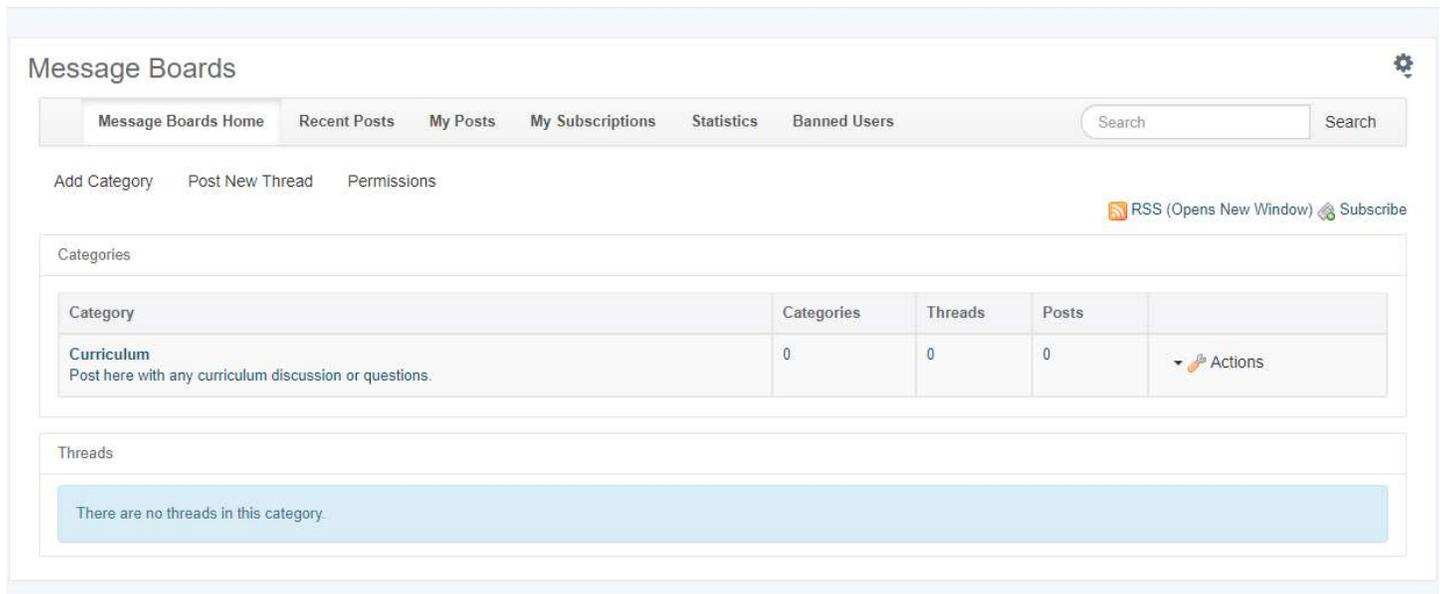


Message Board

One of the built-in social tools is the message boards. This is an area where conversation on any topic can be held through a series of message posts from site members.

Clicking the **Message Board** link in the navigation menu will display the Message Boards Home page (example below):



Message Boards

Message Boards Home Recent Posts My Posts My Subscriptions Statistics Banned Users Search Search

Add Category Post New Thread Permissions

RSS (Opens New Window) Subscribe

Categories

Category	Categories	Threads	Posts	
Curriculum Post here with any curriculum discussion or questions.	0	0	0	Actions

Threads

There are no threads in this category.

The top menu bar has a variety of useful features:

- Recent Posts – Show all recent posts in a given time frame
- My Posts – Shows all posts written by you
- My Subscriptions – Shows all threads in which you requested notification on new posts
- Statistics – Shows general user statistics in the message forum
- Banned Users – Shows all users that are banned from posting and/or interacting with other members

Message Boards



Message Boards Home Recent Posts My Posts My Subscriptions Statistics Banned Users Search Search

Thread	Started By	Posts	Views	Last Post	
Lorem Ipsum		1	1	Date: 8/4/17 5:40 PM By:	Actions

Subscribe to recent posts. (Opens New Window)

Post New Thread

To start a new forum thread (or discussion topic), click on the **Post New Thread** link underneath the top menu bar. The next page will display the new message thread settings and content page.

