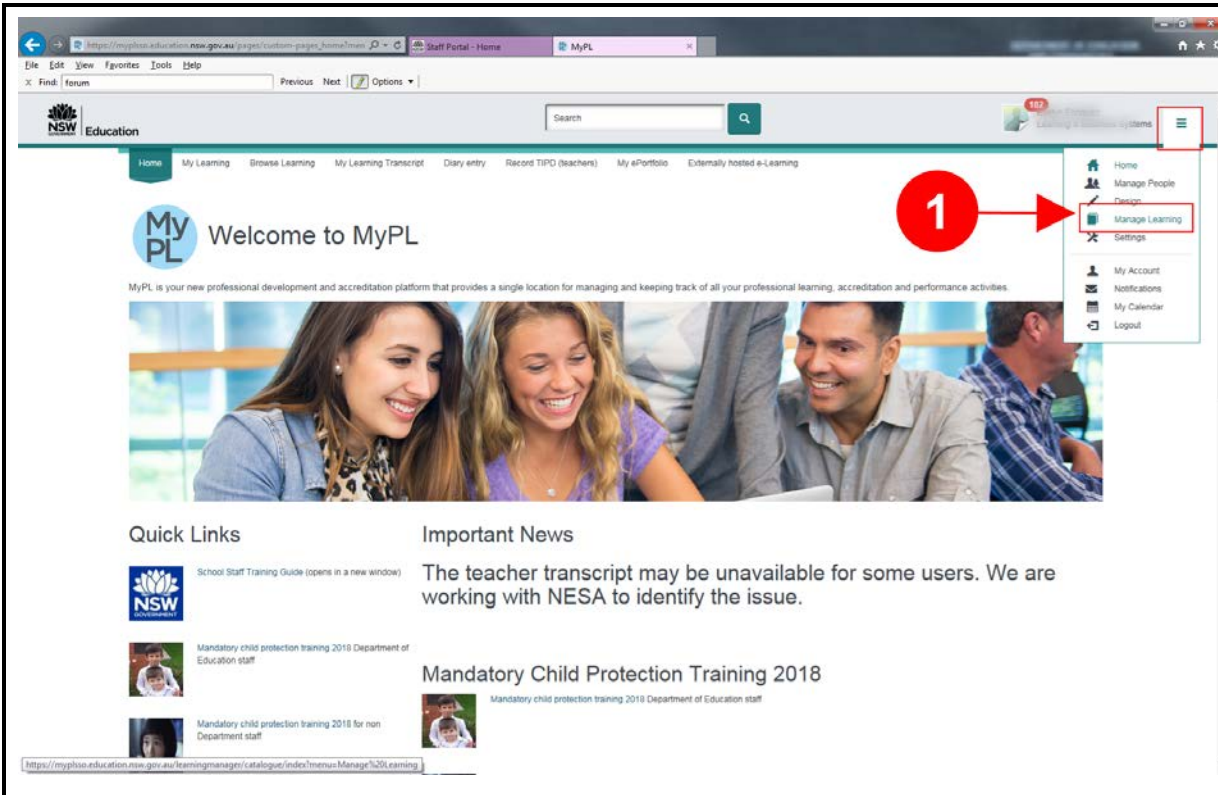


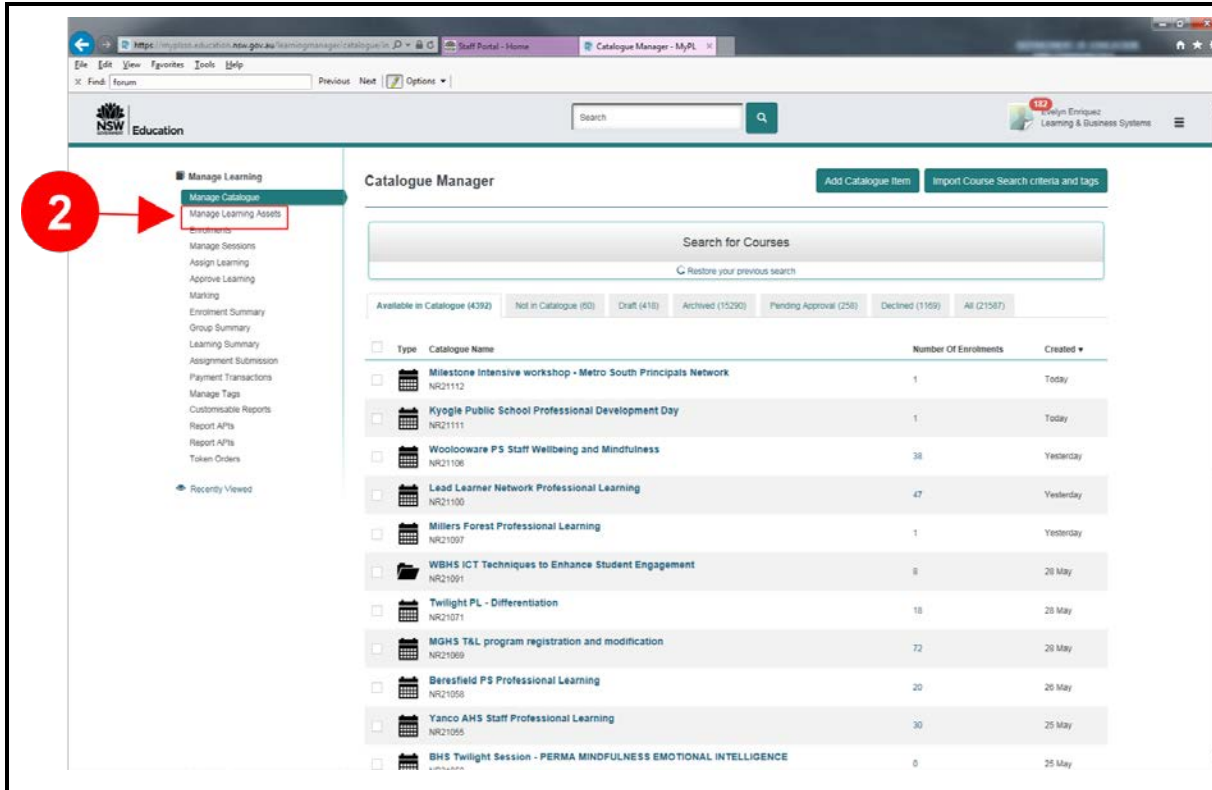
Creating a New Discussion Forum

This reference guide describes how to set up a New Discussion Forum that can be accessed through a Catalogue Item



The screenshot shows the MyPL website interface. A red circle with the number '1' and an arrow points to the hamburger menu icon in the top right corner. The menu is open, and the 'Manage Learning' option is highlighted