

CAMS Discussion Forum Instructions

This document includes instructions to create a post, with or without attachment, and to reply to a post.

Click on the name of the Forum that you want to use

The screenshot shows a Microsoft Internet Explorer browser window displaying the Faculty Portal website. The address bar shows the URL: https://cams-web1.gordonconwell.edu/efaculty/cmForum_admin_display.asp. The page header includes the Gordon-Conwell Theological Seminary logo and the text "Faculty Portal" and "Friday, October 10, 2008".

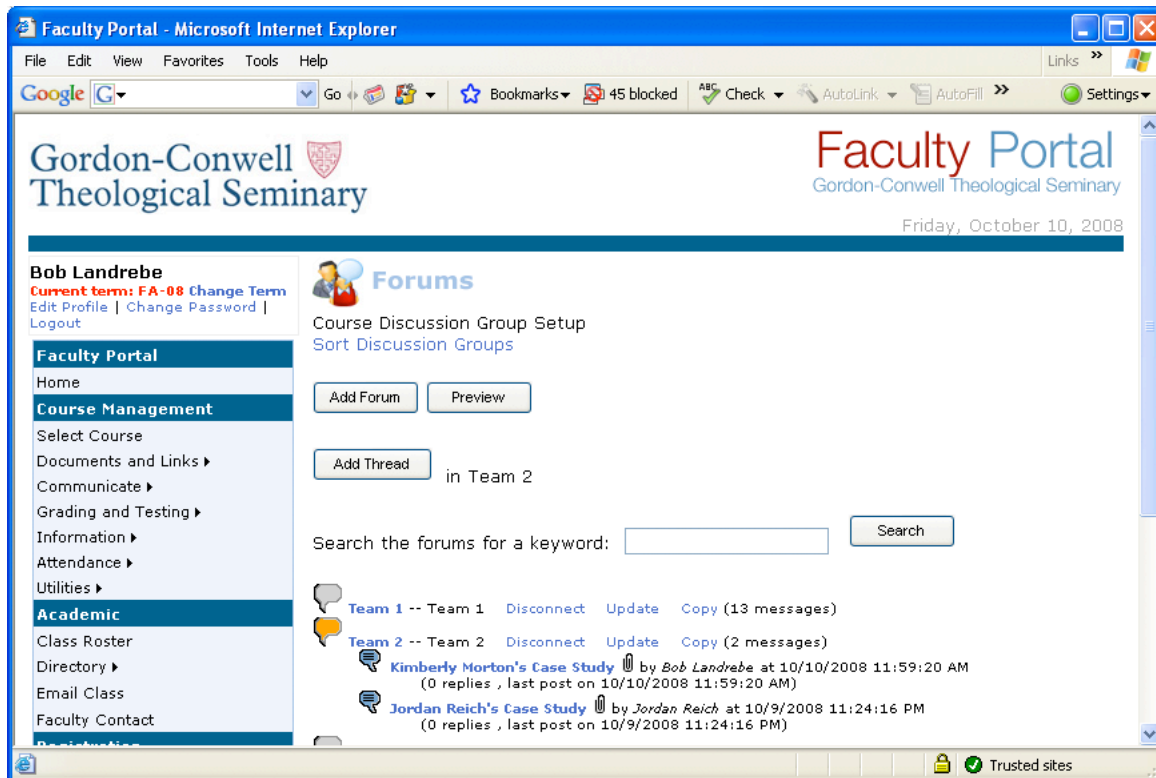
The user profile for Bob Landrebe is visible, with the current term set to FA-08. The navigation menu on the left includes sections for Faculty Portal, Course Management, Academic, and Registration.

