Discussions: Managing Forums, Topics and Messages

Managing Forums, Topics and Messages

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Edit a Forum or Topic

1. On the main Discussions page, click the Edit icon for the Forum or Topic you wish to edit.

2. Select the tab containing the information you want to edit.
   - Note: Switching between tabs automatically saves any changes made on the current tab.

3. Make your changes to the Properties.

4. Click Save if applicable.

Copying a Forum

Copying a forum creates a new forum with the same properties as the original. You can choose to copy the forum’s topics as well as any pinned messages within those topics. Copying a forum does not copy any normal, unpinned messages inside the forum’s topics; however, you can copy or move individual messages from existing topics once the new topics are created.

1. On the main Discussions page, click Copy on the top tool menu.

2. Click Copy a Forum.

3. From the Forum to Copy list, select the forum you want to copy.

4. In the New Forum Title field, type a name for the new forum.

5. Select the options you want:
• **Copy topics** - Select this option to copy all of the topics inside the forum; new topics are created with the same titles and properties as the existing ones.
  - **Copy pinned messages** - If you choose to copy topics, select this option to copy any pinned messages within those topics. If you use pinned messages to post information about a topic (rules, evaluation criteria, etc.) you might want to copy these messages along with the topics.

6. Click **Copy**.

### Copying a Topic

Copying a topic creates a new topic with the same properties as the original. Links to grade items or competency activities are not copied. You can choose to copy pinned messages along with the topic. Copying a topic does not copy any normal, unpinned messages inside the topic, however you can copy or move individual messages from inside the existing topic once the new topic is created. See Managing Discussion Forums and Topics.

If you want to copy topics into another course offering, see **Copying course components between courses**. If you want to move a topic from one forum to another, edit the topic and select a new forum from the **Forum** drop-down list on the **Properties** tab.

1. On the main **Discussions** page, click **Copy** on the top tool menu.

2. Click **Copy a Topic**.

3. From the **Forum to Copy** list, select the forum containing the topic you want to copy.
4. From the **Topic to Copy** list, select the topic you want to copy.
5. In the **New Topic Title** field, type a name for the new topic.
6. From the **Copy Destination** list, select the forum you want to copy the topic to. If you select multiple forums, multiple copies of the topic are created.
7. Select **Copy pinned messages** if you want pinned messages to be copied into the new topic. If you use pinned messages to post information about the topic, you might want to copy these messages.
8. Click **Copy**.
Copying or Moving a Discussion Message

Messages don’t have to remain in the topics they are initially posted to. If you think a message belongs in a different topic, you can move it by copying it and choosing the option to delete the original message. If a message is applicable to more than one topic, you can copy it into as many other topics as you want.

1. Do one of the following:
   - If you are using the Grid Style message list, open the message and click **Copy** on the top tool menu.
   - If you are using the Reading Style message list, click **More actions...** beneath the message header, then click **Copy** on the action bar above the message.

2. Select the **Forum** and **Topic** you want to copy the message to.

3. Select any additional options you want:
   - To copy any replies made to the message, select **Copy message replies**.
   - To move the message from the current topic into the selected one, select **Delete original message after copy completes**.
     - **Caution**: If you choose to delete the original message and do not choose to copy replies, any replies made to the message are deleted.

4. Click **Copy**.
Reorder Forums and Topics

1. On the main Discussions page, click Reorder on the top tool menu.

2. From the drop-down list in the Sort Order column, select the position in the list where you want each forum or topic to appear. Forums are ordered relative to each other; topics are ordered within each forum.

3. If the topics in a forum are not visible, click the Expand icon next to the forum, or click Expand All at the top of the list.

4. Click Save.
Deleting Discussion Forums, Topics, or Messages

Delete Discussion Forums or Topics

1. On the main Discussions page, click **Delete** on the top tool menu.

![Delete button][1]

2. Select the forums and topics you want to delete.

3. Click the **Delete Selected** button.

![Delete Selected button][2]

Delete Forums and Topics

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discuss Chapters 1-4</strong></td>
</tr>
<tr>
<td>Week 2</td>
</tr>
<tr>
<td>Discuss Chapters 5-10</td>
</tr>
<tr>
<td>Week 3</td>
</tr>
<tr>
<td>Discuss Week 3 topics</td>
</tr>
<tr>
<td>Movies</td>
</tr>
<tr>
<td>The Hangover</td>
</tr>
<tr>
<td>The Notebook</td>
</tr>
<tr>
<td>Superbad</td>
</tr>
<tr>
<td>PS I Love You</td>
</tr>
</tbody>
</table>

![Delete Forums and Topics][3]

Delete a Discussion Message from a Topic

**Caution:** When you delete a message, the system also deletes any replies to that message.

- If you use the **Grid Style** message list, do **one** of the following:
  - Select the messages you want to delete in the message list then click the **Delete Selected Messages** icon.

![Grid Style message list][4]

- Open the message you want to delete and click **Delete** on the top tool menu.
If you use the Reading Style message list, click the More actions link for that message then click Delete icon when it appears.

Restoring a Deleted Discussion Message
To restore a deleted message, you must have permission to view deleted messages and you must have the Display deleted messages option enabled on the Settings page.

Restore a Deleted Message
Do one of the following:

- In the Grid Style message list, open the message and click Undelete on the top tool menu.

  ![Undelete](undelete_icon.png)

  Note: This message requires approval.

- In the Reading Style message list, click the More actions link below the message header, then click Undelete on the action bar above the message.

  ![Undelete](undelete_icon.png)

  Note: If the message restored was a reply to another message, and the other message has also been deleted, both messages are restored.