with a red box. The page content includes a 'Welcome to MyPL' message, a navigation bar with links like 'Home', 'My Learning', and 'Browse Learning', and several news items under 'Quick Links' and 'Important News'.

Step 1: Go to the hamburger menu (top right hand corner of the screen) and select **Manage Learning**.



2 → Manage Learning Assets

Catalogue Manager

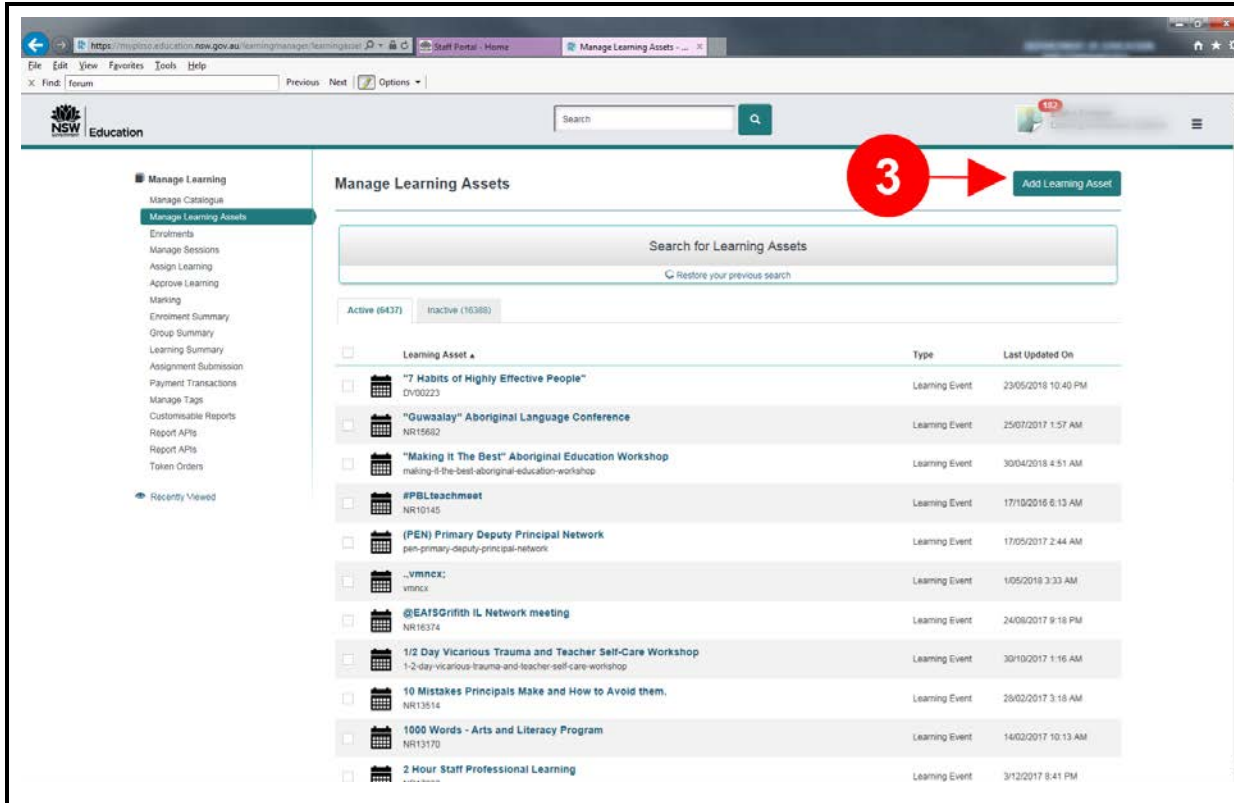
Search for Courses
Restore your previous search