Message Boards



Message Boards Home Recent Posts My Posts My Subscriptions Statistics Banned Users Search

← Add Message

Subject (Required)

Body

B I U S **A**

Font Size Format Help **Alt+0**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque cursus hendrerit metus ut posuere. Pellentesque a dign Curabitur iaculis ultricies libero sed commodo. Nunc quis finibus lacus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; *Donec* veis mauris, sit amet vestibulum erat euismod quis. Cras ultrices nibh eget lorem lobortis, sit amet dictum urna suscipit.

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1. Type in a descriptive title for the message thread in the **Subject (Required)** field
2. Type the message content in the **Body** area. A formatting menu bar is also available to customize the appearance of the message or insert other media from another source.

Mark as a Question

Anonymous

Subscribe Me

Priority

Allow Pingbacks

Permissions

Viewable by [More Options »](#)

Attachments
Categorization
Related Assets

Save as Draft Preview **Publish** Cancel

3. Check the **Mark as a Question** option to make all replies to the message are marked as answers
4. Check the **Anonymous** option if the message is posted anonymously
5. Check the **Subscribe Me** option to be subscribed to the thread and receive notifications
6. If the message is of importance, select the appropriate level in the **Priority** drop-down box. The available levels are *Urgent*, *Sticky*, or *Announcement*.
7. Check the **Allow Pingbacks** option to receive notification if the message has been linked by another myGateway site
8. Set the permissions on which users can view the message by selecting an option in the **Viewable by** drop-down box. The available options are *Site Members* (default), *Anyone/Guest*, or *Owner*. If necessary, click the **More Options** link for additional permission settings.

Attachments

No file chosen

No file chosen

No file chosen

Categorization

Tags

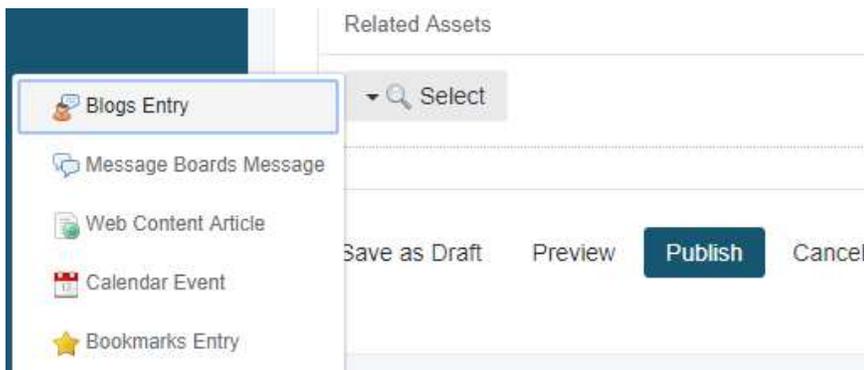
+ Add 🔍 Select 💬 Suggestions

Related Assets

▼ 🔍 Select

Save as Draft Preview Cancel

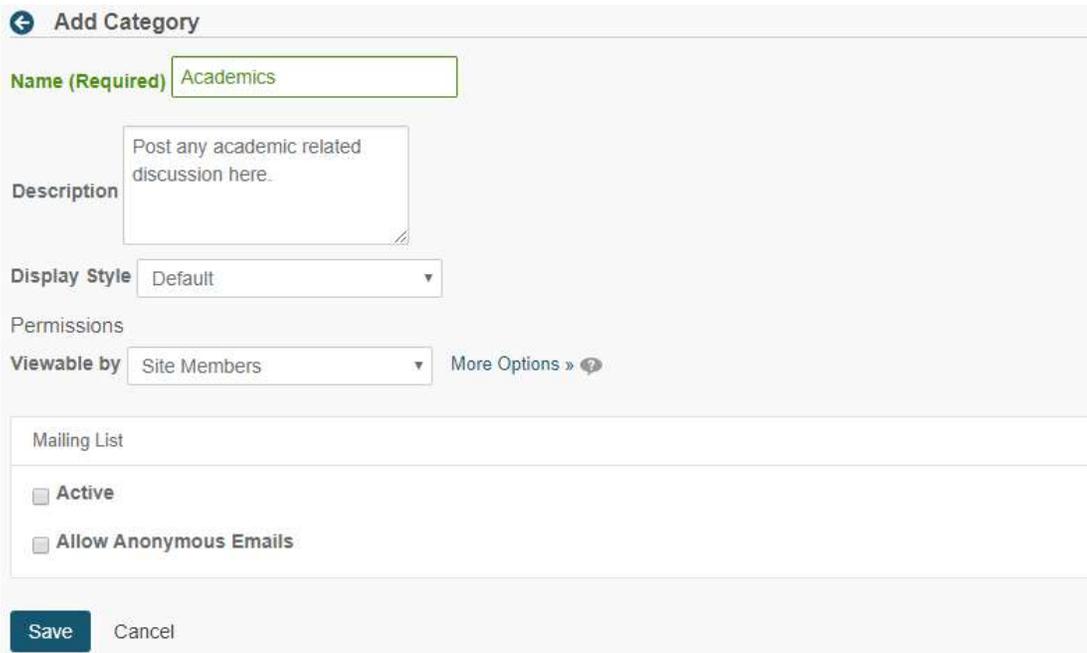
9. A message thread can support up to five (5) file attachments. Click on the **Choose File** button to bring up the file manager, navigate to the file, and select for upload/attachment.
10. To make searches for the message more efficient, click the **Add** link in the Tags area and type in relevant search terms for the message. To review and/or select previously used tags, click the **Select** link. Suggested terms based on the thread may also be available using the **Suggestions** link.
11. If there are existing assets somewhere on the site that is relevant to the message thread, click the Select button in the Related Assets section and choose from the options available (see below). Another window will appear displaying the available assets that can be selected and attached to the message.



