

Seaport 3: Forum Postings: View, Edit, Delete

This document contains instructions for the following tasks:

- View a Forum Thread
- Edit a Posting
- Delete a Posting

View a Forum Thread

1. After logging in and selecting your course, click Discussion Forums in the left navigation menu (Figure 1).
2. To view a threaded discussion, first locate the forum topic. If you don't see the topic you are looking for, it may be on another "page." When the Discussion Forum Topics page is first displayed, the first 10 topics are listed. Click **View All** to display the entire list of forum topics (Figure 2a) or use the page links to navigate from page to page (Figure 2c).
3. After locating the topic, click on the topic name (Figure 2b). The topic's threaded discussion will open.

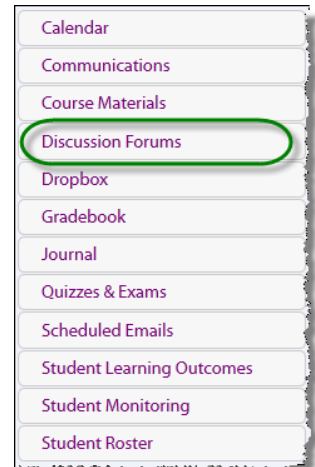
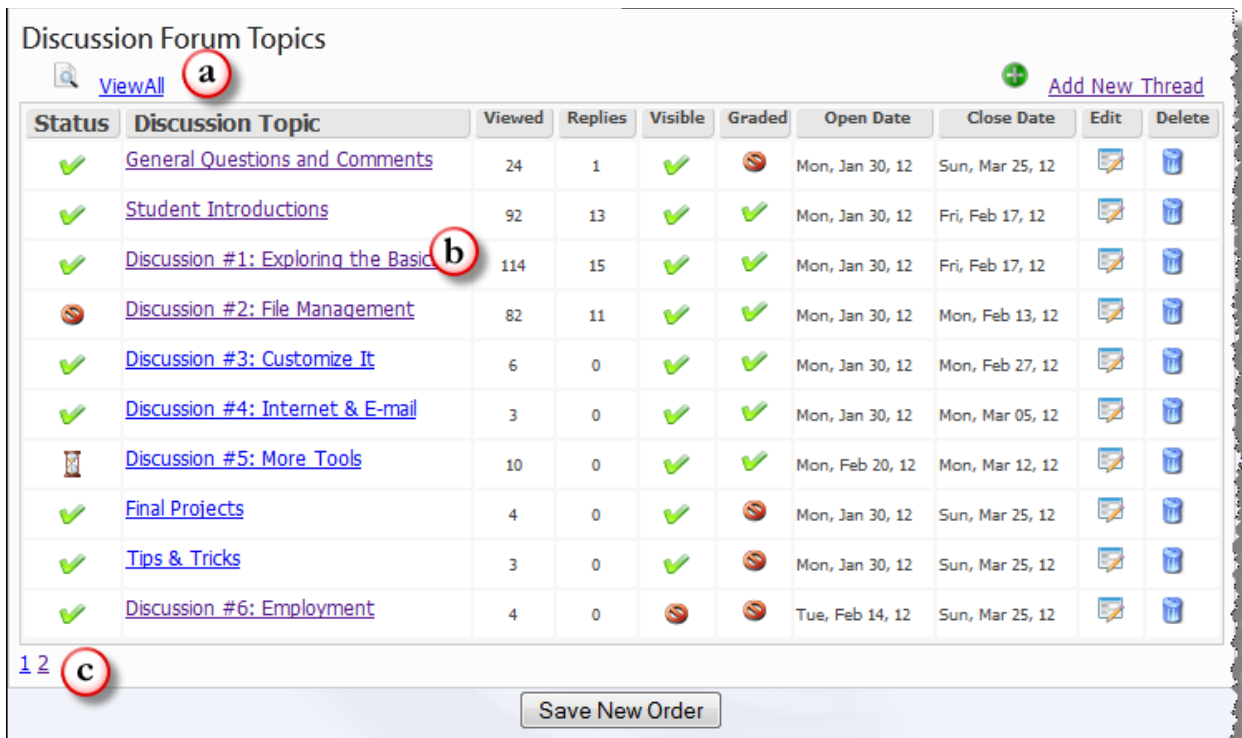


Figure 1



Discussion Forum Topics

[View All](#) **a** + [Add New Thread](#)