Available in Catalogue (4392) | Not in Catalogue (60) | Draft (418) | Archived (15290) | Pending Approval (258) | Declined (1169) | All (21587)

Type	Catalogue Name	Number Of Enrolments	Created
<input type="checkbox"/>	Milestone Intensive workshop - Metro South Principals Network NR21112	1	Today
<input type="checkbox"/>	Kyogle Public School Professional Development Day NR21111	1	Today
<input type="checkbox"/>	Woollooware PS Staff Wellbeing and Mindfulness NR21108	38	Yesterday
<input type="checkbox"/>	Lead Learner Network Professional Learning NR21100	47	Yesterday
<input type="checkbox"/>	Millers Forest Professional Learning NR21097	1	Yesterday
<input type="checkbox"/>	WBHS ICT Techniques to Enhance Student Engagement NR21091	8	20 May
<input type="checkbox"/>	Twilight PL - Differentiation NR21071	18	20 May
<input type="checkbox"/>	MGHS TAL program registration and modification NR21069	72	20 May
<input type="checkbox"/>	Beresfield PS Professional Learning NR21059	20	20 May
<input type="checkbox"/>	Yanco AHS Staff Professional Learning NR21055	30	20 May
<input type="checkbox"/>	BHS Twilight Session - PERMA MINDFULNESS EMOTIONAL INTELLIGENCE NR21054	0	20 May

Step 2: Select **Manage Learning Assets**.