12. If the message cannot be created in a single session, click the **Save as Draft** button to continue later
13. To view the message as it will appear to other users, click the **Preview** button
14. When the message content and settings are final, click the **Publish** button to post the message to the forum

Add Category

Categories can be added to organize and group message threads. Click on the **Add Category** link underneath the top menu bar. The next page appearing will be the new category setup page.



Add Category

Name (Required)

Description

Display Style

Permissions

Viewable by [More Options »](#)

Mailing List

Active

Allow Anonymous Emails

Save **Cancel**

1. Type in a descriptive title for the category in the Name (Required) field
2. Describe the category more fully in the Description box
3. Select the type of category in the Display Style drop-down box. The available options are *Default* and *Question*.
4. Set the permissions on which users can access the category by selecting an option in the **Viewable by** drop-down box. The available options are *Site Members* (default), *Anyone/Guest*, or *Owner*. If necessary, click the **More Options** link for additional permission settings.
5. If desired, the message thread can also serve as a mailing list of sorts. All activity in the message thread will generate email notification to each subscribed member. Each member can respond to an email notification directly bypassing the need to log into myGateway to respond. Click the **Active** option under the *Mailing List* heading to configure the message thread in a mailing list manner. If desired, click the **Allow Anonymous Emails** option to allow members to respond by email anonymously.

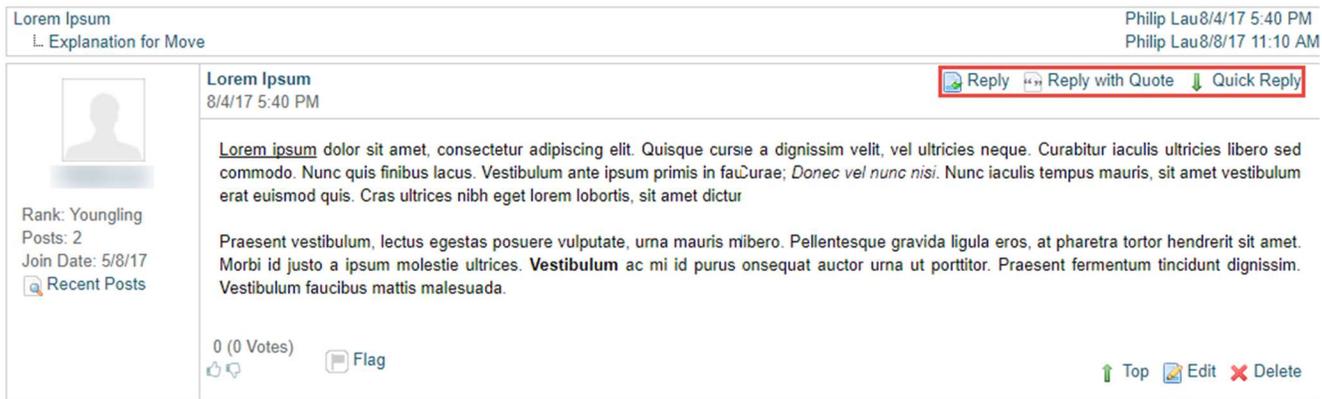
Click the **Save** button to confirm the settings and create the message category. The Message Boards Home page will appear with the newly created category displayed (see below using the above example).



