COMMUNICATION
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Announcements
What is the Announcements tool?

The *Announcements* tool allows for the delivery of messages to an entire site, to groups, or to specific rosters within a course site. Participants will see messages that have been made available to them in the *Announcements* tools of the site displayed in the *Recent Announcements* area of their *Home* site, as well as within the site itself. These messages can be set to show immediately, or to show during specific dates. Email notifications can be sent to alert participants of an announcement.

*Note:* For instructions on how to add this or any other tool to your site, see [How do I add a tool to my site?](#)

To access this tool, select *Announcements* from the Tool Menu in your site.
How do I view announcements?

Announcements in UVACollab display in several locations. You can view them in your Home site, in an individual course or collaboration site, or in the Announcements tool.

View announcements in your Home site.

In your Home site, the Overview page includes a list of Recent Announcements. This list displays announcements from all sites in which you are a member.
Select an announcement.

To access the full text and details of an announcement, select the announcement's **Subject**.
View announcement details.

The announcement's details, including its author, modified date and message content, will display.

To return to the complete list of recent announcements, select **Return to List**.
View announcements on the Overview page of a course or collaboration site.

When you enter a given course or collaboration site, *Recent Announcements* for that site only will display on the site's *Overview* page.
Select an announcement.

To access the full text and details of an announcement, select the announcement's Subject.

View announcement details.

Reminder: Extra Credit

Saved By
Tiffany Stull

Modified Date
May 7, 2018 4:16 pm

Beginning Date
May 7, 2018 4:10 pm

Ending Date
May 14, 2018 5:00 pm

Groups
site

Message
This is just a reminder that all Extra Credit projects must be submitted by the end of class next week! To get credit for the assignment, you must cite all sources properly following MLA guidelines and include a detailed description of the content you analyzed.

Return to List
The announcement's details, including its author, modified date and message content, will display.

To return to the complete list of recent announcements, select Return to List.

View announcements via the Announcements tool.

You may also view your announcements by selecting Announcements in the Tool Menu of Home, or within an individual course or collaboration site.

Note: Remember that Home will display announcements from all sites.

Select an announcement.

Announcements
(viewing announcements from the last 365 days)

View All

Viewing 1 - 2 of 2 items

<table>
<thead>
<tr>
<th>Subject</th>
<th>Saved By</th>
<th>Modified Date</th>
<th>For</th>
<th>Beginning Date</th>
<th>Ending Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reminder: Extra Credit</td>
<td>Tiffany Stull</td>
<td>May 7, 2018 4:18 pm</td>
<td>site</td>
<td>May 7, 2018 4:10 pm</td>
<td>May 14, 2018 5:00 pm</td>
</tr>
<tr>
<td>Assignment: Open Date for 'Web Accessibility Assignment'</td>
<td>Tiffany Stull</td>
<td>May 7, 2018 4:10 pm</td>
<td>site</td>
<td>May 7, 2018 4:10 pm</td>
<td>May 14, 2018 5:00 pm</td>
</tr>
</tbody>
</table>

To access the full text and details of an announcement, select the announcement's Subject.
View announcement details.

Reminder: Extra Credit

Saved By: Tiffany Stull  
Modified Date: May 7, 2018 4:18 pm  
Beginning Date: May 7, 2018 4:10 pm  
Ending Date: May 14, 2018 5:00 pm  
Groups: site

Message:

This is just a reminder that all Extra Credit projects must be submitted by the end of class next week. To get credit for the assignment, you must cite all sources properly following MLA guidelines and include a detailed description of the content you analyzed.

The announcement's details, including its author, modified date and message content, will display.

To navigate to a different announcement, select any of the following buttons: Previous, Return to List, or Next.
How do I add an announcement?

Choose how to view the steps.

• Watch a video.
• Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Go to the Announcements tool.

Select the Announcements tool from the Tool Menu of your site.

Select Add.
Title your announcement and add content.

1. Give your announcement a **title**.
2. Enter the content of your announcement into the announcement **Body** using the Rich-Text Editor. You may use the formatting options in the editor to modify the font size or color, add images or links, or embed other content.

**Under Access, select who can view the announcement.**

By default, all **members of the site** see the announcement.

Making the announcement **publicly viewable** means that you can send a link to the announcement to people who are not members of the site, including those who do not have accounts on UVACollab, and the announcement will be viewable by them.

You can also limit the announcement to specific group(s) or roster(s) in the site.
Display an announcement to group(s). (Optional)

1. If you have created groups in your site, the option to **Display this announcement to selected groups only** is shown.
2. Check the boxes next to the group(s) to whom you want to give the announcement.

**Note:** Only people in the selected groups and site owners/administrators will see this announcement. If you send email notification for the announcement, students (in a course site) or members (in a collaboration site) who are not in those groups will not receive the email notification.

Select when the announcement will be displayed.

**Availability**

- Show - *(Post and display this announcement immediately)*
- Hide - *(Draft mode - Do not display this announcement at this time)*
- Specify Dates - *(Choose when this announcement will be displayed)*

By default, the announcement is displayed immediately upon posting. You can also choose to hide it (saving as a draft until you are ready to post it), or you may specify dates when the announcement will be available.
Select availability dates. (Optional)

To display the announcement during a specific time frame:

1. Select **Specify Dates**.
2. Check the box to indicate the **Beginning** and/or **Ending** date.
3. Enter the date(s) into the field(s) provided. You may type a correctly-formatted date and time into the appropriate field or use the date-picker (calendar window) to select a date and time. If you enter a date manually, it will need to be in the following format: **month/day/year** hours:minutes **am** or **pm**. For example, to make an announcement visible on May 7, 2018 at 5:00 PM, you would enter **05/07/2018 05:00 pm** into the **Beginning Date** field. Alternatively, follow the steps below to use the calendar to insert the date and time.

**Note:** If you send email notification for an announcement with a **Beginning Date** in the future, the email will not be sent until the specified date.
Use the calendar to insert the date and time.

1. You can choose a date by clicking on it in the calendar.
2. Select a time using the **Hour** and **Minute** sliders.
3. Alternatively, you can choose the current date and time by clicking **Now**.
4. When your date is selected, select **Done**.

**Add attachments. (Optional)**

Select the **Add Attachments** button to browse for and select file(s) to attach.
Select the file.

1. If the file is not already in the Resources tool in the site, select **Browse** to locate the file on your computer.
2. Or, if the file is in your site's Resources, select **Attach a copy** to the right of the file.
3. Select **Continue** to attach the file.

**notify participants of announcement by email. (optional)**

By default, no email notification is sent. You may also select:

- **High - All participants** to send an email to everyone in the site.
- **Low - Not received by those who have opted out** to send to everyone *except* people who have intentionally changed their settings so that they do not receive low priority messages.
Note: If you have elected to make the announcement available to specific group(s), the available option for high priority notifications will be **High - All group members**. Only the members of the group(s) and **site administrators** will receive the email notification. Students (in a course site) or members (in a collaboration site) who are not in those groups will not receive the email notification.

Select Post Announcement.

At the bottom of the page, select **Post Announcement**.
How do I edit an announcement?

Go to the Announcements tool.

Select the **Announcements** tool from the Tool Menu of your site.

**Select Edit.**

**Announcements**

(viewing announcements from the last 365 days)

<table>
<thead>
<tr>
<th>View</th>
<th>All</th>
</tr>
</thead>
</table>

Viewing 1 - 4 of 4 items

| <= | < | show 10 items... | > | >|

- **Subject**
- **Assignment: Open Date for 'Essay #2'**
- **Culture points opportunity - movie screening 5/7**

Under the title of the announcement you would like to edit, select **Edit**.

**Make your edits.**

For more information on the options and settings in **Announcements**, please see [How do I add an announcement?](#)
How do I delete an announcement?

Go to the Announcements tool.

Select the **Announcements** tool from the Tool Menu of your site.

**Select the announcement(s) to remove.**

In the **Remove?** column, select the check box(es) for the announcement(s) you would like to delete.

**Select Update.**

At the bottom of the page, select **Update**.
Confirm deletion.

Deleting announcements...

Are you sure you want to delete the following announcements?

<table>
<thead>
<tr>
<th>Subject</th>
<th>Saved By</th>
<th>Modified Date</th>
<th>For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment: Open Date for 'Essay #2'</td>
<td>Tiffany Stull</td>
<td>May 7, 2018 11:28 am</td>
<td>site</td>
</tr>
</tbody>
</table>

You will be taken to a confirmation screen listing the announcement(s) to be deleted. If you are sure you want to delete the announcement(s), select **Remove**.
How do I merge announcements?

The function to merge announcements allows for one site to push out announcements to other sites.

For example, a Nursing 101 course might include twenty different clinical groups, each with their own course site. If announcements created in the main Nursing 101 course site are merged into each clinical site, the announcements from the main site would also display on the clinical sites, alongside any announcements that the clinical instructors create within their own sites.

Navigate to the site that will receive the announcements.

Select the site that will be the destination for the announcements to be merged.

Go to Announcements.

Select Announcements from the Tool Menu of your site.

Note: To merge announcements, you must be enrolled in both sites in an instructor or administrative role.
Select Merge.

Select the site(s) from which to receive announcements.

In the Show Announcements column, check the box(es) beside the site(s) that will be sending the announcements.

Select Save.

At the bottom of the page, select Save.
View Announcements.

You will be returned to the main page of Announcements with the merged announcements now shown in your site.

1. Merged announcements cannot be edited within the site where they have been merged, so no Edit link will display for them.
2. An Edit link will be available for each announcement created within the current site.
3. In the Site column of the table listing announcements, each announcement will indicate the title of the site where it was created. If the site listed for an announcement is not the current site, go to the Announcements tool in the site where the announcement was created to edit or delete it.
How do I reorder announcements?

Go to the Announcements tool.

Select the **Announcements** tool from the Tool Menu of your site.

**Select Reorder.**

Drag and drop to re-order announcements.

**Reorder Announcements**

To reorder, drag and drop list items and then click Update.
Click on an announcement and drag it to a new position in the list of announcements. The announcement that you have selected will be green until it is dropped in its new location. It will turn blue for a few seconds before it reverts to the default gray color.

**Alternatively, you can Sort announcements automatically.**

There are five options that allow you to auto-sort announcements:

1. **Sort by subject** - Orders the announcements in alphabetical order according to the subject line.
2. **Sort by author** - Orders the announcements in alphabetical order according to the person who created the announcement.
3. **Sort by beginning date** - Orders the announcements based on the beginning date.
4. **Sort by ending date** - Orders the announcements based on the ending date.
5. **Sort by modification date** - Orders the announcements in order based on the most recent modification date.

When you select one of these options, an arrow icon (Sort by subject, author, beginning date, ending date or modified date ascending or descending) appears beside it to indicate if the list is sorted in ascending or descending order.

In the image above, the announcements are sorted by beginning date, with the most recent at the top and the oldest at the bottom. The arrow icon (Sort by beginning date descending) points down. If the Sort by beginning date link is clicked again, the arrow icon (Sort by beginning date ascending) will point up showing that the oldest announcements are at the top and the most recent ones are at the bottom of the list.
Select Update.

Update  Cancel

At the bottom of the page, select Update to confirm reordering the announcements.
How do I change Announcements tool permissions?

By default, instructors and site owners and administrators have full permissions in the Announcements tool; they can create, edit and delete announcements and access draft versions of unpublished announcements. Those in the Member role in collaboration sites may read announcements, create announcements and edit their own announcements, but may not edit announcements created by others. Students in course sites may read announcements that have been posted by instructors and create and edit their own group announcements, but not announcements created by others.

Instructors or site administrators can modify the permissions in the Announcements tool to grant site members additional permissions or revoke existing permissions.

Go to the Announcements tool.

Select the Announcements tool from the Tool Menu of your site.

Select Permissions.
Modify the permissions for the desired role(s).

1. In the column for a given role (e.g., Student), check the box next to each permission you would like to allow. (Deselecting a box will remove the corresponding permission.)
2. Click Save to save your changes.