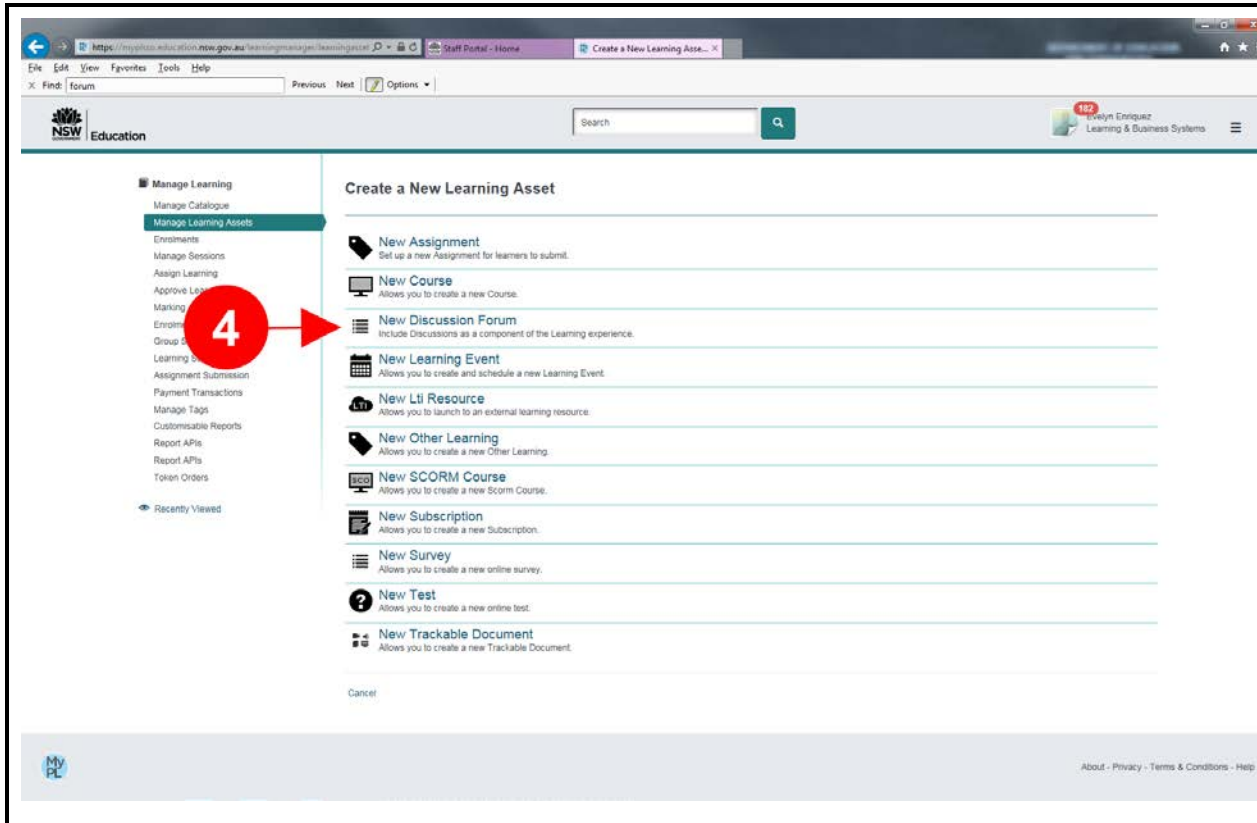




The screenshot shows the 'Manage Learning Assets' page in a web browser. A red circle with the number '3' and a red arrow points to the 'Add Learning Asset' button in the top right corner of the main content area. The page includes a search bar, a table of learning assets, and a sidebar with navigation options.

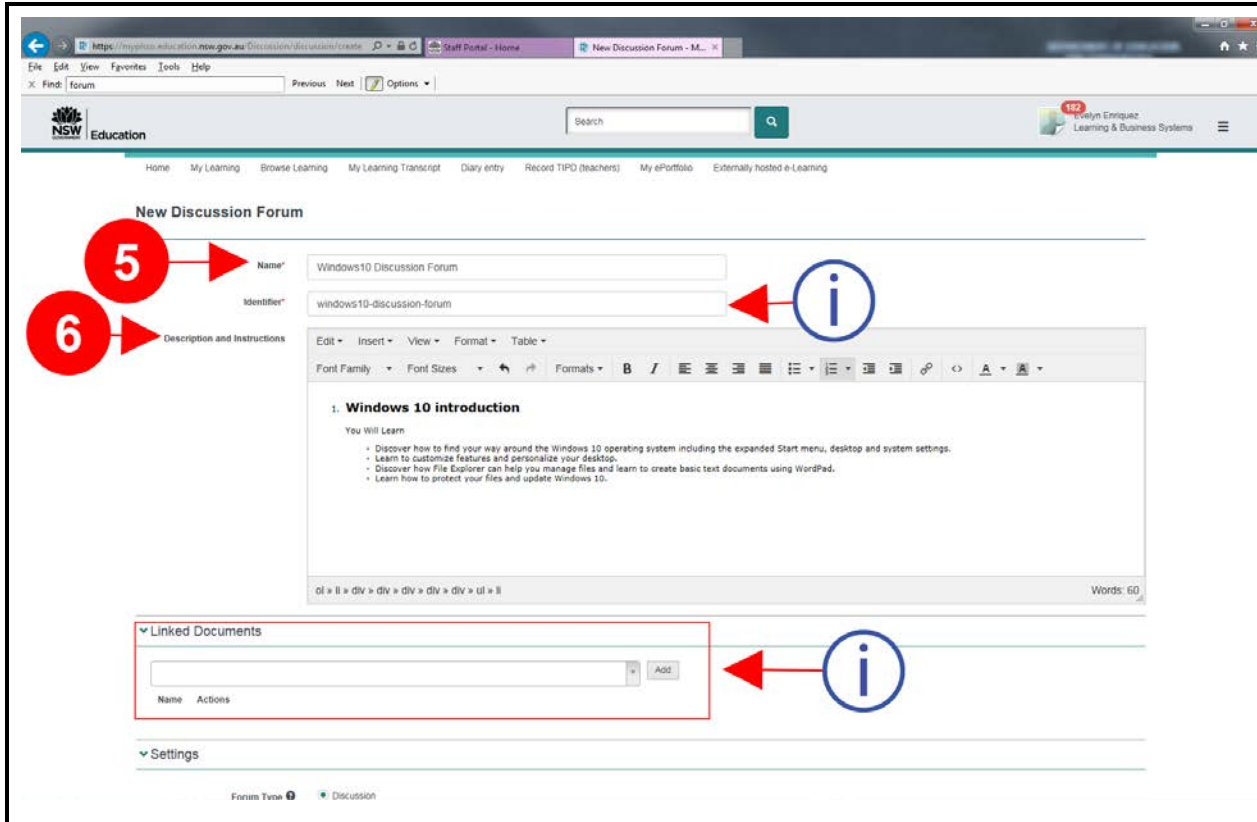
Learning Asset	Type	Last Updated On
"7 Habits of Highly Effective People" Dv00223	Learning Event	23/05/2018 10:40 PM
"Quwalay" Aboriginal Language Conference NR15682	Learning Event	25/07/2017 1:57 AM
"Making It The Best" Aboriginal Education Workshop making-it-the-best-aboriginal-education-workshop	Learning Event	30/04/2018 4:51 AM
#PBLteachmeet NR10145	Learning Event	17/10/2016 6:13 AM
(PEN) Primary Deputy Principal Network pen-primary-deputy-principal-network	Learning Event	17/05/2017 2:44 AM
..vmnxc: vmnxc	Learning Event	1/05/2019 3:33 AM
@EATSGriffith IL Network meeting NR16374	Learning Event	24/08/2017 9:18 PM
1/2 Day Vicarious Trauma and Teacher Self-Care Workshop 1-2-day-vicarious-trauma-and-teacher-self-care-workshop	Learning Event	30/10/2017 1:16 AM
10 Mistakes Principals Make and How to Avoid them. NR13514	Learning Event	26/02/2017 3:16 AM
1000 Words - Arts and Literacy Program NR13170	Learning Event	14/02/2017 10:13 AM
2 Hour Staff Professional Learning	Learning Event	3/12/2017 8:41 PM