Status	Discussion Topic	Viewed	Replies	Visible	Graded	Open Date	Close Date	Edit	Delete
✓	General Questions and Comments	24	1	✓	🚫	Mon, Jan 30, 12	Sun, Mar 25, 12	✎	🗑️
✓	Student Introductions	92	13	✓	✓	Mon, Jan 30, 12	Fri, Feb 17, 12	✎	🗑️
✓	Discussion #1: Exploring the Basic b	114	15	✓	✓	Mon, Jan 30, 12	Fri, Feb 17, 12	✎	🗑️
🚫	Discussion #2: File Management	82	11	✓	✓	Mon, Jan 30, 12	Mon, Feb 13, 12	✎	🗑️
✓	Discussion #3: Customize It	6	0	✓	✓	Mon, Jan 30, 12	Mon, Feb 27, 12	✎	🗑️
✓	Discussion #4: Internet & E-mail	3	0	✓	✓	Mon, Jan 30, 12	Mon, Mar 05, 12	✎	🗑️
📅	Discussion #5: More Tools	10	0	✓	✓	Mon, Feb 20, 12	Mon, Mar 12, 12	✎	🗑️
✓	Final Projects	4	0	✓	🚫	Mon, Jan 30, 12	Sun, Mar 25, 12	✎	🗑️
✓	Tips & Tricks	3	0	✓	🚫	Mon, Jan 30, 12	Sun, Mar 25, 12	✎	🗑️
✓	Discussion #6: Employment	4	0	🚫	🚫	Tue, Feb 14, 12	Sun, Mar 25, 12	✎	🗑️

1 2 **c**

Figure 2

4. By default, only the first posting is expanded. To see the content of all postings, click either the expand icon [+] or the **Expand All Posts** link (Figure 3b).

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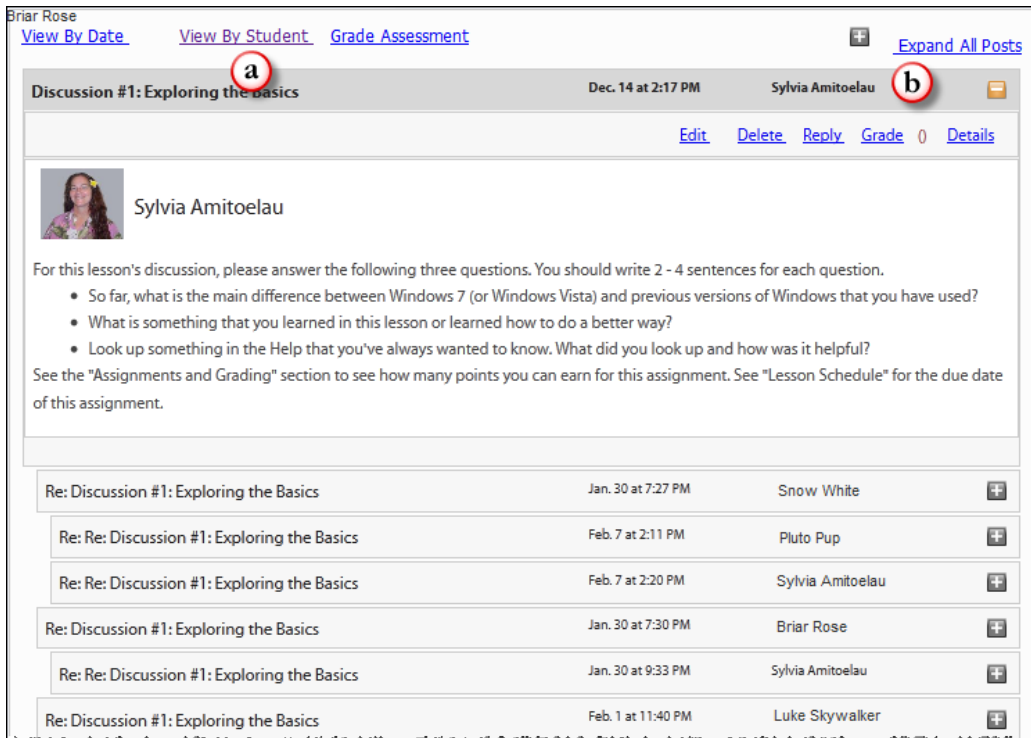


Figure 3

5. To see postings for one particular student, click **View By Student** (Figure 3a).
6. From the Select Student drop down list, select the student's name (Figure 4b).

