

Hosting A Web Forum Discussion Group

This guide contains instructions on using the host functions of Web Form. It assumes knowledge of the basic user functions as described in the document *Haverford Web Forum*.

Requesting a Web Forum Group

To request a Web Forum discussion group be created for you to host, you must fill out an online form available at:

<http://www2.haverford.edu/acc/tools/unixtools/webforumrequest.html>

Your Web Forum group will be set up within approximately one working day, and you will notified via e-mail.

Basic Host Commands

As host of a Web Forum Discussion group, you have privileges not offered to most users. You are free to organize all folders and discussions within your Web Forum Group, and can edit or delete messages at will. There are also advanced host features available such as Access Lists and Moderated Groups that your liaison can help you with, but which will not be addressed in this documentation.

Check Messages	Cancel Subscrips.	Message Center	Search		
Add Discussion	Add Link	Add Folder	Import	Edit Folder	Delete Folder
Email To Sysop	Get Info	Preference	Export	Access List	Check Moderated











All the commands and functionality available to the host of a group are represented by the buttons at the bottom of every screen within the group. When you enter your group, you will notice additional buttons that are available to you that were not present previously. These buttons are listed below with a brief discussion of their purpose.













- Add Discussion – This allows you to add discussions to your group. Discussions are like an electronic meeting room, where any number of people can post messages to contribute to a discussion. These messages are kept for the lifetime of the discussion.
- Add Link – You can add a link to a local folder or discussion, so that a conference item can be accessed by more than one path. Or you can enter the URL to link to any Web page.
- Add Folder – This allows you to add folders to your group. Folders are similar to the directories or folders on your hard disk. They arrange discussions into different subjects.
- Edit Discussion/Folder – This allows you to edit the preferences of discussions/folders you have set up. These preferences range from the name and description to e-mail access and HTML editing.
- Delete Discussion/Folder – This allows you to delete discussions/folders you have created.

Group Organization

The organization of your Web Forum Group is entirely up to you. You should create a Web Forum classification scheme appropriate to the content and structure of your course. Your group will consist of both folders and discussions. Messages are posted to Discussions. Folders are used to organize discussions. We recommend that you review groups already in use to help you decide what is best for your group. Your liaison can help you evaluate different structures, but ultimately you need to decide what you will be most comfortable with. To provide some samples of ways you might organize your class, shown below are some screenshots from Web Forum groups.

-  [01 Weeks \(semanas\) 1-19-00 through \(hasta\) 2-13-00 \(67 new messages\)](#)
-  [02 Week \(semana\) 2-14-00 \(17 new messages\)](#)
-  [03 Week \(semana\) 2-21-00 \(6 new messages\)](#)
-  [04 Week \(semana\) 2-28-00 \(8 new messages\)](#)
-  [05 Week \(semana\) 3-13-00 \(13 new messages\)](#)
-  [06 Week \(semana\) 3-20-00 \(14 new messages\)](#)
-  [07 Week \(semana\) 3-27-00 \(4 new messages\)](#)
-  [08 Week \(semana\) 4-3-00 \(9 new messages\)](#)
-  [09 Week \(semana\) 4-10-00 \(new\)](#)
-  [10 Week \(semana\) 4-17-00 \(new\)](#)
-  [11 Week \(semana\) 4-24-00 \(new\)](#)

-  [01 Introduction \(2 discussions\)](#)
-  [02 Evolutionary Perspectives \(1 discussion\)](#)
-  [03 Subjective Experience-William James \(1 discussion\)](#)
-  [04 Emotion and the Brain \(1 discussion\)](#)
-  [05 Feeling and Thinking-Cognitive Perspectives \(1 discussion\)](#)
-  [06 Emotions and Social Roles \(1 discussion\)](#)
-  [07 Development of Emotion \(1 discussion\)](#)
-  [08 Emotional Disorders: Depression \(1 discussion\)](#)
-  [09 Emotional Disorders: Anxiety \(1 discussion\)](#)
-  [Psychology 107g Syllabus/Mechanics \(13 new messages\)](#)

-  [ACCUTANE \(7 discussions\)](#)
-  [April 03 - 10, 2000 \(3 discussions\)](#)
-  [April 11 - 17, 2000 \(6 discussions\)](#)
-  [April 18 - 25, 2000](#)
-  [Biomedical Questions and Answers \(3 discussions\)](#)
-  [Digging deeper into the readings \(6 discussions\)](#)
-  [Focus Groups \(6 discussions\)](#)
-  [March 12 - March 21, 2000 \(6 discussions\)](#)
-  [March 21-23 \(5 discussions\)](#)
-  [Women's Health Activities \(4 discussions\)](#)
-  [Reading Circles for Thursday Mar 2 \(7 new messages\)](#)
-  [WoMB Web Page](#)