In the example pictured above, students have been given access to Create announcements, and they can edit an announcement that they created themselves (Edit own announcements), but not the announcements created by others.

**Note:** You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions. For instance, in a collaboration site, you will see role for Members (i.e. students/participants) and Owners/Administrators (i.e. site owners/instructors).
How do I check if email notification was sent for an announcement?

When you post an item in the Announcements tool, you also have the option to send the announcement as an email notification. You can verify that an email was sent for an announcement on the Edit Announcement screen, as described below.

Go to the Announcements tool.

Select the Announcements tool from the Tool Menu of your site.

Select Edit.

Under the title of the announcement you would like to check, select Edit.
See revision history.

<table>
<thead>
<tr>
<th>Date revised</th>
<th>Notification setting</th>
<th>Availability setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 31, 2017 4:25 pm</td>
<td>None - saved as draft</td>
<td></td>
</tr>
<tr>
<td>Jul 31, 2017 4:55 pm</td>
<td>None - saved as draft</td>
<td></td>
</tr>
<tr>
<td>Aug 1, 2017 3:27 pm</td>
<td>None - saved as draft</td>
<td></td>
</tr>
<tr>
<td>Aug 1, 2017 3:28 pm</td>
<td>None - saved as draft</td>
<td></td>
</tr>
<tr>
<td>Aug 2, 2017 2:07 pm</td>
<td>None - saved as draft</td>
<td></td>
</tr>
<tr>
<td>Aug 2, 2017 2:10 pm</td>
<td>High priority</td>
<td>Set to display and be sent on Aug 2, 2017 5:15 pm</td>
</tr>
<tr>
<td>Aug 2, 2017 2:12 pm</td>
<td>High priority</td>
<td>Set to display and be sent on Aug 2, 2017 5:15 pm</td>
</tr>
</tbody>
</table>

Scroll down on the page to where it says *Email Notification*. Select the **See Revision History** link.

The following items will display:

- A list of dates when the announcement was revised,
- The announcement's *Notification setting*, either **No Notification**, **High priority**, or **Low priority**,
- The announcement's *Availability setting*, if you chose to release it at a specific date, and it is not yet available to site members.

The most recent announcement posting is highlighted in **bold** text.
Anonymous Feedback
What is the Anonymous Feedback tool?

The *Anonymous Feedback* tool allows students to post feedback anonymously for view only by their instructors.

The tool is useful for instructors who wish to encourage students to give feedback without identifying themselves. It can encourage comments from students who might otherwise feel reticent about speaking up in class or approaching the instructor in person.

*Note: For instructions on how to add this or any other tool to your site, see* [How do I add a tool to my site?](#)

To access this tool, select Anonymous Feedback from the Tool Menu in your site.
How do I submit anonymous feedback to my instructor?

Comments posted by students to the *Anonymous Feedback* tool are completely anonymous. Because no identifying information will be associated with your posts, you might want to contact your instructor directly if you have a question for which you'd like an individual response.

- Watch a video
- Follow the step-by-step instructions

Video Guide

Step-by-Step Instructions

Go to Anonymous Feedback.

Select the *Anonymous Feedback* tool from the Tool Menu of your site.
Enter and post comment.

1. Type your feedback into the text box provided.
2. Click Post Comment to submit it.

View success message and exit.

You'll see a message indicating that your comment was posted successfully. Click Back to return to the comment box and submit other comments.
How do I view anonymous feedback from my students?

Comments posted by students to the Anonymous Feedback tool are completely anonymous. Individuals in the Teaching Assistant role in a course site are not able to view anonymous feedback.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Go to Anonymous Feedback.

Select the Anonymous Feedback tool from the Tool Menu of your site.
View all feedback.

Feedback will be displayed in the *Text of comment* column of the table. New feedback will be indicated with an *Unread* status.

Mark comments as read.

1. To mark all comments as read, click on **Mark all as read**.
2. To mark an individual comment as read, click on the comment's **Text** to view it.
3. After viewing the comment, click **Return to Feedback List** to return to the list of comments.

**Delete comments.**

1. Check the box(es) to the left of any comment(s) you'd like to delete.
2. At the top of the page, click **Delete checked comments**.
Chat Room
What is the Chat tool?

Chat allows you to easily engage in real-time, text-based discussions. Create multiple chat rooms to organize conversations by topic or date. Anyone in the site can refer to saved messages to join or continue the conversation later, or to review previous exchanges.

Note: For instructions to add this or any other tool to your site, see How do I add a tool to my site?

Chat Features

Chat rooms:

• List site participants present in the room.
• Allow all site participants to access messages.
• Allow site participants to set their own display preferences (e.g., date and time of message posting, number of archived messages to display).

Site administrators can:

• Create multiple chat rooms and set the default room.
• Specify how many messages are archived and for how long.
• Set date restrictions for posting in a chat room.

To access this tool, select Chat from the Tool Menu in your site.
How do I add a chat room?

Go to Chat Room.

Select the Chat Room tool from the Tool Menu of your site.

Select Options.

Select Add Room.
1. A **Title** is required for the new room.
2. You may enter a **Description** of the room if desired. (Optional)
3. Select the number of messages you would like to be displayed by default in the message history. Up to 1000 messages can be displayed.
4. By default, the option to **Allow chat participants to change the chat display settings for their own chat window** is enabled. You can deselect this setting to prevent them from changing how many messages they can see.
5. You may set a **Start** and **End** date for the chat room. (Optional)
6. Select the **Update Options** button to save your details and add the room.
How do I delete a chat room?

Go to Chat Room.

Select the Chat Room tool from the Tool Menu of your site.

Select Options.

Select the Delete link for the room you want to remove.

The Delete link displays under the chat room's Title.
Confirm the deletion.

On the *Deleting chat room* page, select the **Delete** button to confirm the removal of the chat room.
How do I clear the chat history?

Go to Chat Room.

Select the Chat Room tool from the Tool Menu of your site.

Select Options.

Select the Clear History link for the room you want to clear.

The Clear History link displays under the chat room's Title.
Confirm the deletion.

On the *Deleting all messages from chat room* page, select the **Delete** button to confirm the permanent removal of all chat messages from the room.
How do I change the Chat Room tool permissions?

Go to Chat Room.

Select the Chat Room tool from the Tool Menu of your site.

Click Permissions.

Modify the permissions for the roles listed.

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

**Note:** The image above shows permissions in a course site. You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.
How do I read, post, or delete Chat Room messages?

By default, all site participants can read chat room messages, post in chat, and delete their own messages. Additionally, instructors in course sites and administrators in collaboration sites can delete any messages that have been posted.

Related Help Articles:

• How do I change the Chat Room tool permissions?
• How do I clear the chat history?

Go to Chat Room.

Select the Chat Room tool from the Tool Menu of your site.
Read Chat Room messages.

When you access the Chat Room tool, you will enter the default room (as specified by an instructor or site administrator).

1. To change rooms, select Change Room, then select the room to enter.
2. To hide or display the date or time messages were posted, select the appropriate option from the View drop-down list:
   • Time Only,
   • Date and Time,
   • Date Only,
   • Neither Date nor Time,
   • ID Only.
3. If you have permission to change how many messages you see, you can select one of the following options from the View messages from... drop-down list:
   • Last 1000 messages,
   • Last 10 messages,
   • Past 3 days,
   • Show no message history. If you choose Show no message history, you will see only messages posted after you made this selection.
4. Messages appear in chronological order, with the most recent at the bottom. Messages will always identify the sender.
5. To see who is presently in the room, look under Users in Chat on the right side of the screen.
**Post Chat Room messages.**

1. In the *Enter chat message* box, type your message.
2. Hit Enter (on a keyboard) or select the *Add message* button to post the message.
3. To discard a message that you have not sent yet, select *Clear*.

**Delete a Chat Room message.**

**Select the trash can icon (Delete this message).**

Currently viewing messages for 'Online Class Discussion'

View Date and Time  View messages from... Last 10 messages

Only the past 10 messages are archived and can be read by any site participant.

Showing 5 messages out of 5

- **Tiffany Stull** *(May 9, 2018 8:42 AM EDT)* Hello class!
- **One Student** *(May 9, 2018 8:43 AM EDT)* Hi Professor!
- **Two Student** *(May 9, 2018 8:44 AM EDT)* Hi all!
- **Two Student** *(May 9, 2018 8:46 AM EDT)* I found a really interesting article about web accessibility to share - I'll post the link when more people arrive in the chat.
- **Tiffany Stull** *(May 9, 2018 8:47 AM EDT)* That's great! Let's wait a few more minutes to get started and we can discuss it.
To delete a Chat Room message, select the **trash can** icon (**Delete this message**) next to the posting.

**Note:** If a **trash can** icon (**Delete this message**) is not available for a message, you do not have permission to delete it.

Confirm the deletion.

**Deleting chat message**

Are you sure you want to permanently delete this message?

From: Tiffany Stull  
Date: May 9, 2018  
Message: That's great! Let's wait a few more minutes to get started and we can discuss it.

[Delete]  [Cancel]

On the **Deleting chat message** screen, select **Delete** to confirm the removal of the message.
Forums
What is the Forums tool?

The *Forums* tool allows instructors or site administrators to create an unlimited number of discussion forums, and is integrated closely with other tools such as *Lessons, Gradebook,* and *Resources.*

A **Forum** is a mandatory category or grouping for topics. **Topics,** which are created within forums, are where participants can post conversations. A **Conversation** is the thread of messages in which participants post their contributions. By default, conversations can be created by **site administrators** and students or site members inside of a topic.

**Note:** A forum with the name of the site and a topic titled "General Discussion" are created by default.

**Note:** For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

**Forums Features**

Some of the features in the *Forums* tool include:

- **Grading:** Interactions can be assigned a point value and sent to the *Gradebook* with comments.
- **Availability dates:** Forums and topics can be released according to specified dates.
- **Moderation:** Instructors and site administrators can choose to moderate messages posted to topics.
- **Counts of unread posts at a glance:** On your site's *Home* page (select *Home* on the site's menubar), you can see how many unread messages or posts you have in the *Forums.* From *My Workspace,* you can see these totals for all sites in which you are enrolled.
- **Email notifications:** Site members can elect to receive no email notification, notification for all new postings in a site, or notification for responses to conversations they've posted in. The default is to receive no notification.
- **Statistics:** Forum statistics are available for instructors or site administrators to determine the participation level of individual users. Instructors or administrators can also read all of a particular participant's posts using this feature.
- **Post before reading option:** The instructor or site administrator can require participants to submit their posts to a topic before they have permission to read the responses of others.
• **Group awareness**: Instructors or site administrators can change **Forum Settings** and **Topic Settings** in combination with predefined groups to allow or deny access to specific discussions per group.

• **Direct link to specific forums or topics**: Using the **Rich-Text Editor**, instructors or site administrators can link from other tools to individual forums or topics.

• **Composing messages**: The **Rich-Text Editor** allows rich text, plain text, and HTML editing. You can add attachments to any message by uploading files or linking to items in **Resources**.

• **Quoted text**: Use the **Insert Original Text** option to insert the previous post into your response.

• **Email the author of a message**: Instructors or site administrators can directly email the author of a posting from within the **Forums** tool.

To access this tool, select **Forums** from the Tool Menu in your site.
How do I create a forum?

The Forums tool is organized by Forums, Topics, and Conversations.

- A Forum is a mandatory category or grouping for topics. There may be more than one Forum in the course or collaboration site.
- Topics are required within Forums in order for site participants to be able to post, read, and reply to messages.
- Conversations are messages or threads of discussion posted within a Topic.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Access the Forums.

Select the Forums tool from the Tool Menu.
Select the New Forum tab.

By default, new sites are populated with a single Forum titled after the name of the site, and containing one topic for General Discussion. If you used a Site Template when creating your site, the default Forum will be in draft form, and named based on the template's title (e.g., Basic-Course Forum).