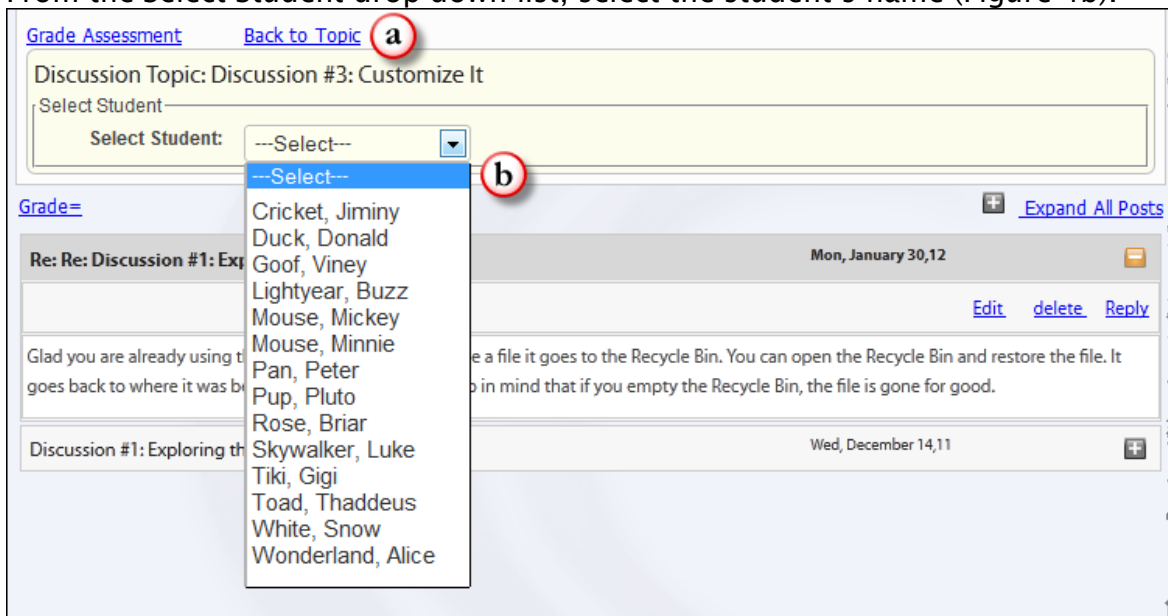


Figure 4

7. To get back to the thread showing all posts, click **Back to Topic** (Figure 4a).

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Edit a Posting

Instructors should monitor the forum thread and ensure postings are appropriate for the academic setting as well as adhering to proper Netiquette (respectful and polite behavior). Instructors have the ability to edit and delete students' postings.

1. To edit a student's posting, locate the posting and click **Edit** (Figure 5).

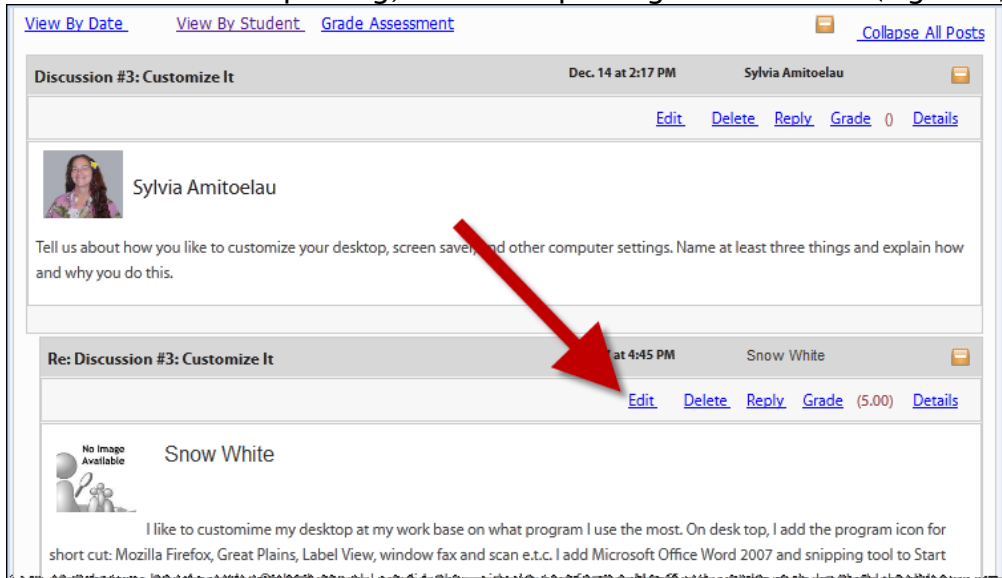


Figure 5

The student's posting will appear below the Seaport editor toolbar (Figure 6). Edit the text as needed.