Step 3: Select Add Learning Asset.



Step 4: Select New Discussion Forum.






The screenshot shows the 'New Discussion Forum' creation interface. The 'Name' field contains 'Windows10 Discussion Forum' and is highlighted with a red circle and the number 5. The 'Identifier' field contains 'windows10-discussion-forum'. The 'Description and Instructions' field contains a rich text editor with the following content:

1. Windows 10 introduction
You Will Learn


- Discover how to find your way around the Windows 10 operating system including the expanded Start menu, desktop and system settings.
- Learn to customize features and personalize your desktop.
- Discover how File Explorer can help you manage files and learn to create basic text documents using WordPad.
- Learn how to protect your files and update Windows 10.

The 'Linked Documents' section is highlighted with a red box and an information icon. The 'Settings' section is partially visible at the bottom.


Step 5: Type the discussion forum name in the **Name** dialogue box.




 The Identifier will be auto generated.


Step : Give a brief description and outline of this forum in the description text field

 Leave default settings.

Settings

Forum Type  Discussion
 Announcement

Rating Type  Like or Dislike  

Discussion Post Types 
 General
 Support
 Challenge
 Journal
 Question
 Allow posts to be edited
 Allow posts to be deleted
 Enable Notifications

Completion Settings

Please specify what learners have to do in order to complete their participation in the discussion forum (if anything).