1. The default forum and topic may be edited for posting messages. Select Forum Settings to edit the default forum.
2. You can also add more topics to the existing forum, or add a new forum. Select the New Forum tab to add a new forum.

Title the forum.

Forum Titles are required. Give the forum a title that easily identifies the types of topics expected within it. Remember that users post messages within topics, not forums. Forums are a grouping or classification of topics.
Enter a short description. (Optional)

If desired, enter a description into the text box provided. The Short Description field only allows a maximum of 255 characters and does not allow formatting of text. This information is displayed to site participants when they view the Forums tool.

Note: You can resize the Short Description box by clicking in the lower right-hand corner of the box and dragging it bigger or smaller.

Enter a detailed description. (Optional)

To provide more detailed instructions for posting in this forum, use the Description field to enter the information. The Description field includes the Rich-Text Editor and allows for more
advanced formatting options. Site participants will be able to view the description by clicking a View Full Description link on the main page of Forums.

**Add attachment(s). (Optional)**

 Attachments

No attachments yet

Add attachments

You can attach files as part of the forum description. Click the Add attachments button to browse for and select a file. Site participants will be able to download attachments by clicking a View Attachment(s) link on the main page of Forums.

**Check or remove attachments.**

 Attachments

<table>
<thead>
<tr>
<th>Title</th>
<th>Size</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality_Forum_Postings</td>
<td>13313</td>
<td>application/vnd.openxmlformats-officedocument.wordprocessingml.document</td>
</tr>
</tbody>
</table>

A Remove link is available to remove an attachment.

**Select forum posting options.**

Forum Posting

- Lock forum (disable forum postings)
- Moderate topics in forum
- Require users to post before reading

There are several forum posting options from which to choose. Any settings selected here will apply to all of the Topics within this Forum by default. (However, these may be overridden in the Topic Settings of an individual Topic if desired.)
• **Lock forum:** Locking the forum prevents participants from posting messages in it. However, they can continue to read existing messages.

• **Moderate topics in forum:** This option means all messages posted within topics in this forum must be approved by the instructor or site administrator before they can be accessed by other members.

• **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option for instructors who want students to respond to a discussion prompt before seeing other students' responses.

**Select availability.**

**Availability**

- Show immediately
- Specify dates to open (show) and/or close (hide)

The default option is to **Show immediately**. You can also choose to **Specify dates to open (show) and/or close (hide)**.

If you set availability dates for a forum, all topics and content in that forum will be hidden when the forum is not open. Alternatively, you can **set availability dates for individual topics** within the forum to have each topic open or close at different dates.

**Note:** Choosing to **Specify dates to open (show) and/or close (hide)** is different from choosing to **Lock** a forum. Site participants will not be able to see a hidden forum at all, but they can read messages that were previously posted to topics in a forum you lock.

**Automatically mark all messages as read. (Optional)**

**Mark All Messages in Conversations Read**

- Automatically mark all messages in a conversation as read

The default option is unchecked, requiring site participants to mark each post as read after reading. Selecting this option will **mark all messages in a conversation**, or thread, as **read**, as soon as a participant accesses the conversation.
Select a gradebook item to grade the forum. (Optional)

Grading

Gradebook item:

Select a Gradebook item

Select a Gradebook item

Introductions

Week 1 - Popular animated gifs

Week 2 - Cartoons

Week 3 - Make your own!

You can Select a Gradebook item to grade the forum in Gradebook Classic.

Note: You must have created a Gradebook item prior to the creation of the forum for this option to be available. If there are no Gradebook items available, you can continue with the creation of the forum and return to edit the Forum Settings after you create a Gradebook item.

Tip: Some instructors prefer to select a gradebook item for each individual topic to grade at the topic level instead.

View Permissions.

In most cases, the default forum permissions are appropriate. By default, instructors and site administrators are forum Owners, and all other site participants are Contributors. The forum owner may add and delete topics, modify permissions, edit the forum and topic descriptions, etc. Contributors may read, post and reply to messages. Contributors may also edit and delete their Own messages.
Modify Permissions.

Forum permissions may be customized for different user roles, rosters, or groups within a site.

1. Select the drop-down menu next to each role or group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer).
2. Click the Customize button to the right to further expand the options for more granular custom permissions.
3. The default permissions allow contributors (the default role for students and collaboration site members) to post new conversations, read posts, reply to posts, mark posts as read, and edit and delete their own messages. You can add or revoke posting or reading privileges by selecting or deselecting the check boxes for those privileges. To prevent students from either editing or deleting their own messages, select Customize for the Student role, then select None under the Edit Messages or Delete Messages column.

! Note: Group permissions display if groups have been created.

Save and add topic.
Once completed, scroll to the bottom of the page and click the **Save Settings & Add Topic** button. If you prefer to create your topic(s) for the forum later, you can click **Save** or **Save Draft**; however, a forum with no topic added will not be available to site participants.

See [How do I create a topic?](#) for more information about topic settings options.
How do I create a topic?

Topic settings are very similar to forum settings except that these settings apply to a single topic, not all of the topics in the forum. At least one Topic must be created within a Forum in order for site participants to be able to post, read, and reply to messages.

The following options, which are not found in a Forum's settings, are available in a Topic's settings:

- You can create an anonymous topic, where general site participants cannot see the identities of those who post messages in that topic.
- If you have created groups in your site, you can Automatically create topics for groups.

Tip: To keep all of the same settings that were selected for the Forum in the topic, just specify a title and (optionally) a description for the new Topic.

If you have just created a forum and clicked Save Settings & Add Topic, skip to the following step: Title the topic.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.
Video Guide

Step-by-Step Instructions

Access the Forums.

Select the **Forums** tool from the Tool Menu.

Select New Topic.

To the right of the forum title where you would like to add a topic, select **New Topic**.

**Note:** If you have just created a forum and it has no topics yet, you can also click **Create a topic?** underneath the forum title.

Title the topic.

* Topic Title

Week 1 - Popular animated gifs
Topic Titles are required. Give the topic a title that easily identifies the types of discussions expected within it.

**Enter a short description. (Optional)**

![Short Description Field]

If desired, enter a description into the text box provided. The Short Description field only allows a maximum of 255 characters and does not allow formatting of text. This information is displayed to site participants when they view the Forums tool.

**Note:** You can resize the Short Description box by clicking in the lower right-hand corner of the box and dragging it bigger or smaller.

**Enter a detailed description. (Optional)**

![Description Field]

Questions related to the use of animated gifs online:

- Have you seen images like this online before?
- Where have you seen them?
- How are they used (some possible examples: advertising, news, games, private or public discussion)?
- Why do you think animated gifs like these are becoming increasingly prevalent online?

Other examples of similar images:
To provide more detailed instructions for posting in this topic, use the Description field to enter the information. The Description field includes the Rich-Text Editor and allows for more advanced formatting options. Site participants will be able to view the description by clicking a View Full Description link on the main page of Forums.

**Add attachment(s). (Optional)**

You can attach files as part of the topic description. Click the Add attachments button to browse for and select a file. Site participants will be able to download attachments by clicking a View Attachment(s) link on the main page of Forums.

**Check or remove attachments.**

After a file is attached, the file name, size (in bytes), and type of file will be displayed. A Remove link is available to remove an attachment.

**Select topic posting options.**

There are several topic posting options from which to choose:
• **Lock Topic:** Locking the topic prevents participants from posting messages in it. However, they can continue to read existing messages.

• **Moderate Topic:** This option means all messages posted within this topic must be approved by the instructor or site administrator before they can be accessed by other members.

• **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option for instructors who want students to respond to a discussion prompt before seeing other students' responses.

• **Posts are anonymous:** In an anonymous topic, the identities of those who post messages will be hidden from general site participants. Students in course sites and members in collaboration sites will see anonymous ID numbers with other people's messages, rather than seeing the posters' names, UVA computing IDs, guest account email addresses, or profile photos. Anyone who has Owner permissions in the anonymous topic, including instructors, teaching assistants, site owners and administrators, will be able to see the identities of all participants by default.

**Note:** After a topic is created, its anonymity setting cannot be changed. However, in an existing anonymous topic, instructors and site administrators can modify individual role or group permissions within the topic settings if they would like to hide or show posters' identities to additional site participants.

**Select availability.**

**Availability**

- Show immediately
- Specify dates to open (show) and/or close (hide)

The default option is to **Show Immediately**. You can also choose to **Specify dates to open (show) and/or close (hide)**.

If you'd like to have ALL topics within a forum open and close at the same times, you can select the dates for the forum instead.

**Note:** Choosing to **Specify dates to open (show) and/or close (hide)** is different from choosing to **Lock** a topic. Site participants will not be able to see a hidden topic at all, but they can read messages that were previously posted to a locked topic.
Automatically mark all messages as read. (Optional)

**Mark All Messages in Conversations Read**

Automatically mark all messages in a conversation as read

The default option is unchecked, requiring site participants to mark each post as read after reading. Selecting this option will **mark all messages in a conversation**, or thread, as **read**, as soon as a participant accesses the conversation.

Select a gradebook item to grade the topic. (Optional)

**Grading**

You can **Select a Gradebook item** to grade the topic in **Gradebook Classic**.

**Note:** You must have created a **Gradebook item** prior to the creation of the topic for this option to be available. If there are no Gradebook items available, you can continue with the creation of the topic and return to edit the **Topic Settings** after you create a Gradebook item.
Automatically create topics for groups.

Automatically Create Topics

- Create one topic
- Automatically create multiple topics for groups

An instance of this topic will be created for each group selected below. Permissions are configured automatically. (More?)

- Team-1
- Team-2
- Team-3

To create multiple, private group topic areas, select the radio button for **Automatically create topics for groups** and then check the box next to each group for which a topic should be created.

All roles that have **Contributor** permissions by default (e.g. students in course sites and members in collaboration sites) will be assigned to the permission level of **None** in automatically created topics. Each group will be set to **Contributor** in their own group's topic and **None** in other automatically created topics. These permissions prevent participants who are not members of a group from accessing that group's topic.

⚠️ **Important:**

- You should NOT modify any topic permissions before automatically creating topics for groups, or the permissions in the automatically-created topics will be incorrect!
- You must have **existing groups** in your site to create topics for groups.

View Permissions.

- Permissions

If you are creating only one topic (and not multiple group topics), you can view and modify the topic permissions.
In most cases, the default topic permissions are appropriate. By default, instructors and site administrators are forum Owners, and all other site participants are Contributors. The forum owner may add and delete messages, modify permissions, edit the topic description and other settings, etc. Contributors may read, post and reply to messages. Contributors may also edit and delete their Own messages.

**Modify Permissions.**

<table>
<thead>
<tr>
<th>Role</th>
<th>Permission Level</th>
<th>Customize</th>
</tr>
</thead>
<tbody>
<tr>
<td>Former Student</td>
<td>Contributor</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>Secondary Instructor</td>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Contributor</td>
<td>3</td>
</tr>
</tbody>
</table>

Topic permissions may be customized for different user roles, rosters, or groups within a site.

1. Select the drop-down menu next to each role or group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer).
2. Click the Customize button to the right to further expand the options for more granular custom permissions.
3. The default permissions allow contributors (the default role for students and collaboration site members) to post new conversations, read posts, reply to posts, mark posts as read, and edit and delete their own messages. You can add or revoke posting or reading privileges by selecting or deselecting the check boxes for those privileges. To prevent students from either editing or deleting their own messages, select Customize for the Student role, then select None under the Edit Messages or Delete Messages column.

Note: Group permissions display if groups have been created.
Save.

If this completes the topic(s) to be added to the forum, click on the **Save** button at the bottom of the screen to save your *Topic Settings*.

To add another topic to the same forum, click on the **Save Settings & Add Topic** button instead.
How do I organize forums and topics?

By default, the most recently created forum displays at the top of the Forums main page and the most recently created topic displays at the top of the list of topics within its forum. Forums and topics may be rearranged to change the order in which discussions are listed.

Access the Forums.

Select the Forums tool from the Tool Menu.

Select the Organize tab.