The Forums section is titled "Forums" and includes a "Course Discussion Group Setup" and "Sort Discussion Groups" link. There are "Add Forum" and "Preview" buttons. A search box is provided with the text "Search the forums for a keyword:". Below the search box, a list of discussion groups is displayed:

Team	Messages	Disconnect	Update	Copy
Team 1 -- Team 1	13 messages	Disconnect	Update	Copy (13 messages)
Team 2 -- Team 2	2 messages	Disconnect	Update	Copy (2 messages)
Team 3 -- Team 3	13 messages	Disconnect	Update	Copy (13 messages)
Team 4 -- Team 4	4 messages	Disconnect	Update	Copy (4 messages)
Team 5 -- Team 5	5 messages	Disconnect	Update	Copy (5 messages)

Creating a New, Independent Post

Click the Add Thread button



The screenshot shows a Microsoft Internet Explorer browser window displaying the Faculty Portal for Gordon-Conwell Theological Seminary. The browser's address bar shows the URL. The page header includes the seminary's name and logo, the title 'Faculty Portal', and the date 'Friday, October 10, 2008'. On the left side, there is a navigation menu for 'Bob Landrebe' with options like 'Edit Profile', 'Change Password', and 'Logout'. Below this is a 'Faculty Portal' menu with categories like 'Home', 'Course Management', 'Academic', and 'Registration'. The main content area is titled 'Forums' and includes 'Course Discussion Group Setup' and 'Sort Discussion Groups'. There are buttons for 'Add Forum' and 'Preview'. A prominent 'Add Thread' button is visible, with the text 'in Team 2' next to it. Below the buttons is a search bar with the text 'Search the forums for a keyword:' and a 'Search' button. At the bottom, there is a list of forum threads, including 'Team 1 -- Team 1' (13 messages) and 'Team 2 -- Team 2' (2 messages). Two specific threads are highlighted: 'Kimberly Morton's Case Study' by Bob Landrebe (posted 10/10/2008) and 'Jordan Reich's Case Study' by Jordan Reich (posted 10/9/2008). The browser's status bar at the bottom indicates 'Trusted sites'.

Fill in the Subject and Message fields. **You must type information in both fields.**
Check the Add Attachment? box if you want to include an attachment.
Click **Post Message**.

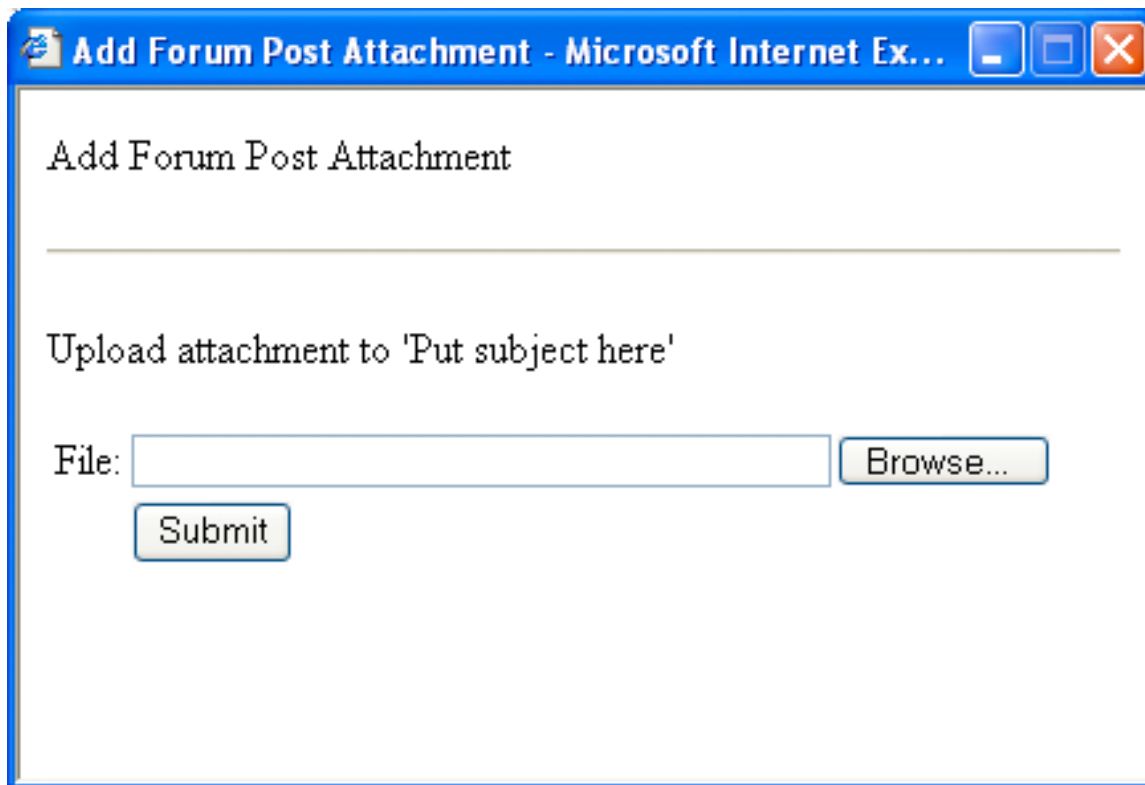
The screenshot shows a web browser window titled "Faculty Portal - Microsoft Internet Explorer". The page header includes the Gordon-Conwell Theological Seminary logo and the text "Faculty Portal" and "Friday, October 10, 2008". The user is logged in as "Bob Landrebe" with the current term "FA-08". The page is titled "Forums" and shows a "Course Discussion Group Post a Message" form for "Team 2". The form has two text input fields: "Subject:" with the placeholder text "Put subject here" and "Message:" with the placeholder text "Put message here". Below the message field is a checkbox labeled "Add Attachment?" which is checked. There is also an unchecked checkbox for "E-mail me when someone posts a new message in this thread." At the bottom of the form are two buttons: "Reset Form" and "Post Message". A left sidebar contains navigation links for "Faculty Portal", "Course Management", "Academic", and "Registration".

