

Group Based Discussions

Purpose:

This feature allows learners within a Group to interact with each other. Learners and Administrators can create posts that other group members can view and respond to.

Administrative Roles with Access:

- **Discussions Manager**

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1

Navigate to Discussions

Go to the (a) **Admin** menu. Click the (b) **Discussions** tile. From here, you can choose to (c) **Add a new Discussion** and/or (d) **Find and edit existing Discussions**.

>>

View **Step 2** to learn how to add a **new** discussion.

>>

View **Step 5** to learn how to find and edit an **existing** discussion.

TRAIN

ADMIN SEARCH USER SITE HELP

Admin

Discussions

[Add new Discussion](#)
[Find & Edit existing Discus...](#)

[Add new Discussion](#)

Add a new discussion to the system.

[Find & Edit existing Discussions](#)

Find/edit discussions, and modify their visibility.

Add a New Discussion

2

Fill in the information for your discussion. Give your discussion its (a) **Title** here. Use the dashboard on the left to click through each section: **Common Information** and **Availability**.

Cancel

Save

Add discussion

(Fields marked below are required)

Title

Discussion Title

Common Information

Availability

Common Information

Description

B I H

Preview

Attach a file

Active

Add discussion

(Fields marked below are required)

Title

Discussion Title

Common Information

Availability

Availability

West Virginia

Add more groups

West Virginia

West Virginia

West Virginia/Senate

West Virginia/Revenue

COMMON INFORMATION SECTION:

- (b) Type a description of the discussion here. Click **Attach a file** to add a file to the post.
- (c) Check the **Active** box if you want the discussion to be visible to users.
- (d) Click the blue **Preview** button to see how your discussion will appear to TRAIN users.

AVAILABILITY SECTION:

- (e) **Groups:** Search for the Group(s) you want to view your discussion using its name or ID number.

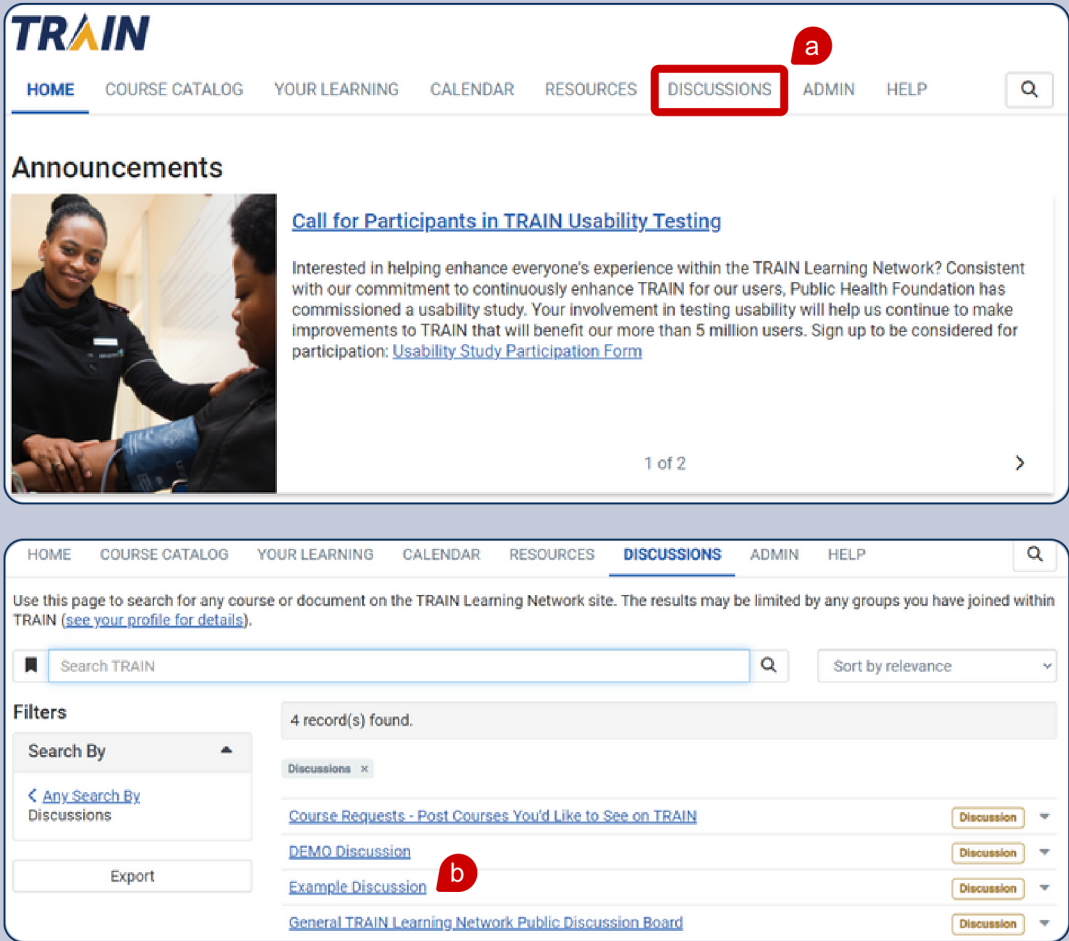
To select a Group, click the green + button.

To remove a selected group, click the x button.

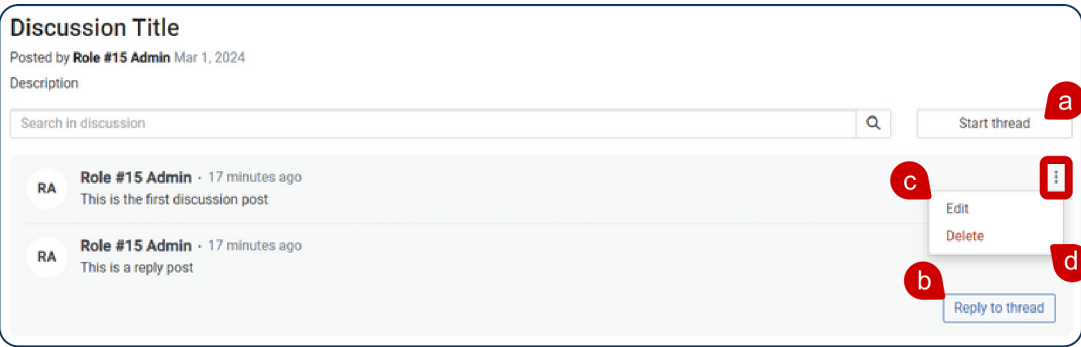
- (f) Click the green **Save** button to finish adding your discussion.

Open a Discussion


On the top of the TRAIN homepage, click the **(a) Discussions** tab. Then, click a **(b) Discussion Title** to open the discussion thread.



Create and Edit Discussion Posts



Join the conversation on the TRAIN discussion page.

 **TIP:** Type key words or phrases in the search bar to find specific posts quickly.

- (a)** To start a new thread of comments, click the **Start thread** button.
- (b)** To reply to an existing thread, click the **Reply to thread** button.
- (c)** To edit a post, click the three-dot button and select the **Edit** option from the dropdown menu.
- (d)** To delete a post, click the three-dot button and select the **Delete** option from the dropdown menu.

5

Manage group discussions.

- (e) Click the discussion title to open it.
- (f) Click the **pencil icon** to edit the discussion details.


Cancel

Delete

Save

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 Edit discussion

(Fields marked below are required)

Title

Discussion Title

ID: 45

Common Information

Availability

Common Information

Description

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🖼️

🔗

Preview

Description

📎 Attach a file

Created

Role #15 Admin (Mar 1, 2024)

Modified

Role #15 Admin (Mar 1, 2024)

☒ Active

- 