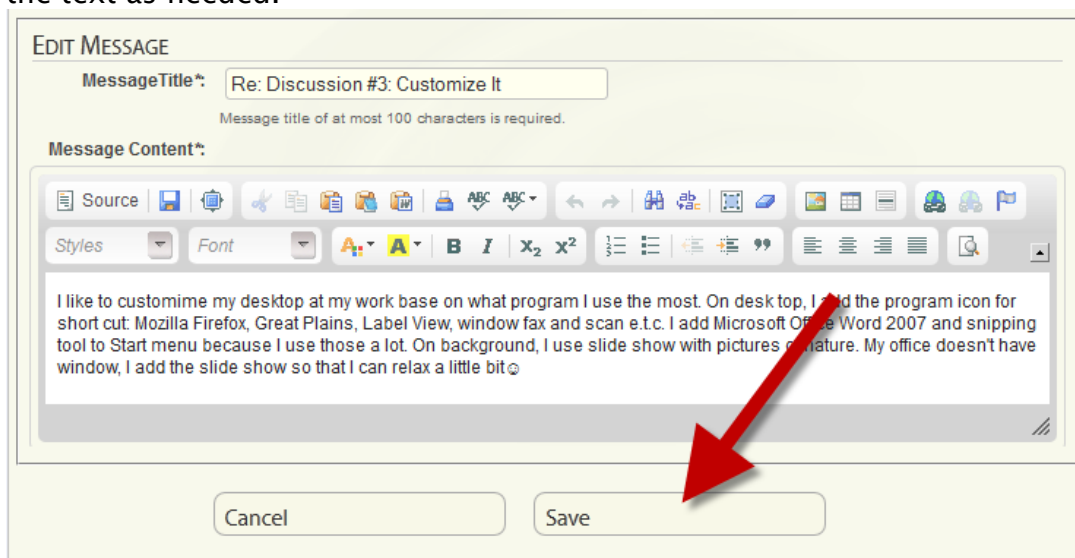


Figure 6

2. Click **Save** (Figure 6).

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Delete a Posting

Instructors should monitor the forum thread and ensure postings are appropriate for the academic setting as well as adhering to proper Netiquette (respectful and polite behavior). Instructors have the ability to edit and delete students' postings.

1. To delete a student's posting, locate the posting and click **Delete** (Figure 7).

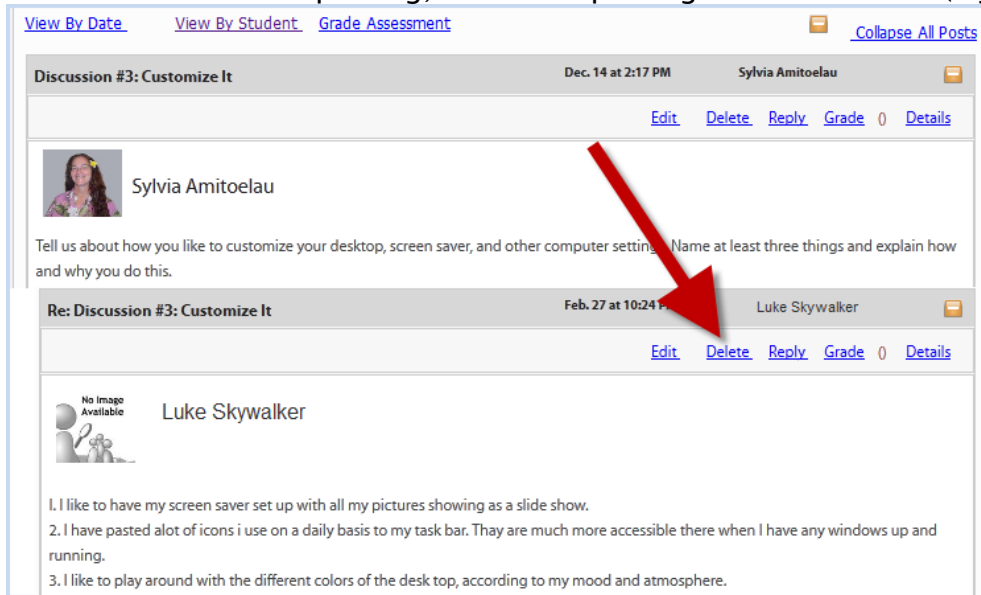


Figure 7

2. A confirmation window will appear (Figure 8). Click **OK**. The posting will be deleted.

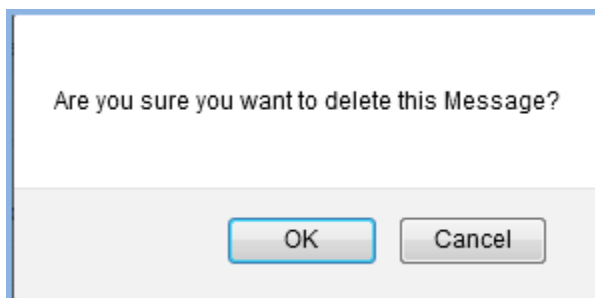


Figure 8