Select the appropriate number next to a forum's or topic's...
Organize Forums and Topics

It is possible to reorder Forums and Topics by adjusting the numbers. Lower numbers will appear at the top.

From the number drop-down menu corresponding to the forum or topic you would like to move, choose a new number.

In the example pictured above, the *Week 2 - Popular animated gifs* topic is being moved from position 1 in its forum (the top of the list of topics) to position 3 (the bottom of the list of topics).
Other forum or topic numbers adjust automatically.

Organize Forums and Topics

It is possible to reorder Forums and Topics by adjusting the numbers. Lower numbers take precedence.

<table>
<thead>
<tr>
<th>Number</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Weekly Discussions</strong></td>
</tr>
<tr>
<td>2</td>
<td><strong>Group topics</strong></td>
</tr>
<tr>
<td>3</td>
<td>Week 2 - Popular animated gifs</td>
</tr>
<tr>
<td>1</td>
<td>Week 1 - Cartoons &amp; Memes</td>
</tr>
<tr>
<td>2</td>
<td>Introductions</td>
</tr>
<tr>
<td>1</td>
<td>Group discussion - Advertising Discussion Group 1</td>
</tr>
<tr>
<td>2</td>
<td>Group discussion - Advertising Discussion Group 2</td>
</tr>
</tbody>
</table>

If you are reordering a forum, the position numbers of other forums will automatically change as needed. Similarly, if you are reordering a topic, other topics within the same forum will have their position numbers automatically changed.
Reorder other forums or topics as needed.

Organize Forums and Topics

It is possible to reorder Forums and Topics by adjusting the numbers. Lower numbers move topics down the list, and higher numbers move them up.

<table>
<thead>
<tr>
<th>Position</th>
<th>Forum/Topic Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Weekly Discussions</td>
</tr>
<tr>
<td>2</td>
<td>Week 2 - Popular animated gifs</td>
</tr>
<tr>
<td>3</td>
<td>Week 1 - Cartoons &amp; Memes</td>
</tr>
<tr>
<td>1</td>
<td>Introductions</td>
</tr>
<tr>
<td>2</td>
<td>Group topics</td>
</tr>
<tr>
<td>3</td>
<td>Group discussion - Advertising Discussion Group 1</td>
</tr>
<tr>
<td></td>
<td>Group discussion - Advertising Discussion Group 2</td>
</tr>
</tbody>
</table>

You can renumber multiple forums or multiple topics within the same forum at the same time by selecting the new number of an automatically renumbered forum or topic and changing it to a different number.

In the example pictured above, the Week 1 - Cartoons & Memes topic is being moved from the automatically-assigned position 1 in its forum (the top of the list of topics) to position 2 (the middle of the list of topics).

At the bottom of the page, select Save.
View reordered forums and topics.

The reordered forums and/or topics will be displayed in the order selected on the Organize Forums and Topics page.
How do I navigate forums and topics?

When working in the Forums tool, it is **strongly recommended** that you use the site navigation, NOT the back and forward buttons in your web browser.

Additionally, you should compose messages or grade using only ONE browser window or tab. Making changes in one tab or window, such as writing a post, and then moving to a different tab or window that was open before you made those changes may cause you to lose the content you were attempting to submit and/or encounter an error.

Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

**Video Guide**

**Step-by-Step Instructions**

**Access the Forums.**

Select the **Forums** tool from the Tool Menu.
Main page content

The main Forums page can include the following:

1. **Watch** tab - In each UVACollab site, you can choose to watch forums to receive email notifications when people post to them.

2. **Forums** - A forum is an organizational unit that groups topics within the site. The forum title will appear in bold and in a larger font than the topic titles indented beneath it.

3. **Topics** - Each topic contains Conversations, threads of forum posts. To the right of a topic's title, the number of messages that have been posted in the topic displays, along with how many of them are marked as unread.

4. **Short Descriptions** - The creator of a forum or topic can choose to add descriptive text that displays underneath the forum or topic title. Instructors may use a short description to display discussion questions or other instructions for posting.

5. **View Full Description** links - The creator of a forum or topic can also add a longer description to it, including text formatting, images, or videos. Select View Full Description to display this additional information.

6. **View Attachment(s)** links - If the creator of a forum or topic has added any attachments to their forum or topic description, you can view attachments to expand a list of links to download them.
Note: Access to forums or topics can be restricted by dates (i.e. a forum or topic is only visible during a specific time period) or limited to specific groups in a site. If you cannot find a forum or topic, it may be hidden.

Example of a topic displaying a Full Description

This is a cat playing the 'Angry Birds' game. This animated gif was taken off of a Reddit forum. Please discuss the image and the prevalence and use of similar images online. Below the image are some possible discussion questions to give you ideas for what to mention.

Questions related to the use of animated gifs online:
- Have you seen images like this online before?
- Where have you seen them?
- How are they used (some possible examples: advertising, news, games, private or public discussion)?
- Why do you think animated gifs like these are becoming increasingly prevalent online?

When you select a View Full Description link for a forum or topic, the Full Description displays, as in the image above.
Select a forum.

Forums

Weekly Discussions

- **Introductions** 1 unread of 1 message
  Please introduce yourself briefly. Some things you might include: year in school, area

- **Week 1 - Cartoons & Memes** 1 unread of 1 message (Moderated)
  Submit links to/examples of your favorite online cartoons or memes and describe and

- **Week 2 - Popular animated gifs** 5 unread of 5 messages

Select the **title of a forum** to enter that forum.

Or select a topic within the forum.

Forums

Weekly Discussions

- **Introductions** 1 unread of 1 message
  Please introduce yourself briefly. Some things you might include: year in school, area

- **Week 1 - Cartoons & Memes** 1 unread of 1 message (Moderated)
  Submit links to/examples of your favorite online cartoons or memes and describe and

- **Week 2 - Popular animated gifs** 5 unread of 5 messages
  Included in the Full Description for this discussion topic is a picture of a cat playing a

Select the **title of a topic** to enter that topic.

Navigate away from a forum or topic.

Two navigation tools are available in *Forums* to navigate away from a specific forum or topic:
1. The **Forums (Refresh Tool)** link
2. Breadcrumb navigation

See below for detailed descriptions and screen shots of each of these navigation tools.

**Return to the main page of Forums.**

Select the **Forums (Refresh Tool)** link on any page in the **Forums** tool to return to the main **Forums** page. For more information, see [How do I get back to the main page of a tool?](#)

**Navigate with breadcrumbs.**

After entering a forum or topic, your location within the **Forums** hierarchy is displayed above the **forum** or **topic title**. The hierarchy list, also known as a **breadcrumb trail**, contains links to return to previous pages.

1. Selecting the **Forums** link will take you back to the **Forums** main page.
2. When viewing a specific topic, you can navigate back to the forum that contains the topic by selecting the **forum title**, or by selecting the **speech bubble with an up arrow** icon (**Go up one level**).

In the example pictured above, the breadcrumb trail, **Forums / Weekly Discussions / Introductions**, indicates that you are currently viewing the **Introductions** topic within the **Weekly Discussions** forum.
View and access conversations in a topic.

When you access a topic, a list of conversations will display with their authors and dates when they were posted. Each conversation will indicate how many messages it contains and how many of them are marked as unread. Any messages you post are automatically counted as read.

You can sort conversations and access message content using buttons and links on the topic page. These buttons and links are described below.

**Sort conversations.**
You can select one of the following links to sort conversations in the list alphabetically by the conversations' subjects or authors or in chronological order:

1. **Conversation (Sort by conversation)**
2. **Authored By (Sort by author)**
3. **Date (Sort by date)**

By default, conversations are sorted by **date**, with the most recently posted at the bottom. You can select any of the sorting links to sort conversations in reverse order (e.g. clicking **Date** when the most recent conversations are at the bottom will reverse the order so the most recent are at the top of the list).

**Expand conversations.**

You can click the **arrow icons (Expand or Collapse)** and **Expand All/Collapse All** to expand or collapse the list of messages in conversations. Clicking to **Expand** posts will display the subject line of each message in the conversation.

**Display content of all messages in the topic.**

Two tabs near the top of the screen will allow you to access all the messages from any conversations posted in the topic:
• **Display Message Content** - Click this tab to access all the messages in the topic. Depending on the topic's settings, you may have access to links to reply to messages and mark them as read. By default, students and site members can reply to messages.

• **Print** - Click this tab to see all the messages in the topic in a plainer print view, with no buttons to reply or mark messages as read.

**Example of a topic with message content displayed**

After selecting **Display Message Content**, a topic will resemble the screen shot above.

1. Select **Display Subject Only** to return your topic view to the list of conversations' subject lines.
2. Depending on the topic settings, you may have a button available to you to **Mark All as Read**. This will count all messages in the topic as read.
3. A link will also be available to **Go to first new message**. This link will take you to the first unread message in the topic.
4. If other topics exist in the same forum, buttons will be available to go to the **< Previous Topic** or the **Next Topic >**.
5. Depending on the topic settings, you may find buttons to do the following, **Edit** or **Delete** your own messages;
6. **Mark as Read** (for messages posted by others) or **Reply** to messages.

For more information on replying to messages, see [How do I reply to a forum post (in a conversation)?](#)
Example of a topic's print view

![Image of print view]

After selecting the **Print** button, the content of all the messages in the topic, with the messages' subjects, authors, and dates, will pop up in a new browser tab or window. You can click **Send to Printer** if you’d like to print the messages.

Topics with reading and posting restrictions

Depending on a topic's settings, you may not be able to see posts in it until after you post your own message or an instructor or site administrator approves messages in a moderated topic. Additionally, in an anonymous topic, you won't see the identities of others who post messages. Below are descriptions of topics with these settings.
Requirement to post before reading

If you select a topic where you have not yet posted, and the following message displays: *You must post to this topic before you can view any messages*, it means that you must start a conversation and submit your own message before you can read other participants' posts.

Select **Start a New Conversation** to begin. For more information on posting in *Forums*, see *How do I post to a forum?*

**Note:** By default, students in course sites and members in collaboration sites have the ability to start new conversations in forum topics. If you do not see a button present to **Start a New Conversation**, an instructor or site administrator may have disabled this option for the selected topic.
Moderated topics

1. When viewing a moderated topic, the text: *(Moderated)* displays to the right of the **topic title**.
2. When you first post a message in a moderated topic, it will be labeled with **Pending** to the left of its title. This means that an instructor or site administrator will need to approve it for it to be visible to other site participants.
Anonymous topics

In an anonymous topic, authors' identities are hidden by default from students in course sites and members in collaboration sites. The author's name and profile image that normally display with messages are replaced with a randomly generated posting ID number. The text: *(me)* displays to the right of the posting ID for any messages you authored.
How do I post to a forum?

*Forums* are organizational units that group topics within the site. You cannot post directly to a forum; you must first enter a topic and post your message there.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

**Video Guide**

**Step-by-Step Instructions**

**Access the Forums.**

Select the *Forums* tool from the Tool Menu.
Choose a topic.

Click on the title of a topic to access the topic.

**Note:** Topics are indented underneath the forum where they are located.

Click Start a New Conversation.

After you click the **Start a New Conversation** tab, the message composition window will appear.

**Note:** You must have appropriate permissions in the topic to start new conversations. By default, students in course sites and members in collaboration sites can start conversations.
Enter a title.

* Title

Hi!

Enter a message.

You can use the Rich-Text Editor to format your message or add other rich text content such as links or images.

Note: The editor will keep track of word count in the lower right corner.

Add attachment(s). (Optional)

Attachments

No attachments yet

Add attachments
If desired, there is an option to attach files to the message. Click **Add attachments** to browse for and select your file.

**Click Post.**

![Post Cancel buttons](image)

After completing the message, click **Post**.
How do I reply to a forum post (in a conversation)?

Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

**Video Guide**

**Step-by-Step Instructions**

**Access the Forums.**

Select the **Forums** tool from the Tool Menu.

**Choose a topic.**
Click on the **title of a topic** to access the topic.

---

**Note:**

- Topics are indented underneath the forum where they are located.
- The message indicator text next to the topic title will tell you how many messages have been posted within that topic, and how many of them are marked as unread.