If you do not have Add Attachment? checked, your message will post..

If you have Add Attachment checked, you will see a box to select an attachment.

Click the **Browse** button to search for you attachment.

After you select a document to attach, click the **Submit** button.



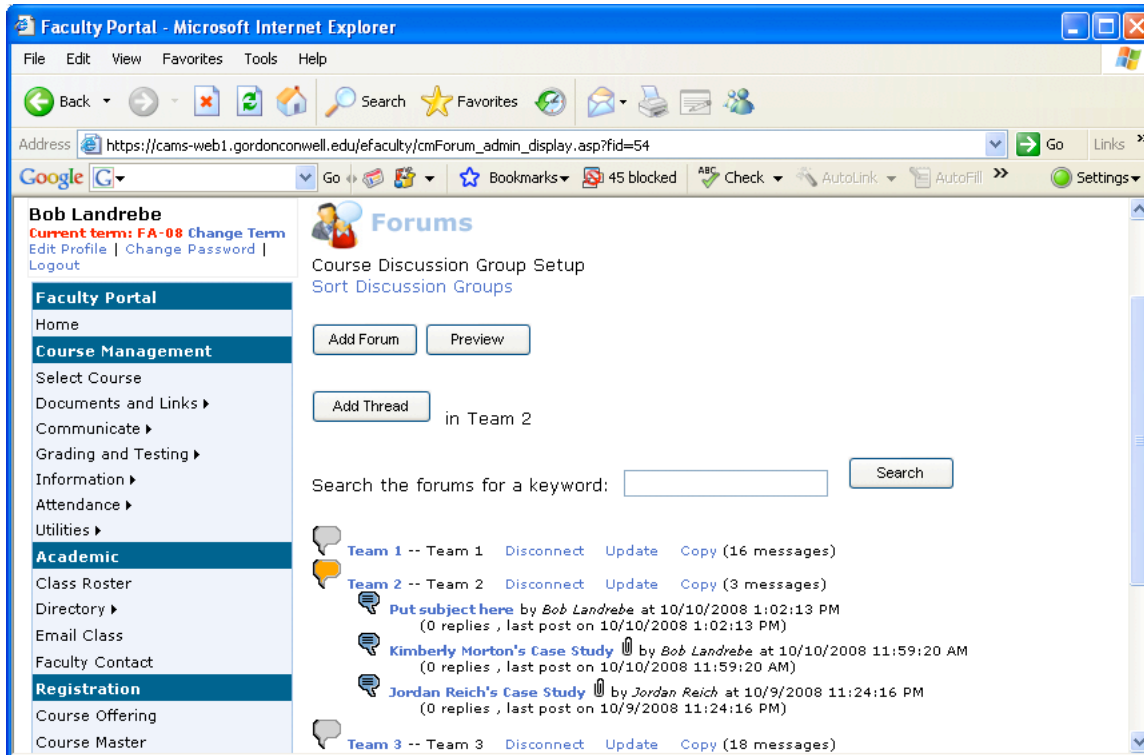
Add Forum Post Attachment

Upload attachment to 'Put subject here'