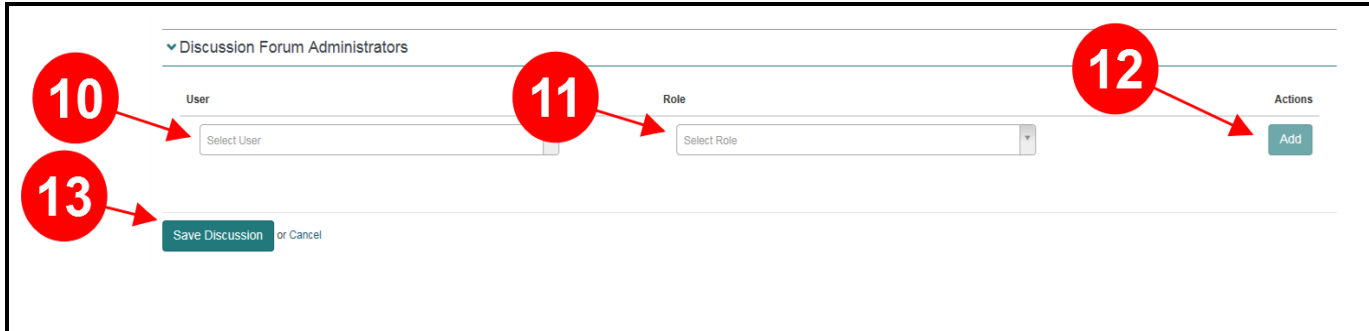
Learners must post to complete

Minimum number of posts required

Step 7: Tick **Enable Notifications**.

Step 8: Tick **Learners must post to complete**.

Step 9: Type minimum number of posts required.



10 points to the 'User' dropdown menu.

11 points to the 'Role' dropdown menu.

12 points to the 'Add' button.

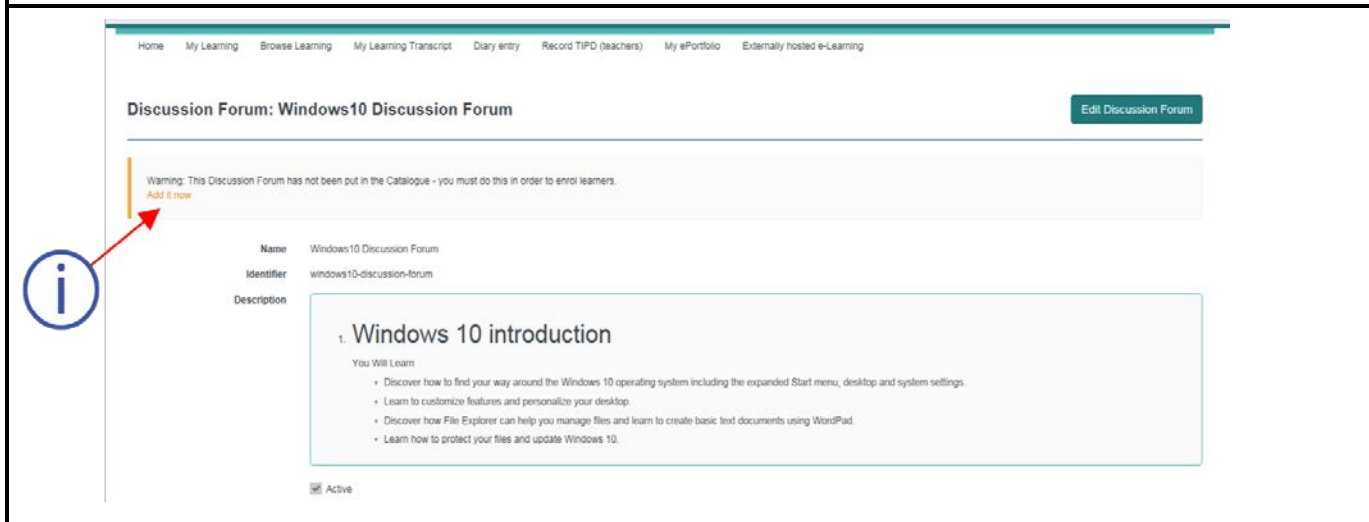
13 points to the 'Save Discussion' button.

Step 10: Select applicable staff member facilitating the forum by entering their email address from the **User** drop down.

Step 11: Select **Facilitator** role.

Step 12: Click **Add** button.

Step 13: Click **Save Discussion** button.



The screenshot shows the forum details page for 'Windows10 Discussion Forum'. A warning message at the top states: 'Warning: This Discussion Forum has not been put in the Catalogue - you must do this in order to enrol learners. Add it now'. An information icon (i) points to this warning message.

The forum details include:

- Name: Windows10 Discussion Forum
- Identifier: windows10-discussion-forum
- Description:
 - Windows 10 introduction
 - You Will Learn
 - Discover how to find your way around the Windows 10 operating system including the expanded Start menu, desktop and system settings.
 - Learn to customize features and personalize your desktop.
 - Discover how File Explorer can help you manage files and learn to create basic text documents using WordPad.
 - Learn how to protect your files and update Windows 10.
- Active: Active

i Select **Add it now** if you would like to add this asset to a Catalogue otherwise continue creating additional assets that will comprise your course.