Select the title of an existing post to view the conversation.

<table>
<thead>
<tr>
<th>Conversation</th>
<th>Authored By</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello!</td>
<td>Tiffany (Student) (<a href="mailto:rainribbon@rainribbon.com">rainribbon@rainribbon.com</a>)</td>
<td>Oct 26, 2016 4:13 PM</td>
</tr>
</tbody>
</table>

Select Reply.

You have two different options for replying to a post within the **Forums** tool:

1. Select **Reply to Initial Message** at the top of the conversation to reply to the first message in the conversation or thread.
2. Select the **Reply** button for a specific message to reply to that message. This is the option you want to use if you would like to reply to someone else's reply.
Compose your message.

The message to which you are replying will be displayed at the top. You can hide the message by clicking on the **Hide message you are replying to** link.

**Edit the reply title. (Optional)**

The title will be taken from the initial message and prefilled for you, but you may modify it if you wish.
Enter your message.

Message: [Insert original text]    Word Count: (79)

Welcome to the class! I look forward to working with you!

Original Message:
From Tiffany (Student) (rainribbon@rainribbon.com) (Oct 26, 2016 4:13 PM EDT)
Subject Hello!

Use the Rich-Text Editor to compose your response.

Note: You may optionally click on the Insert original text link above the editor area to include the original message along with your reply.

Add attachment(s). (Optional)

Attachments
No attachments yet

Add attachments

If desired, there is an option to attach files to the message. Click Add attachments to browse for and select your file.

Select Post.
After you have finished your reply, click Post to add your message to the conversation.
How do I delete a forum post?

Users with appropriate permissions can delete forum posts.

By default, those with Contributor permissions (e.g., students in course sites and members in collaboration sites) can delete their own posts. For more information on permissions, see the steps for viewing and editing permissions in the article about creating a forum.

Access the Forums.

Access the Forums.

Select the Forums tool from the Tool Menu.

Choose the topic that contains the post to delete.

Click on the title of a topic to access the topic.
Select the conversation.

Click on the title of the first post in the conversation that contains the post to be deleted.

Select Delete Message.

Select Delete Message by the post to remove.

Note: You must have appropriate permissions to delete the post. If you do not have permission to do so, the Delete Message link will not appear.
Confirm deleting it.

Select the **Delete** button to confirm.

**Note:** If the post being deleted was the only post in the conversation, the entire conversation will be removed from the forum topic.

View replies to a deleted message.

1. If responses have already been posted to a message you delete, placeholder text will remain, indicating that the message has been deleted.
2. You can still read replies to the deleted message.
What makes a forum post count as read?

In the Forums tool's Statistics & Grading screens, a post is counted as read if you do any of the following:

1. Mark the post as read.
2. Access a conversation in a topic that was configured to automatically mark all messages as read.
3. Author the post.
4. Reply to the post.

Mark a post as read.

Access the Forums.

Select the Forums tool from the Tool Menu.

Select a topic.

Forums

Weekly Discussions

- **Introductions**: 1 unread of 1 message
  
  Please introduce yourself briefly. Some things you might include: year in school, area of:

- **Week 1 - Cartoons & Memes**: 2 unread of 2 messages
  
  Submit links to examples of your favorite online cartoons or memes and describe and dis

Select the title of a topic with at least one unread message.
Select the title of an existing post to view the conversation.

Mark message(s) as read.

1. To mark all the messages in the conversation as read, select the **Mark All as Read** button near the top of the page.
2. To mark a specific message as read, select the **Mark as Read** button under the title of the message.
Or select an individual post.

Alternatively, you can select the title of a post to access that post by itself. Doing so will also mark the post as read.

Access a conversation in a topic where messages are automatically marked as read.

When instructors or site administrators create forum topics, they have an option to **Automatically mark all messages as read**. Selecting the title of any conversation in a topic with this setting enabled will mark all messages in the conversation as read.

For more information about this option, see [Create a topic - Automatically mark messages as read](#).

Author a post.

When you author a forum post, it also counts as a post you read.

For information about posting in *Forums*, see [How do I post to a forum?](#)
Reply to a post.

Posts to which you reply are counted as read.

For information about replying to posts, see How do I reply to a forum post (in a conversation)?
How do I email a forum post author?

This outlines the process of contacting an author of a forum post by email.

**Note:** This email option allows you to send a message to the author’s external email address; it does not use any UVACollab tool to send the message. You must have appropriate permissions in the site to be able to send email to the author of a forum post.

Access the Forums.

Select the **Forums** tool from the Tool Menu.

Choose a topic.

Click on the **title of a topic** to access the topic.

**Note:** Topics are indented underneath the forum where they are located.
Select the Conversation.

Click on the title of a conversation where the person to whom you want to send email has posted a message.

Select the Email button.

If you have permission to send email to those who post in Forums, an Email button will be available with each message. Select the Email button associated with one of the person's messages.

**Note:** When you click on the Email button, your default email software will open to allow you to compose a message.
How do I moderate a topic?

A moderated topic requires an instructor or site administrator to review and approve each message submitted to that topic by a student or member before other site participants may read the message.

If you have already created a topic with the Moderate Topic setting, skip to the following step: View and Deny or Approve Pending messages.

Access the Forums.

Select the Forums tool from the Tool Menu.

Select Topic Settings.

Click on Topic Settings to edit the settings of a particular topic.
Check the box to Moderate Topic.

Under the Topic Posting section, select the Moderate Topic option.

At the bottom of the page, select Save.

View Moderated Topic.

A Moderated topic will be marked with (Moderated) next to the number of messages that have been posted to the topic.

View and Deny or Approve Pending messages.

There are two ways in which you can access Pending messages to deny or approve them:

1. Access pending messages via the Pending Messages tab.
2. OR Access pending messages via their conversations.
Access pending messages via the Pending Messages tab.

On the main Forums page, select the Pending Messages tab.

Note: The tab will also display the number of pending messages in parentheses, e.g., Pending Messages (2).

Deny or Approve pending messages.

1. Check the boxes next to the message(s) you would like to either Deny or Approve. You can also select the check box at the top of the list of messages to select all pending messages.
2. At the top of the list of messages, select either Deny or Approve to reject or post the selected message(s). Approved messages will be visible to the rest of the site participants. Denied messages only remain visible to instructors or site administrators and the student or member who posted them.
Continue reviewing pending messages or view status message.

1. If other messages are still pending approval after clicking Deny or Approve for the selected messages, the denied or approved messages will disappear from the Messages Pending Approval page and you can continue reviewing others on the page.

2. However, if there are no more pending messages, you will be returned to the Forums main page with a red notice indicating that the selected message(s) were either denied or approved.
OR Access Pending messages via their conversations.

Select the moderated topic.

Click on the title of the moderated topic.

Note: Topics are indented underneath the forum where they are located.

Select the pending message.

1. A message pending approval will display *Pending* highlighted in green next to it.
2. Select the title of the message to view it.
Note: The *Pending* marker displays to the left of its specific message. You may need to select the arrow icon next to the first post in a conversation to expand the messages in that conversation and see the *Pending* markers for them.

Select Moderate.

Go to first pending message

Deny or Approve the post.

Select either **Deny** or **Approve** to reject or post selected messages. Approved messages will be visible to the rest of the site participants. Denied messages only remain visible to instructors or site administrators and the student or member who posted them.
Comment on a denied message.

If you have chosen to Deny a message, you may leave a comment for the site participant to indicate the reason it was denied. To leave a comment, select Add Comment when viewing the post.

Enter Comment.

1. Enter text in the Add Comment box.
2. Select Add Comment.
View Comment.

The comment is displayed above the denied message to instructors or site administrators and the participant who posted the denied message.
How do I grade discussion forums?

You can grade in the Forums tool either:

- By forum or topic
- Or by student.

⚠️ **Important:** In order to grade in Forums, you must have added a gradebook item in Gradebook Classic for each forum or topic to grade.

Access the Forums.

Select the Forums tool from the Tool Menu.

Grade posts by forum or topic.

Select Statistics & Grading.

On the Forums main page, select the Statistics & Grading tab.
Select Statistics & Grading by Topic.

Select a forum or topic to grade.

Select either a forum title or a topic title to grade that forum or topic. In the example pictured above, the topic *Week 2 - Cartoons... and other funny stuff!* is being selected to grade.

**Note:** The grading process is the same whether you grade at the forum or topic level. However, most faculty prefer to grade by topic, since a forum may contain several different topics and each student may post more than one message in the same topic.

Select a gradebook item if one is not already selected.
If you already selected a gradebook item when creating or editing the forum or topic you are grading, this item will appear by default in the Select a Gradebook item drop-down menu.

If you did not select a gradebook item when creating or editing the forum or topic, choose one from the drop-down menu.

**View statistics for the forum or topic.**

![Forum statistics table]

You will see a list of site participants along with the following summary statistics for each user in the current forum or topic:

1. Participant's name,
2. Number of posts authored,
3. Number of posts marked as read,
4. Number of unread posts,
5. The percentage of posts the person read.

You may sort the participants by clicking on any of the column headings: **Name**, **Authored**, **Read**, **Unread**, or **Percent Read**.
View posts.

1. To view someone's posts in the forum or topic, select the author's name.
2. A pop-up window will open showing the message(s) posted by that author. The Word Count in each post is also shown.
3. Select the Close Window button at either the top or bottom of the pop-up window to return to the grade entry screen.

Enter points.
Enter **points** into the boxes in the grade entry column. The column heading includes the topic's **Title**, followed by the number of **points possible** in parentheses (e.g., *Week 2 - Cartoons... and other funny stuff!* (10.0 points possible)).

**Note:** Instructors and site administrators will be included in the participant list, but **N/A** will display in the grading column for them instead of a grade entry box.

**Add Comments.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Authored</th>
<th>Read</th>
<th>Unread</th>
<th>Percent Read</th>
<th>Week 2 - Cartoons... and other funny stuff! (10.0 points possible)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Five</td>
<td>Details 1</td>
<td>1</td>
<td>1</td>
<td>50%</td>
<td>[1] <img src="image" alt="Show Comments" /> [2] <img src="image" alt="Hidden" /></td>
</tr>
<tr>
<td>Student, Five</td>
<td>Details 0</td>
<td>0</td>
<td>2</td>
<td>0%</td>
<td><img src="image" alt="Excellent analysis, but you did not cite your source properly!" /></td>
</tr>
</tbody>
</table>

1. If you would like to add comments, select **Show Comments** to expand the comment boxes.
2. Enter your comments into the boxes provided.

**Note:** Grades and comments will be available to students in **Gradebook Classic**, not the **Forums** tool.
Apply Grade to all Ungraded.

1. Enter the score to be applied in the text box above the table listing site participants.
2. Select Apply Grade to all Ungraded.

Tip: This is a useful option to assign a grade of 0 to all students who did not post or the same grade to everyone who did.

Submit grades.

After you have entered all of the grades and/or comments, be sure to scroll down to the bottom of the page and select Submit Grades to save your changes and send the grades to the Gradebook.
Grade posts by student.

Select a student while viewing posts.

When you are viewing posts in Forums either in a topic or a conversation, each student's name is linked to their posting statistics. Click on a student's name.

Or, to access a list of all site participants, select Statistics & Grading.

On the Forums main page, select the Statistics & Grading tab.
Select a student.

Statistics & Grading displays a list of site participants along with summary statistics for each user on number of posts Authored, Read, and Unread. The overall percentage of posts read by each participant is also displayed, in the Percent Read column. You may sort the list of participants by any of those columns by clicking on the column heading if you choose.

Select on a site participant's name to access posts authored and read by that participant.

Select Grade.

Next to the Subject of the post you would like to grade, select the Grade link.

Note: When you select the Grade link, the post will be displayed in the grading window that pops up. You can also select the post's Subject to display the post individually, or the [display in conversation] link to display the post in its thread.
Enter and submit a grade and/or comments.