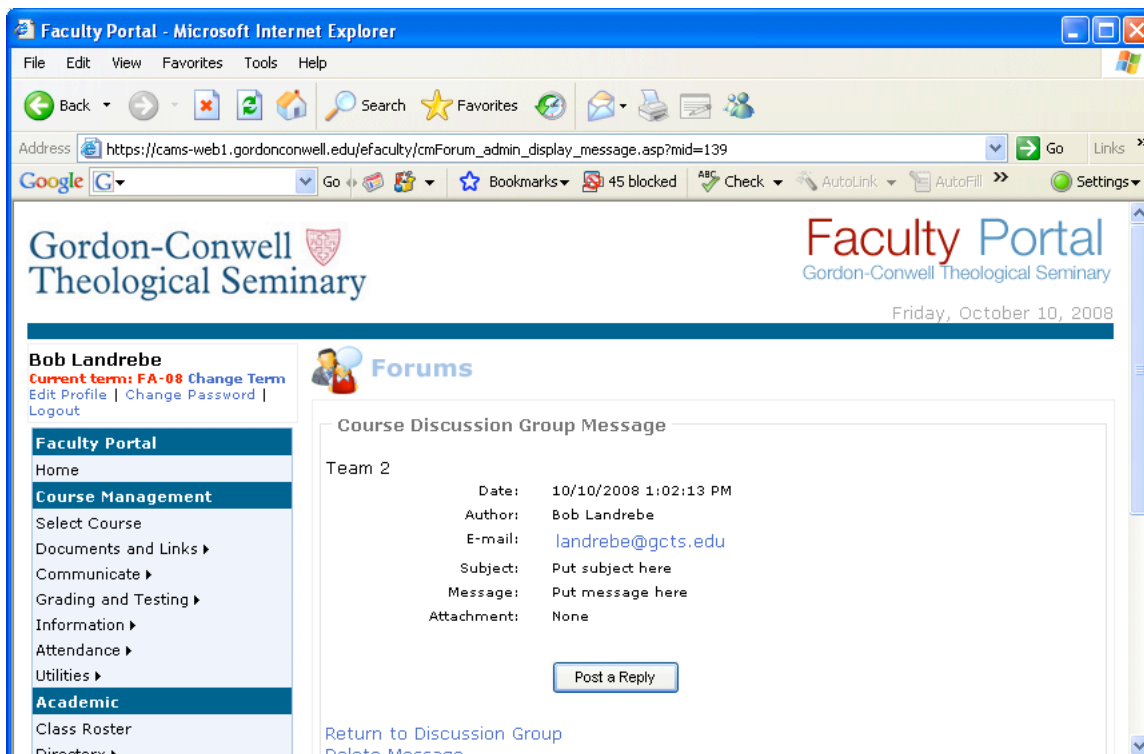
File:

Replying to an Existing Post

Click on an existing Post (see Post titled 'Put subject here' below for the example)



Click the **Post a Reply** button.



Fill in the **Subject** and **Message** fields. When you have finished entering your reply, click the **Post Message** button.

The screenshot shows a web browser window titled "Faculty Portal - Microsoft Internet Explorer". The address bar contains the URL: https://cams-web1.gordonconwell.edu/efaculty/cmForum_admin_post_message.asp?fid=54&tid=139&pid=139&level=2&subject=Put+subject. The page header includes the Gordon-Conwell Theological Seminary logo and the text "Faculty Portal" and "Friday, October 10, 2008".

The main content area is titled "Forums" and "Course Discussion Group Post a Message". Below this, it says "Discussion Group: Team 2". The form contains the following elements:

- "Replying to: Put message here"
- "Subject:" followed by a text input field containing "Put reply subject here"
- "Message:" followed by a large text area containing "Put reply message here"
- Two checkboxes:
 - Add Attachment?
 - E-mail me when someone posts a new message in this thread.
- Two buttons: "Reset Form" and "Post Message" (highlighted).

The left sidebar contains a navigation menu with sections: "Faculty Portal" (Home), "Course Management" (Select Course, Documents and Links, Communicate, Grading and Testing, Information, Attendance, Utilities), "Academic" (Class Roster, Directory, Email Class, Faculty Contact), and "Registration" (Course Offering, Course Master, Degree Audit, Schedule).

