CourseForum Student Quick Start Guide

This quick start guide for CourseWork users describes the basic features of CourseForum, a discussion tool in CourseWork that allows users to post messages in a threaded discussion forum. Topics covered include accessing and using CourseForum, moderating a forum, searching for postings in CourseForum, and creating categories and forums.

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I. Accessing the CourseForum

2. Click Login.
3. Enter SUNet ID and password, click login then click the webauth link to continue. (Note: Entering SUNet ID information may not be required if user has already logged in to a Stanford web authenticated site)
4. On the CourseWork My Courses page, select the link to the desired course. Then, from the left navigation menu, click the Discussion button. To go to the forum, click the CourseForum link.

Note: A new window will launch containing a webauth link to the course forum.

Note: Users added to a CourseWork course are not immediately added to its CourseForum. CourseWork and the CourseForum user lists synchronize four times per day at 2:40 am, 1:40 pm, 6:40 pm and 10:40 pm.
To see who has accessed a forum, click the CourseForum link in CourseWork then click Memberlist in the CourseForum. Students don’t appear in the CourseForum Memberlist until they have clicked on the CourseForum link from CourseWork and entered the CourseForum at least once.

Click Memberlist to see users who have accessed the CourseForum at least once.

<table>
<thead>
<tr>
<th>#</th>
<th>Username</th>
<th>E-mail</th>
<th>Location</th>
<th>Joined</th>
<th>Posts</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>juliemai</td>
<td></td>
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<td>0</td>
<td></td>
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<tr>
<td>2</td>
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<td>3</td>
<td>cwrks223</td>
<td></td>
<td></td>
<td>18 Aug 2004</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

CourseForum comes with a default category called “Course Forums” and a default forum called “Main Forum”.

Note: Categories function like headers or folders to organize concepts. Forums can be thought of as subfolders containing topics and replies related to categories.
II. Starting a Discussion Topic

1. To start a discussion topic in the default forum, click the Main Forum link.

2. To create a topic, click the New Topic button.
Note: To navigate to different levels of the forum click the links next to the New Topic button. The Forum Index link takes the user back to the forum top level where all categories and forums can be accessed. The last link on the right is the current location. Click a link to go directly to that location. To move to a different forum, click the pulldown menu, choose desired forum then click Go.

3. Enter a topic subject. Then type text in the message body.

4. Click the Submit button to post.

Note: By default, there is no attachment file size quota. Each CourseWork course/CourseForum is allocated 500 MB of space total. More space can be requested by submitting a HelpSU ticket. A HelpSU link is located at the bottom of every CourseWork page.
5. Choose the **Click Here to return to the forum** link in the Information panel that appears. Note: You will be automatically returned to the forum within a few seconds if you don’t click the link.

![Image of forum interface]

**Note:** You will be automatically returned to the forum within a few seconds if you don’t click the link.

III. Working with Topics and Replies

1. Users click on the topic name to post a reply.

![Image of forum interface with topic selection]

Click topic name to go to the topic.
2. Users have the option to edit or delete topics or replies that they have posted.
IV. Attaching Files

1. Click the **Browse**... button to select the desired file to attach. Then, click **Open**.
2. Click the **Add Attachment** button. The filename will appear indicating that the file was successfully attached.
3. Click **Submit** to post.

**Note**: By default, there is no attachment file size quota. Each CourseWork course/CourseForum is allocated a total of 500 MB of space.
4. Choose the **Click Here to return to the forum** link in the Information panel that appears.

V. Downloading Attachments

1. Click the **Download** link next to the attachment that you want to download.

   ![Download Link Example]

   **Note:** You may then choose to open the file using an application or save the file to your computer.
VI. Additional Help Documentation

Link to additional help documentation:
- FAQ on any CourseForum page.