In the Grade Forum Message window:

1. If you already selected a gradebook item when creating or editing the forum or topic you are grading, this item will appear by default in the Select a Gradebook item drop-down menu along with boxes to enter a grade and comments.

   If you did not select a gradebook item when creating or editing the forum or topic, choose the gradebook item where grades will be recorded from the drop-down menu.

2. Enter a grade in the corresponding text box.
3. If desired, add Comments.
4. Select Submit Grade.

View confirmation.

![Grade submission successful](image)

The Grade Forum Message window closes and a confirmation message indicating a successful grade submission briefly displays on the screen.
How do I move a thread to a different topic?

This option allows for a thread or conversation to be moved to a different topic.

Access the Forums.

Select the **Forums** tool from the Tool Menu.

Choose the topic with the thread(s) to move.

Click on the **title of a topic** to access the topic.

**Note:** Topics are indented underneath the forum where they are located.
Select the thread(s) to be moved.

Check the box(es) next to the conversation(s) to move.

**Above the list of conversations, select Move Thread(s).**
Select where to place the thread(s).

After selecting the **Move Threads** button, a pop-up window will open with options pertaining to where you will move the selected thread(s). In the *Move Threads* window:

1. You may optionally select the check box to **Leave a reminder about the move in the old topic**. This will create a link in the old topic that takes you to a thread's new location. It is not selected by default.
2. If desired, you can filter topics by entering a topic's name in the *By Name* box or selecting a forum from the *In Forum* drop-down menu to find topics specific to that forum.
3. Select the radio button corresponding to the topic where you would like to move the conversation.
Confirm moving the thread(s).

At the bottom of the Move Thread(s) window, select Move Thread(s) to Selected Topic to continue.

The Move Thread(s) window will close and you will be taken to the conversation's new topic.
How do I delete a topic?

Users with appropriate permissions can delete forum topics.

Access the Forums.

Select the **Forums** tool from the Tool Menu.

Delete a topic from the Forums main page.

Select **More**, then **Delete Topic**.

1. To the right of the topic you want to delete, select the **More** link.
2. Select **Delete Topic**.
Confirm deleting the topic.

You will be taken to a confirmation page with a warning: *You are about to delete this topic and all of the messages associated with the topic*. If you are sure you want to delete the topic, select **Delete Topic**.

**Warning:** You cannot restore a deleted topic or its posts.

View remaining forums and topics.

Forums

**Weekly Discussions**  New Topic | Forum Settings | More

Per our discussion in class, if someone has already begun a new thread in a topic, and

- **Week 1 - Popular animated gifs**  0 unread of 3 messages  TO
  
  Included in the Full Description for this discussion topic is a picture of a cat playing a
  
  - View Full Description and Attachment(s)

- **Week 2 - Cartoons... and other funny stuff!**  1 unread of

Submit links to examples of your favorite online cartoons or memes and describe an

You will be returned to the **Forums** main page with the deleted topic no longer present.
OR delete a topic from within the topic.

Select the topic to delete.

Click on the title of the topic you want to delete.

Note: Topics are indented underneath the forum where they are located.

Select the Delete Topic tab.
Confirm deleting the topic.

You are about to delete this topic and all of the messages associated with the topic.

Introductions (not moderated)

Please introduce yourself briefly. Some things you might include: year in school, area.

Full Description

Delete Topic  Cancel

You will be taken to a confirmation page with a warning: You are about to delete this topic and all of the messages associated with the topic. If you are sure you want to delete the topic, select Delete Topic.

Warning: You cannot restore a deleted topic or its posts.

View remaining forums and topics.

Forums

Weekly Discussions  New Topic | Forum Settings | More ↓

Per our discussion in class, if someone has already begun a new thread in a topic, and

- Week 1 - Popular animated gifs 0 unread of 3 messages  TO
  Included in the Full Description for this discussion topic is a picture of a cat playing .
  View Full Description and Attachment(s)

- Week 2 - Cartoons... and other funny stuff! 1 unread of
  Submit links to examples of your favorite online cartoons or memes and describe an

You will be returned to the Forums main page with the deleted topic no longer present.
How do I delete a forum?

Users with appropriate permissions can delete forums.

Access the Forums.

Select the **Forums** tool from the Tool Menu.

Delete a forum from the Forums main page.

Select More, then Delete Forum.

1. To the right of the forum you want to delete, select the **More** link.
2. Select **Delete Forum**.
Confirm deleting the forum.

You are about to delete all the topics and messages associated with the forum.

Basic-Course Forum (not moderated)

Delete Forum Cancel

You will be taken to a confirmation page with a warning: You are about to delete all the topics and messages associated with the forum. If you are sure you want to delete the forum, select Delete Forum.

Warning: You cannot restore a deleted forum or its topics or posts.

View remaining forums and topics.

Forums

Weekly Discussions New Topic | Forum Settings | More ▼
Per our discussion in class, if someone has already begun a new thread in a topic, and

- Week 1 - Popular animated gifs 0 unread of 3 messages TO
  Included in the Full Description for this discussion topic is a picture of a cat playing a
  View Full Description and Attachment(s)

- Week 2 - Cartoons... and other funny stuff! 1 unread of 1
  Submit links to examples of your favorite online cartoons or memes and describe an

You will be returned to the Forums main page with the deleted forum no longer present.
OR delete a forum from the Forum Settings.

Select the Forum Settings link for the forum to delete.

**Forums**

[DRAFT - Basic-Course Forum](#)  New Topic | Forum Settings | More ▼

[ General Discussion](#)  Topic Settings | More ▼

[ Weekly Discussions](#)  New Topic | Forum Settings | More ▼

Scroll down to bottom of the page and select Delete Forum.

![Save](#)  ![Save Settings & Add Topic](#)  ![Save Draft](#)  ![Delete Forum](#)  ![Cancel](#)

Confirm deleting the forum.

![You are about to delete all the topics and messages associated with the forum.](#)

![Basic-Course Forum](#) (not moderated)

![Full Description](#)

![Delete Forum](#)  ![Cancel](#)

You will be taken to a confirmation page with a warning: *You are about to delete all the topics and messages associated with the forum.* If you are sure you want to delete the forum, select **Delete Forum**.

**Warning:** You cannot restore a deleted forum or its topics or posts.
View remaining forums and topics.

Forums

Weekly Discussions  New Topic | Forum Settings | More ▼
Per our discussion in class, if someone has already begun a new thread in a topic, and

- Week 1 - Popular animated gifs  0 unread of 3 messages  To
  Included in the Full Description for this discussion topic is a picture of a cat playing a
  View Full Description and Attachment(s)

- Week 2 - Cartoons... and other funny stuff!  1 unread of
  Submit links to examples of your favorite online cartoons or memes and describe an

You will be returned to the Forums main page with the deleted forum no longer present.
How do I modify forum Template Settings?

Template Settings control the default settings of each new forum created after the Template Settings have been changed. These settings can be overridden for a specific forum or topic by adjusting the Forum Settings or Topic Settings.

Access the Forums.

Select the Forums tool from the Tool Menu.

Select the Template Settings tab.
Select Forum Posting settings.

Default Settings Template
Settings from this template will apply

Forum Posting
Moderate topics in forums

- Yes
- No

Require users to post before reading

- Yes
- No

The Default Settings Template allows you to enable the following Forum Posting options as default in newly created forums:

- Moderate topics in forums: This option means all messages posted within topics in this forum must be approved by the instructor or site administrator before they can be accessed by other members.
- Require users to post before reading: Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option for instructors who want students to respond to a discussion prompt before seeing other students' responses.

Select availability.

Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

The default option for forum availability is to Show immediately. You can also choose to Specify dates to open (show) and/or close (hide).

If you specify availability dates for forums via the Default Settings Template, all topics and content in those forums will be hidden when the forums are not open. Alternatively, you can set availability dates for individual forums or topics to have each forum or topic open or close at different dates.
Note: Choosing to Specify dates to open (show) and/or close (hide) is different from choosing to Lock a forum. Site participants will not be able to see a hidden forum at all, but they can read messages that were previously posted to topics in a forum you lock.

Select whether messages are automatically marked as read.

Mark All Messages in Conversations Read

- Yes
- No

The default option for marking all messages in conversations as read is No, requiring site participants to mark each post as read after reading. Selecting Yes will automatically mark all messages in a conversation, or thread, as read, as soon as a participant accesses the conversation.

View Permissions.

The Default Settings Template allows you to set permissions for all forums created after the template is edited.

In most cases, the default forum permissions are appropriate. By default, instructors and site administrators are forum Owners, and all other site participants are Contributors. The forum owner may add and delete topics, modify permissions, edit the forum and topic descriptions, etc. Contributors may read, post and reply to messages. Contributors may also edit and delete their Own messages.
Modify Permissions.

Forum permissions may be customized for different user roles, rosters, or groups within a site.

1. Select the drop-down menu next to each role or group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer).
2. Click the Customize button to the right to further expand the options for more granular custom permissions.
3. The default permissions allow contributors (the default role for students and collaboration site members) to post new conversations, read posts, reply to posts, mark posts as read, and edit and delete their own messages. You can add or revoke posting or reading privileges by selecting or deselecting the check boxes for those privileges. To prevent students from either editing or deleting their own messages, select Customize for the Student role, then select None under the Edit Messages or Delete Messages column.

Note: Group permissions display if groups have been created.

At the bottom of the page, select Save.
How do I watch or subscribe to forums?

The Watch option notifies you of recent posts on the Forums.

*Note: New post notifications will be sent to the user's email address, not via the Messages tool.*

Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

**Video Guide**

**Step-by-Step Instructions**

**Access the Forums.**

Select the **Forums** tool from the Tool Menu.

**Click Watch.**
Choose your notification preference.

**Watch Forums Options**

Use the settings below to change what notifications you receive when activity in the forums of this site take place.

- [ ] Send me an email whenever a new message is posted
- [ ] Send me an email when a conversation that I have contributed to receives a new message
- [x] No notification

Select whether an email is desired for every new message posted on the forums or every new message posted on a conversation to which you have contributed, or turn off all notifications. The default is to receive **No notification**.

**Click Save.**
Messages
What is the Messages tool?

The Messages tool allows users to send and receive private messages to other site participants.

By default, users may send messages to one or more individual participants. Users may also send messages to all members of a particular group, all participants in a particular role, or all participants in the site.

The Messages tool is site-specific; messages may be sent only to users in the site in which they are composed, and they may be viewed only in the site in which they are composed and received.

Note: For instructions on how to add this or any other tool to your site, see How do I add tools to my site?

Accessing the Messages tool via the tools menu in the site

To access the Messages tool in a site, select the Messages link in the tools menu.
Accessing the Messages tool via Message Center in the site

The Message Center area in the Overview tool in the site displays the number of new messages in the site and also allows users to access the tool.

To access the Messages tool from the Message Center in the Overview tool in the site, select the New Messages link or the message number.

Accessing the Messages tool via the Message Center in My Workspace

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Communication
By default, the *Message Center* area of the *Overview* tool on the *Home* page displays a list of all sites of which the user is a part, along with the number of new messages in each site, and also allows users to access the tool.

To access the *Messages* tool from the *Message Center* on the *Home* page, select **the message number** to the left of the site title in the *Message Center Notifications* area.
How do I access messages?

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Accessing the Messages tool via the tools menu in the site

To access the Messages tool in a site, select the Messages link in the tools menu.
Open the Received Messages Folder

To view all received messages, select the Received link.

Open a message
The system will display a list of messages. To open a message, select the message subject.

**View the message and message options**

![Message options](image)

The message will display, along with the message options:

1. Select **Reply** to reply to the sender of the message.
2. Select **Reply to all** to reply to all participants included in the message.
3. Select **Forward** to forward the message to another participant.
4. Select **Move to folder** to move the message to a folder within the *Messages* tool.
5. Select **Delete** to delete the message.
Accessing the Messages tool via Message Center in the site

The Message Center area in the Overview tool in the site displays the number of new messages in the site and also allows users to access the tool.