Category	Categories	Threads	Posts	
Academics Post any academic related discussion here.	0	0	0	▼ Actions
Curriculum Post here with any curriculum discussion or questions.	0	1	1	▼ Actions

Reply To Forum Message

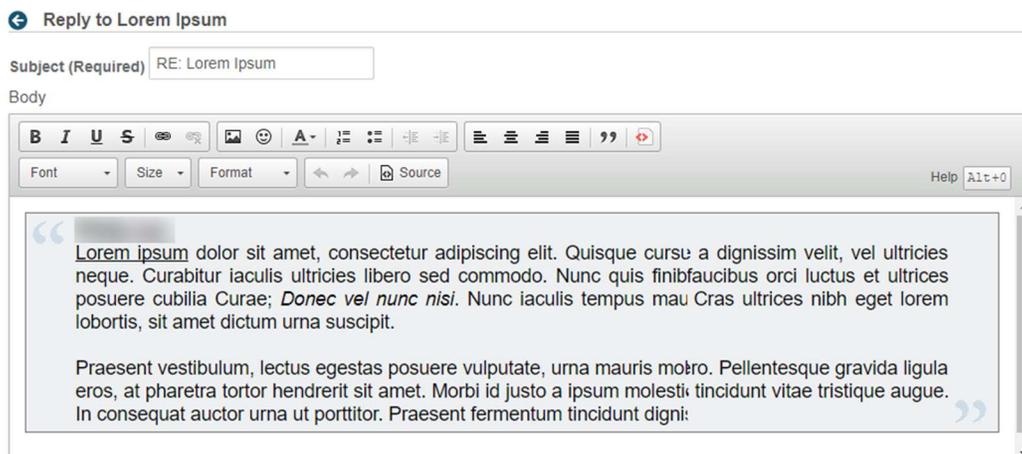
All members with access to the message forum can also reply to posted threads and/or responses. The options for replying appears in the top right corner of the message.



Screenshot of a forum message post. The post is by 'Lorem Ipsum' on 8/4/17 at 5:40 PM. The subject is 'L. Explanation for Move'. The post content includes two paragraphs of Lorem Ipsum text. In the top right corner, three options are highlighted with a red box: 'Reply', 'Reply with Quote', and 'Quick Reply'. The user's profile information on the left shows a rank of 'Youngling', 2 posts, and a join date of 5/8/17. At the bottom of the post, there are options for '0 (0 Votes)', 'Flag', 'Top', 'Edit', and 'Delete'.

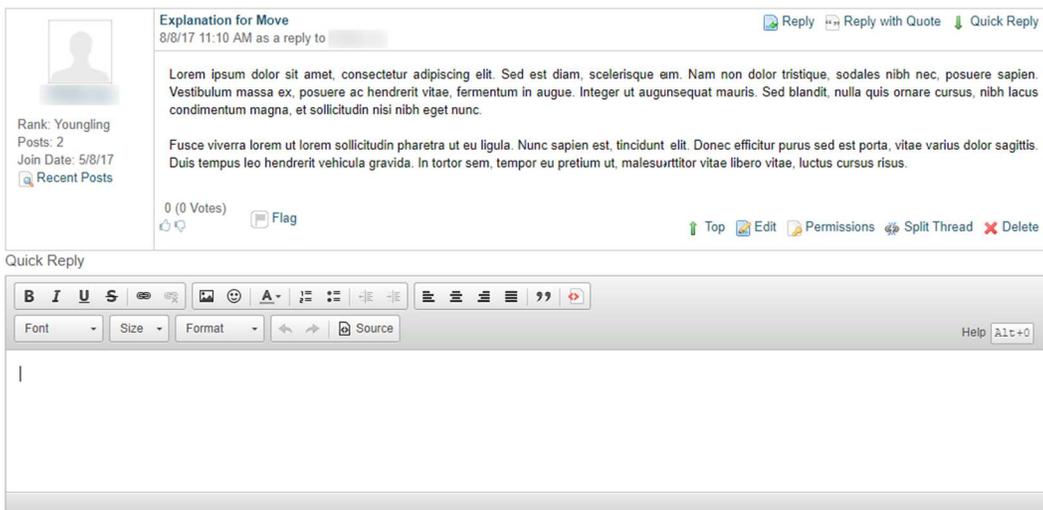
Clicking on the **Reply** option will open up the message setup page with the original message appearing at the bottom for reference. Follow the directions in the Post New Thread section to complete your reply.