The number of replies for the original message will increase by 1. (see Post titled 'Put subject here' below for the example). Click on the original message to view replies within the thread.

The screenshot shows a web browser window titled "Faculty Portal - Microsoft Internet Explorer". The address bar displays the URL: https://cams-web1.gordonconwell.edu/efaculty/cmForum_admin_display.asp?fid=54. The page content includes a user profile for Bob Landrebe, a navigation menu, and a forum interface. The forum title is "Forums" and the sub-header is "Course Discussion Group Setup". There are buttons for "Add Forum", "Preview", and "Add Thread" in Team 2. A search bar is present with the text "Search the forums for a keyword:". The forum list shows several threads, with "Put subject here" by Bob Landrebe at 10/10/2008 1:02:13 PM highlighted, indicating it has 1 reply. Other threads include "Kimberly Morton's Case Study" and "Jordan Reich's Case Study".

Bob Landrebe
Current term: **FA-08** [Change Term](#)
[Edit Profile](#) | [Change Password](#) | [Logout](#)

Faculty Portal
Home
Course Management
Select Course
Documents and Links ▶
Communicate ▶
Grading and Testing ▶
Information ▶
Attendance ▶
Utilities ▶
Academic
Class Roster
Directory ▶
Email Class
Faculty Contact
Registration
Course Offering
Course Master
Degree Audit ▶
Schedule
Transcript
Stop Registration
Unofficial Registration

Forums
Course Discussion Group Setup
Sort Discussion Groups

in Team 2

Search the forums for a keyword:

Team 1 -- Team 1 [Disconnect](#) [Update](#) [Copy](#) (16 messages)

Team 2 -- Team 2 [Disconnect](#) [Update](#) [Copy](#) (4 messages)

Put subject here by Bob Landrebe at 10/10/2008 1:02:13 PM
(1 reply , last post on 10/10/2008 3:04:27 PM)

Kimberly Morton's Case Study by Bob Landrebe at 10/10/2008 11:59:20 AM
(0 replies , last post on 10/10/2008 11:59:20 AM)

Jordan Reich's Case Study by Jordan Reich at 10/9/2008 11:24:16 PM
(0 replies , last post on 10/9/2008 11:24:16 PM)

Team 3 -- Team 3 [Disconnect](#) [Update](#) [Copy](#) (18 messages)

Team 4 -- Team 4 [Disconnect](#) [Update](#) [Copy](#) (5 messages)

Team 5 -- Team 5 [Disconnect](#) [Update](#) [Copy](#) (13 messages)

Sort by

You will see the original message in the thread followed by replies.

The screenshot shows a Microsoft Internet Explorer browser window displaying a Faculty Portal forum message. The browser's address bar shows the URL: https://cams-web1.gordonconwell.edu/efaculty/cmForum_admin_display_message.asp?mid=139. The page title is "Faculty Portal - Microsoft Internet Explorer".

The forum message is titled "Course Discussion Group Message" and is for "Team 2". The message details are as follows:

Date:	10/10/2008 1:02:13 PM
Author:	Bob Landrebe
E-mail:	landrebe@gcts.edu
Subject:	Put subject here
Message:	Put message here
Attachment:	None

Below the message details is a "Post a Reply" button. Underneath the button are three links: [Return to Discussion Group](#), [Delete Message](#), and [Modify Message](#).

The forum thread is titled "Team 2 -- Team 2 (4 messages)". The first message is "Put subject here" by Bob Landrebe at 10/10/2008 1:02:13 PM. The second message is "Put reply subject here" by Bob Landrebe at 10/10/2008 3:04:27 PM.

The left sidebar contains a navigation menu with the following sections:

- Faculty Portal**
 - Home
- Course Management**
 - Select Course
 - Documents and Links ▶
 - Communicate ▶
 - Grading and Testing ▶
 - Information ▶
 - Attendance ▶
 - Utilities ▶
- Academic**
 - Class Roster
 - Directory ▶
 - Email Class
 - Faculty Contact
- Registration**
 - Course Offering
 - Course Master
 - Degree Audit ▶
 - Schedule
 - Transcript
 - Stop Registration
 - Unofficial Registration