To access the Messages tool from the Message Center in the Overview tool in the site, select the New Messages link or the message number.

Accessing the Messages tool via the Message Center in My Workspace
By default, the *Message Center* area of the *Overview* tool on the *Home* page displays a list of all sites of which the user is a part, along with the number of new messages in each site, and also allows users to access the tool.

To access the *Messages* tool from the *Message Center* on the *Home* page, select the message number to the left of the site title in the *Message Center Notifications* area.
How do I send messages?

Accessing the Messages tool via the tools menu in the site

To access the Messages tool in a site, select the Messages link in the tools menu.

Accessing the Messages tool via Message Center in the site

The Message Center area in the Overview tool in the site displays the number of new messages in the site and also allows users to access the tool.

To access the Messages tool from the Message Center in the Overview tool in the site, select the New Messages link or the message number.
Accessing the Messages tool via the Message Center in My Workspace

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To access the Messages tool from the Message Center on the Home page, select the message number to the left of the site title in the Message Center Notifications area.

Sending a message

MESSAGES

Compose Message

Messages

- Received (2 message(s) - 2 unread)
- Sent (4 message(s))
- Deleted (0 message - 0 unread)
- Draft (0 message - 0 unread)
To send a message, select **Compose Message** in the menu bar near the top of the screen.

**Add recipients**

Select the **To field** to see a list of potential recipients. In addition to selecting one or more individual recipients, it is possible to select roles (which will send the message to all participants in that role) and groups (which will send the message to all participants in the groups).

To blind copy recipients (which will allow them to receive the message without seeing the other recipients), click the **Add Bcc** link.

**Add a subject**

Enter a subject into the **Subject** field. Messages must include a subject.
Enter text into the *Message* field.

*Note: after entering text or other content into the editor in UVACollab, we recommend using the Accessibility Checker to confirm that the content is fully accessible to all site participants. See [How do I check my content for accessibility?](#) for more information on the Accessibility Checker and instructions for checking content.*

### Add attachments

To add attachments to the message, select **Add attachments** and attach files using the browser window.
Send the message

To send the message, select **Send**.
How do I reply to messages?

Accessing the Messages tool via the tools menu in the site

To access the Messages tool in a site, select the Messages link in the tools menu.

Accessing the Messages tool via Message Center in the site

The Message Center area in the Overview tool in the site displays the number of new messages in the site and also allows users to access the tool.

To access the Messages tool from the Message Center in the Overview tool in the site, select the New Messages link or the message number.
Accessing the Messages tool via the Message Center in My Workspace

By default, the Message Center area of the Overview tool on the Home page displays a list of all sites of which the user is a part, along with the number of new messages in each site, and also allows users to access the tool.

To access the Messages tool from the Message Center on the Home page, select the message number to the left of the site title in the Message Center Notifications area.

Viewing and replying to messages
To view all and reply to messages, select the Received link.

Open a message

The system will display a list of messages. To open a message, select the message subject.
Open a reply

The message will display. To reply to the sender, select **Reply**; to reply to the sender and all other recipients of the message, select **Reply to all**.
Compose the reply

Enter text into the *Message* field.

*Note: after entering text or other content into the editor in UVACollab, we recommend using the Accessibility Checker to confirm that the content is fully accessible to all site participants. See [How do I check my content for accessibility?](#) for more information on the Accessibility Checker and instructions for checking content.*

Send the reply

To send the reply, select **Send**.
How do I create a messages folder?

Folders can be created within the Messages tool to aid in organization.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Accessing the Messages tool via the tools menu in the site

To access the Messages tool in a site, select the Messages link in the tools menu.
Accessing the Messages tool via Message Center in the site

The Message Center area in the Overview tool in the site displays the number of new messages in the site and also allows users to access the tool.

To access the Messages tool from the Message Center in the Overview tool in the site, select the New Messages link or the message number.

Accessing the Messages tool via the Message Center in My Workspace
By default, the Message Center area of the Overview tool on the Home page displays a list of all sites of which the user is a part, along with the number of new messages in each site, and also allows users to access the tool.

To access the Messages tool from the Message Center on the Home page, select the message number to the left of the site title in the Message Center Notifications area.

Creating a messages folder

To create a messages folder, select New Folder in the menu bar near the top of the page.
Enter the folder title and add the folder

Messages - Create Folder
Required items marked with *

* Folder Title

Add
Cancel

Enter a title for the folder into the Folder Title field, then select Add.

View the folder and edit the folder settings

Messages

- Received (2 message(s) - 0 unread)
- Sent (2 message(s))
- Deleted (2 message(s) - 0 unread)
- Draft (0 message - 0 unread)
- New Folder (0 message - 0 unread)

Folder Settings

The new folder will be added to the bottom of the folder list. To edit the folder settings, select the Folder Settings link.
How do I move messages?

A message can be moved from one folder to another for organizational purposes.

Accessing the Messages tool via the tools menu in the site

To access the Messages tool in a site, select the Messages link in the tools menu.

Accessing the Messages tool via Message Center in the site
The Message Center area in the Overview tool in the site displays the number of new messages in the site and also allows users to access the tool.

To access the Messages tool from the Message Center in the Overview tool in the site, select the New Messages link or the message number.

**Accessing the Messages tool via the Message Center in My Workspace**

By default, the Message Center area of the Overview tool on the Home page displays a list of all sites of which the user is a part, along with the number of new messages in each site, and also allows users to access the tool.

To access the Messages tool from the Message Center on the Home page, select the message number to the left of the site title in the Message Center Notifications area.
Moving messages

To move a message, select the name of the folder containing the message to be moved.
Select and move the message

Select the message to be moved by selecting **the checkbox** to the left of the message subject, then select the **Move** link.

Select the destination for the message and complete the move

Select the radio button next to the left of the folder where you would like to put the message, then select **Move Messages**.
How do I delete messages?

A message can be deleted if it is no longer needed.

Accessing the Messages tool via the tools menu in the site

To access the Messages tool in a site, select the Messages link in the tools menu.

Accessing the Messages tool via Message Center in the site
The *Message Center* area in the *Overview* tool in the site displays the number of new messages in the site and also allows users to access the tool.

To access the *Messages* tool from the *Message Center* in the *Overview* tool in the site, select the *New Messages* link or the message number.

**Accessing the Messages tool via the Message Center in My Workspace**

By default, the *Message Center* area of the *Overview* tool on the *Home* page displays a list of all sites of which the user is a part, along with the number of new messages in each site, and also allows users to access the tool.

To access the *Messages* tool from the *Message Center* on the *Home* page, select the message number to the left of the site title in the *Message Center Notifications* area.
Deleting messages

To delete a message, select the **name of the folder** containing the message to be deleted.
Select and delete the message

Select the message to be deleted by selecting the checkbox to the left of the message subject, then select the Delete link.
Confirm the deletion

The system will display a notification indicating that the message has been deleted.
How do I change message permissions for participants in different roles?

This feature gives the option to regulate each role’s message composing permissions.

Accessing the Messages tool via the tools menu in the site

To access the Messages tool in a site, select the Messages link in the tools menu.
Accessing the Messages tool via Message Center in the site

The Message Center area in the Overview tool in the site displays the number of new messages in the site and also allows users to access the tool.

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To access the Messages tool from the Message Center on the Home page, select the message number to the left of the site title in the Message Center Notifications area.

Changing message permissions

To change message permissions, select Permissions in the menu bar near the top of the screen.
Change permissions for all site participants

By default, participants in all roles are able to send messages to all participants, all members of a particular group, or all participants in a particular role. Hidden groups are displayed only to participants in the Instructor and Secondary Instructor roles.

Permissions are organized by permission and role. To change permissions for all site participants in a particular role, locate the permission and role in the table, and enable or disable the permission by selecting or deselecting the checkbox.
Change permissions for specific rosters

To change permissions for all site participants on a specific roster, select the roster from the **Set permissions for** dropdown menu, then locate the permission and role in the table and enable or disable the permission by selecting or deselecting the checkbox.
Save changes

After making any desired changes, select **Save**.
Piazza
What is the Piazza tool?

*Piazza* is a question and answer discussion board, where site participants have options to post privately to *site administrators*, respond anonymously and collaboratively edit anyone's messages.

**Note:** For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

### Piazza Features

**Site administrators** can:

- Control posting options available to participants.
- View editing history for a post and prevent future edits.
- Make private posts public.
- Create groups to limit discussions to specific participants.
- Manage folders to organize discussions.
- Endorse participants' good questions or answers.
- View participation statistics, such as the number of posts per day and top posters.

Anyone can:

- Save draft posts.
- Post anonymously.
- Post privately to site administrators.
- Collaboratively edit each others' posts.
- Favorite posts to find them easily later.
- Follow discussions and receive email notifications about new posts.

For more details about the features, see the [Piazza Overview page](#).
To access this tool, select Piazza from the Tool Menu in your site.

Get additional help.

For online tutorials and help with features in Piazza, visit the Piazza Support site (opens new window).
Site Email
What is the Site Email tool?

The Site Email tool allows instructors or site administrators to create an email address associated with their site. By default, email addressed to the site goes to the email addresses of all site participants. All email messages sent to your site's email address are stored in the Site Email tool's archive.

Users can set Preferences in Home to choose how often they want to receive messages that are sent to the email addresses for all sites of which they are a member. Options include receiving each email individually, receiving messages in digest mode, with all posts for the day sent in a single email message, or not receiving any emails at all. If they choose to receive no emails, they will be able to view messages within the Site Email tool, if the tool is visible to them in the site.

Note: You cannot use Site Email to send mail to particular individuals. To send messages to individual participants or a group, use either the Announcements tool or the Messages tool.

Note: For instructions on how to add this or any other tool to your site, see How do I add tools to my site?

To access this tool, select Site Email from the Tool Menu in your site.
How do I view messages sent to Site Email?

- Watch a video
- Follow the step-by-step instructions

Video Guide

Step-by-Step Instructions

Go to Site Email.

Select the Site Email tool from the Tool Menu in your site.
View Site Email messages.

1. Select the **message subject** to view the message content.
2. Select the **column heading** (*From*, *Subject*, or *Date Received*) to sort the email messages by the heading. Select the heading again to reverse the order.
Search for Site Email messages.

Type search term(s) in the box, and click Search.

Type a search term in the Search box above the message list, then click Search.
Messages containing the search term display.

The messages that contain your search term in their subject or body text will display on the screen.

**Note:** Select Clear Search to show all the archived email messages again.
How do I send messages to the Site Email address?

You must have appropriate permissions in a site to be able to send email to the site email address.

- **Collaboration Sites:** By default, anyone in the Owner, Administrator and Member roles may send email to a collaboration site email address.
- **Course Sites:** By default, anyone in the Instructor, Secondary Instructor, or Teaching Assistant roles may send email to a course site email address. Students do not have permission to send email to a course site email address by default. Instructors may permit students in the site to send email to the site address by enabling the Send email to the site permission for the Student role under Site Email > Permissions in the site.

To send a message, you must use the email address associated with the account through which you have been added to the site. In most cases, this is your UVA email address. If the default email client on your computer or device is not configured to send email from this address, you will need to copy and paste the site email address into a new message in the email tool of your choice.

**Notes:**

- A UVA account requires a deliverable email address in order to be able to send emails to UVACollab sites. Refer to the ITS Address Management System (AMS) site for more information about setting up a deliverable address.
- You cannot use Site Email to send mail to particular individuals. To send messages to individual participants or a group, use either the Announcements tool or the Messages tool.

Go to Site Email.
Select the **Site Email** tool from the Tool Menu in your site.

Locate email address for sending messages to the site email.

1. Below the **Options** and **Permissions** tabs near the top of the page, a message will indicate whether your account is authorized to send email to the site email address. If your account is authorized, your email address that is authorized to send email will be listed as well.

2. If your account is authorized, the site email address will be listed directly below the authorization message. Click on the **site email address** to send a message to this email address using the default email software on your computer, or copy and paste the address into the email tool of your choice.