Clicking on the **Reply with Quote** option will open up the message setup page and insert the original message at the top of the Body area. Follow the directions in the Post New Thread section to complete your reply.



Screenshot of the 'Reply to Lorem Ipsum' message setup page. The subject field is 'RE: Lorem Ipsum'. The body area contains a rich text editor with a toolbar and a preview window. The preview window shows the original message text with quotation marks on the left and right sides. The toolbar includes options for bold, italic, underline, strikethrough, link, unlink, image, smiley, text color, background color, bulleted list, numbered list, indent, outdent, link list, unlink list, quote, and source. The preview window also shows the '0 (0 Votes)', 'Flag', 'Top', 'Edit', 'Permissions', 'Split Thread', and 'Delete' options.

Clicking on the **Quick Reply** option will open up an editing area at the bottom of the message thread page, but with fewer features than the standard message setup page.



Screenshot of the 'Quick Reply' message setup page. The subject field is 'Explanation for Move' and the post is dated 8/8/17 at 11:10 AM. The post content includes two paragraphs of Lorem Ipsum text. The user's profile information on the left shows a rank of 'Youngling', 2 posts, and a join date of 5/8/17. At the bottom of the post, there are options for '0 (0 Votes)', 'Flag', 'Top', 'Edit', 'Permissions', 'Split Thread', and 'Delete'. Below the post, there is a 'Quick Reply' section with a rich text editor and a preview window. The preview window is empty, and the toolbar is visible.

Edit Message

Forum messages can also be edited once posted. The change will be reflected in the activity history area on the post, as well as notifications sent to any member that is subscribed to the message thread. Click on the **Edit** button located at the bottom right of a posted message to bring up the message setup page for editing.

Activity History 8/4/17 5:40 PM
8/8/17 11:10 AM



Rank: Youngling
Posts: 2
Join Date: 5/8/17
[Recent Posts](#)

Lorem Ipsum
8/4/17 5:40 PM

[Reply](#) [Reply with Quote](#) [Quick Reply](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque cursus a dignissim velit, vel ultricies neque. Curabitur iaculis ultricies libero sed commodo. Nunc quis finibus lacus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Donec vel nunc nisi. Nunc iaculis tempus mauris, sit amet vestibulum erat euismod quis. Cras ultrices nibh eget lorem lobortis, sit amet dictum.

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0 (0 Votes) [Flag](#)

[Top](#) [Edit](#) [Delete](#)

Delete Message

Forum messages can be deleted as well. A confirmation box will appear before the deletion occurs. Click the **Delete** button located at the bottom right of a posted message. The message thread will be updated after the deletion process has completed.

Note: Deleting a message that has replies will not delete the replies, but rather move them up the hierarchy.

Move Thread

Once a message has been posted, an admin user has the authority to relocate the thread to a different category, usually a more appropriate one based on topic. Follow the steps below to complete this action:

1. Navigate to the desired message thread, click on the **Actions** button beside it, and select the **Move** option

Thread	Flag	Started By	Posts	Views	Last Post	
Lorem Ipsum		Philip Lau	1	1	Date: 8/4/17 5:40 By:	Actions

- Edit
- Permissions
- RSS (Opens New Window)
- Unsubscribe
- Lock Thread
- Move

2. Click the **Select** link in the *Move Thread* setup page. Choose the destination from the category list that appears.

Message Boards

Choose This Category

← Move Thread

Category Curriculum

Select

Add explanation post.

Move Thread Cancel

Category	# of Categories	# of Threads	# of Posts	
Academics Post any academic related discussion here.	0	0	0	Choose
Curriculum Post here with any curriculum discussion or questions.	0	1	1	Choose

3. Verify the category listed is the correct destination. If necessary, check the **Add explanation post** option to type in a detailed explanation for the move. Click the **Move Thread** button to complete the process.

← Move Thread

Category Academics

Select

Add explanation post.

Subject (Required) Explanation for Move

Body

B I U S **A-**

Font Size Format Help Alt+0

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Move Thread Cancel