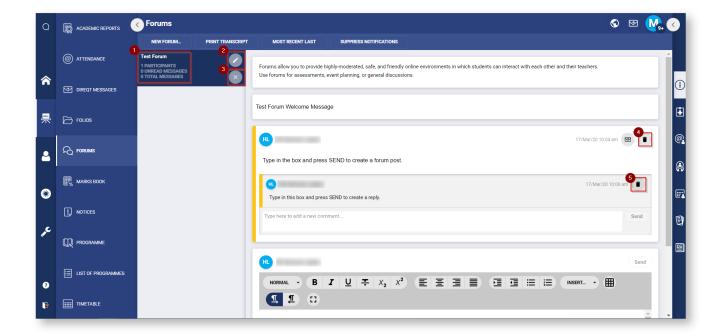
5: Create a Forum Post

- 1. Type your message in the editor.
 - a. Note, you can use the toolbar in the editor to style your message.
- 2. Click Send to post your message to the forum.



6: Reply to a message

- 1. Find a message you would like to reply to.
- 2. Type your reply in the Text Editor.
- 3. When you're happy with your message, click Send.



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.