Note: If you click on the site email address, your default email software will open to allow you to compose a message. If this email client is not configured to send email from the address registered to your UVACollab account, you will need to copy and paste the site email address into a new message in the email tool of your choice.
How do I modify the Site Email options?

Go to Site Email.

Select the Site Email tool from the Tool Menu in your site.

Click Options.

Select the desired settings.

Choose the radio button for the settings you want to enable. You can customize the following settings:
1. **Accept Messages From:** You can choose to allow anyone to send mail to the *Site Email* address, or to allow only site participants to send mail. *Note: Accepting messages from anyone allows outside email addresses not registered to UVaCollab to send mail to the site. This may open up your site to receive spam email.*

2. **Set the reply-to address:** You can set the reply-to address for messages sent through the *Site Email* so that users automatically reply to the **original sender** or to the **email archive** (*Site Email*) address. By default, replies to the *Site Email* are sent to the **original sender** of a message. *Note: By default, students cannot send email to the *Site Email*, so they will not be able to reply to the email archive unless you change their permissions settings.*

3. **Send messages to:** You can choose to send email to site participants as well as archiving the messages, or you can choose to archive messages without emailing the site participants.

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**Customize the Site Email Address.**

![Site Email Address](image)

If you would like to customize the *Site Email Address* to make it easier to remember, you can modify the address here.

**Click Update Options to save your settings.**
How do I change the Site Email permissions?

Go to Site Email.

Select the **Site Email** tool from the Tool Menu in your site.

Click the Permissions tab.

You are authorized to send email from: _[redacted]_
Email sent to the following address(es) will be archived and sent to participants:
Modify the permissions for the roles listed.

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

*Note: You may see different roles listed depending on the roles which exist in your site.*
Why can't I receive emails from UVACollab sites?

If you are not receiving emails from UVACollab sites, you may not have a deliverable address set up for your UVA computing ID, or you may have turned off email notifications in your Home Preferences.

Set a deliverable address in the Address Management System.

To send and receive emails from UVACollab sites, each UVA student, faculty, and staff member must have a deliverable email address associated with their account.

Refer to the ITS Address Management System (AMS) site for more information about setting up a deliverable address.
Check your notification preferences.

Email notification options set in your **Home** site's **Preferences** apply to ALL UVACollab sites in which you are a member.

Make sure that you have not disabled email notifications.

**Tip:** For **Announcements** and **Site Email**, it is recommended that students use the default setting of **Send me each notification separately**. This will ensure that you receive emails from your instructors in a timely manner.

**Note:**

- If you missed some messages sent via **Announcements** or **Site Email**, you can check the messages in these tools. See [How do I view announcements?](#) or [How do I view messages sent to Site Email?](#)
- If a site owner or administrator selects **High priority** email notifications when posting an announcement, you should receive the message via email even if you have chosen the **Preferences** option **Do not send me low priority announcements**.
Your non-UVA email account may have blocked emails.

Some email domains automatically block emails from UVACollab because they incorrectly identify these emails as SPAM or junk mail.

Email domains that may block messages include:

- yahoo.com
- hotmail.com
- outlook.com
- comcast.net

If you are using a non-UVA guest email, or you forward emails from your UVA account to a non-UVA email account, some of your emails may be blocked.
Why doesn't my Site Email address contain my site title, and what can I do?

When can a site ID display in the email address instead of the site title?

If one of the following has occurred, the Site Email address may contain its site ID—the list of numbers, letters, and dashes that identifies each site, for example, `d5dd9864-8227-41bc-beff-5fc285f3d882@collab.its.virginia.edu`:

- You created a new UVACollab site without the Site Email tool added to it,
- Or you created the site by duplicating an older site.

To change the address, edit the Site Email options.

You can change your site email address to one of your choosing by following the steps to customize the Site Email Address. Note that email addresses may be used only once in UVACollab, so if another site is already using the address that you would like to use, you will not be able to use it and you will need to choose an alternative.
Online Meetings (Zoom)
What is the Online Meetings tool?

*Online Meetings*, powered by Zoom, allows you to use Zoom's state-of-the-art video conferencing technology to schedule, host, record, and join online meetings in your courses and collaboration sites.

**Note:** For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

Online Meetings Features

Meeting organizers can:

- Schedule individual or recurring meetings.
- Assign additional meeting hosts.
- Control meeting access with dates/times and lock meetings.
- Control participants' ability to use features such as screen sharing.
- Send participants to breakout rooms for group collaboration.
- Create polls.
- Record meetings to the cloud or on their computer.

All meeting participants can:

- Join meetings via computer, mobile device, or telephone dial-in.
- Communicate with video, audio, and text chat.
- Screen share documents, photos, and video clips (if allowed by meeting host).
- Use a whiteboard and annotate shared screens (if allowed by meeting host).

To access this tool, select Online Meetings from the Tool Menu in your site.
How do I schedule online meetings?

Schedule a single or recurring online meeting with the *Online Meetings* tool powered by Zoom.

💡 For the best experience hosting or joining online meetings, install the Zoom client *(opens new window)* on your PC or Mac or add the Zoom app to your mobile device.

Alternatively, a Zoom web client *(opens new window)* is available for those who are unable to install the full client.

Go to Online Meetings.

Select the **Online Meetings** tool from the Tool Menu of your site.

Select the **Schedule a New Meeting** button.
Enter the meeting topic.

1. The Topic will default to the site title and should be modified to distinguish it from other meetings, e.g., Week 1 Lecture.
2. An optional description may also be added.

Set the meeting date, time, duration, and time zone.

1. By default, the meeting date and time are set to today's date, starting at the next hour. For example, if you start creating a meeting on June 25, 2019 at 12:10 pm, your meeting date and time will default to 06/25/2019 at 1:00 PM.

   To set a different start date and time, edit the date and time in the When fields. The date must be in the format of dd/mm/yyyy and the time in h:mm. Alternatively, you can click on a date in the calendar that pops up when you click in the Date field, or use the drop-down menu to select a Time.
2. By default, the meeting Duration is set to 1 hr 0 min. Set the desired duration in hours and minutes.
3. Check that the Time Zone is set to your correct time zone. If it is not, select it from the corresponding menu.
Set meeting recurrence. (Optional)

To schedule a recurring meeting:

1. Select the **Recurring meeting** check box.
2. Set the **Recurrence**. Options include **Daily**, **Weekly**, and **Monthly**.
3. From the **Repeat every** menu, select how often the meeting will be held.
4. For a weekly or monthly meeting, select the **day(s) of the week** or **month** when the meeting **Occurs**.
5. Set the **End date** for the meeting either **By** a specific **date** or **After** a specific **number of occurrences**.

Require registration. (Optional)

If **Registration** is **Required**, attendees must register for the meeting with their name and email address. After saving your meeting, a registration link will be available for you to provide to potential attendees.

**Note:** In most cases, you do not need to enable the **Registration** option because participants in your UVACollab site will gain access via the site.
Set video and audio options.

1. By default, the Video settings for both the Host and Participants are turned off. Turning on video will cause a host's or participant's webcam to turn on automatically when they join the meeting.

2. The Audio settings indicate how attendees can access the meeting audio, by Telephone, Computer Audio, or Both. It is recommended to leave the default setting of Both to allow participants to call in via telephone for audio.

   **Tip:** If you leave the default setting of off for video, the host and participants can choose to turn on their webcams after joining the meeting.

Enable preferred meeting options.

Meeting Options allow you to control participant entry to a meeting, and enable automatic recording.

1. Select Require meeting password to create a custom password for your meeting. Participants will be required to enter the password to join the meeting.

2. Enable join before host is selected by default. This option allows attendees to access the meeting before the host joins or when the host cannot attend the meeting.
3. **Mute participants upon entry** will mute all participants' microphones as they join the meeting.

4. **Use Personal Meeting ID** will open the meeting in your *Personal Meeting Room*. For more information about the Personal Meeting ID, see [Zoom's FAQ: Personal Meeting ID (opens new window)](https://zoomhelp中心).

5. **Enable waiting room** to admit attendees one by one or hold all attendees in the waiting room and admit them all at once.

6. **Record the meeting automatically** will start recording upon entry of the first person to join the meeting. Enabling this option will prompt you to select whether the recording will be saved on the local computer or in the cloud.

   ![Tip: If a meeting is recorded in the cloud, you will be able to access it via yourUVACollab site. For more information, see How do I access a recording of an online meeting?](https://zoomhelp中心)

**Add alternative hosts. (Optional)**

You may designate Alternative Hosts to your meeting by entering their **UVA email address**.

An alternative host must be a Zoom Pro user under the UVA account with Zoom. Preferably, alternative hosts should be participants in your UVACollab site.

**Save your meeting.**

Select the **Save** button to schedule your meeting.

**Get additional help.**

Questions about scheduling, joining, or accessing recordings via the *Online Meetings* tool in UVACollab can be addressed to **collab-support@virginia.edu**.

For online tutorials and help with features in Zoom, visit the [Zoom Help Center (opens new window)](https://zoomhelp中心).
How do I join a scheduled online meeting?

You can join or start a meeting via your UVACollab site.

💡 For the best experience hosting or joining online meetings, [install the Zoom client](opens new window) on your PC or Mac or add the Zoom app to your mobile device.

Alternatively, a [Zoom web client](opens new window) is available for those who are unable to install the full client.

Go to Online Meetings.

Select the **Online Meetings** tool from the Tool Menu of your site.
Verify timezone and select the Join/Start button.

On the *Upcoming Meetings* tab:

1. Verify that your current time zone is correct. Use the **Pencil** icon to the right of the displayed time zone to edit and select the correct time zone, as needed.
2. The button you select to join the meeting depends on whether you are attending or hosting the meeting. If you are an attendee, select the **Join** button. If you are a meeting host, select the **Start** button.
Use the Zoom client or browser app to launch meeting.

Launching...

Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If you cannot download or run the application start from your browser.

When you join a meeting, you will see a notice that your meeting is launching. If you have the Zoom client installed (opens new window; recommended), it will launch automatically.

Alternatively, you may select the link to **start from your browser**. The browser version of the Zoom client has limitations, e.g., no breakout room option.

**Get additional help.**

Questions about scheduling, joining, or accessing recordings via the Online Meetings tool in UVACollab can be addressed to collab-support@virginia.edu.

For online tutorials and help with features in Zoom, visit the Zoom Help Center (opens new window).
How do I access a recording of an online meeting?

When an online meeting created in a UVACollab site is recorded, most site participants, e.g., students, access the recording via the Previous Meetings tab in Online Meetings. Skip to the steps for site participants to access recordings.

Meeting organizers access recordings via their Cloud Recordings tab. Skip to the steps for meeting organizers to access recordings.

Note: Recordings of meetings that were deleted from the Previous Meetings tab are not available to site participants.

Site Participants

Go to Online Meetings.

Select the Online Meetings tool from the Tool Menu of your site.

Select the Previous Meetings tab.
Select the Recording Details link.

A Recording Details link displays for each meeting with a recording available. Select the link that corresponds to the meeting to view.

Select the recording.

On the Recording Details page, two options display for each recording of the selected meeting:

1. A complete Recording that includes:
   - Video,
• Audio,
• Chat text,
• An audio transcript (if the meeting organizer enabled the audio transcript option before recording).

2. An Audio Only version of the recording.

Select a recording to view it.

Meeting Organizers

Go to Online Meetings.

Select the Online Meetings tool from the Tool Menu of your site.

Select the Cloud Recordings tab.
Select the meeting.

Under the **Topic** column, select the link for the meeting to view.

Select the recording.

On the *Recording Details* page, two options display for each recording of the selected meeting:

1. A complete **Recording** that includes:
   - Video,
• Audio,
• Chat text,
• An audio transcript (if you enabled the audio transcript option in your Zoom account settings before recording).

2. An **Audio Only** version of the recording.

Select a recording to view it.

**Note:** If you have deleted a meeting, you can get a link to share the meeting recording with site participants by selecting the **Share** link under the recording.