

Work with Discussion Apps

Schoolwires® Centricity2™



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Introduction

You use the Discussion App to introduce topics of conversation. You can add one or several topics within the app.

If you have *Social Media Framework* and activate *Commenting* for the app, visitors see a *Comments* link and the total number of comments posted for the topic. Visitors can click this link to read all comments posted for the topic or to post one of their own.

If you have *Social Media Framework* and activate *Rating* for the app, visitors see a display of stars that is used to both rate the topic and to display the rating average of the topic. Visitors also see the number of times the topic was rated.

The screenshot shows the Happy Valley High School website with a discussion app for 'Senior Class Play'. The page features a dark blue header with the school logo and navigation links. A breadcrumb trail indicates the current location: 'Happy Valley High School > Activities > Senior Class Play > Senior Class Play Discussion'. The main content area lists three 'Senior Play Options':

- Senior Play Option 1**
"Grease"
It's 1959 at Rydell High School....
Comments (11) ★★★★★ (8)
- Senior Play Option 2**
"Hairspray"
Teenager Tracy Turnblad shows Baltimore a few things....
Comments (2) ★★★★★ (2)
- Senior Play Option 3**
"Ask Any Girl"
Meg likes to make up statistics to justify everything she does....
Comments (5) ★★★★★ (3)

The 'Comments' links and star ratings for each option are circled in blue. The footer contains the school's address (328 Innovation Blvd., State College, PA 16801) and phone number (814-555-1234).

In addition to posting new comments, visitors can reply to comments posted by other visitors for a topic. By doing this, visitors can create multiple discussion threads.


Happy Valley High School ▶ Activities ▶ Senior Class Play ▶ Senior Class Play Discussion

Discussion


Senior Play Option 1

"Grease"
It's 1959 at Rydell High School....


9 Comments

 **Michael Marks**
on February 1, 2012 Reply


I'd like to see them do Grease. My Dad has a 1957 Chevy that I bet he would allow the school to borrow for the performance.

 **Sandy Dee**
on February 1, 2012 Reply


What color is it?

 **Michael Marks**
on February 1, 2012 Reply


It's a red convertible with white trim and lots of chrome.

 **Sandy Dee**
on Wednesday at 4:56 PM Reply


Are there fuzzy dice hanging from the rear view mirror?

 **Michael Marks**
about 2 minutes ago Reply


No, there are no fuzzy dice.

 **Lenny**
about 14 minutes ago Reply


What size engine is in it?

 **Michael Marks**
about 7 minutes ago Reply

It is a fuel injected 283 cu in engine fitted with solid lifters. It's Greased Lightning!

 **Anonymous**
on February 1, 2012 Reply

Grease cause I love John Travola in that!

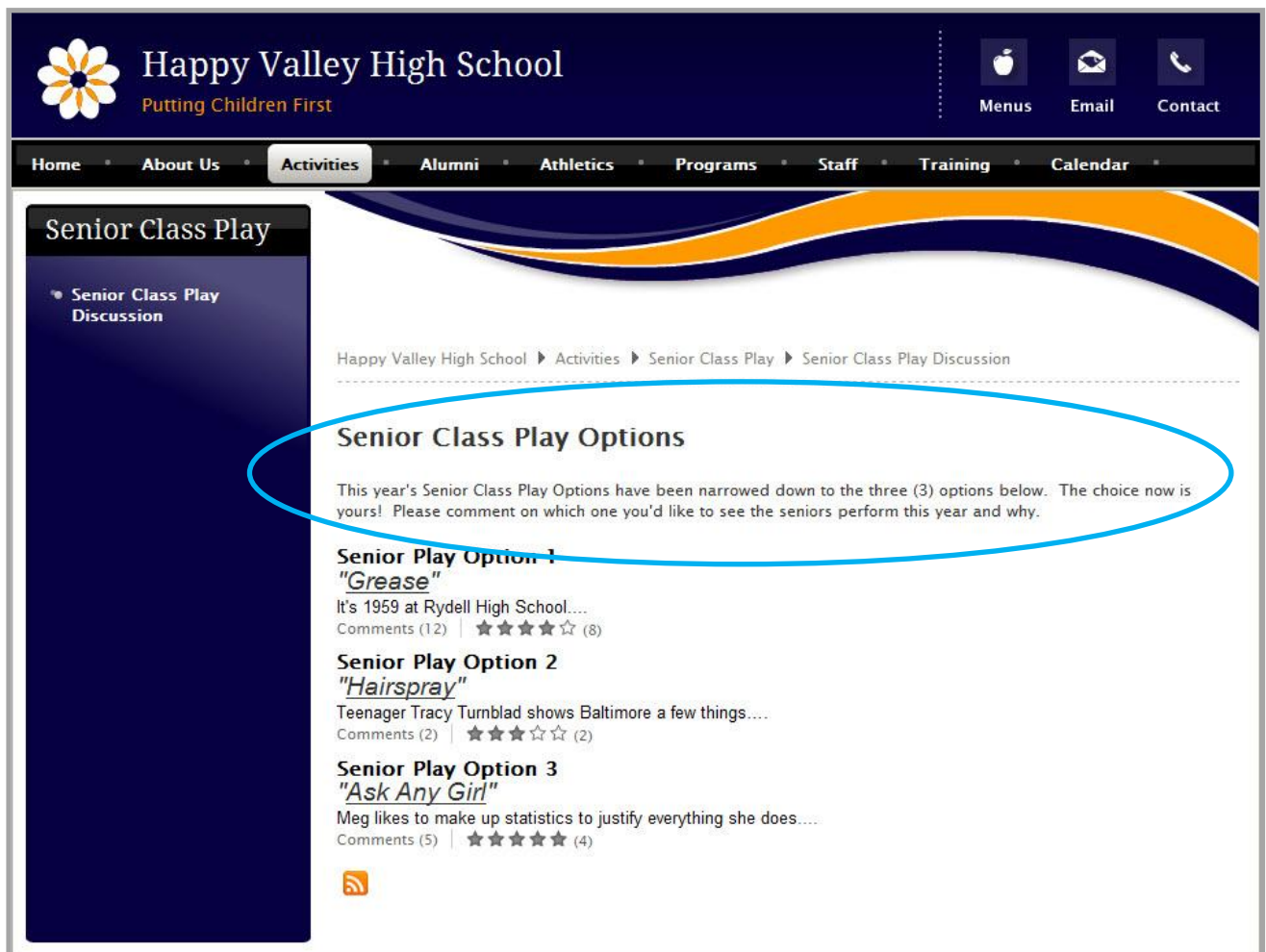
 **Anonymous**
on February 1, 2012 Reply

Grease because I love old stuff.

You create a Discussion App by creating a new page and selecting the Discussion App Page Type. This creates a page containing one Discussion App in a one column page layout.



Alternatively, you can add a Discussion App to a page by clicking the **Manage Apps & Layout** action, which takes you to Design mode.



Note that in this example, we added a Flex App containing introductory text above the Discussion App.

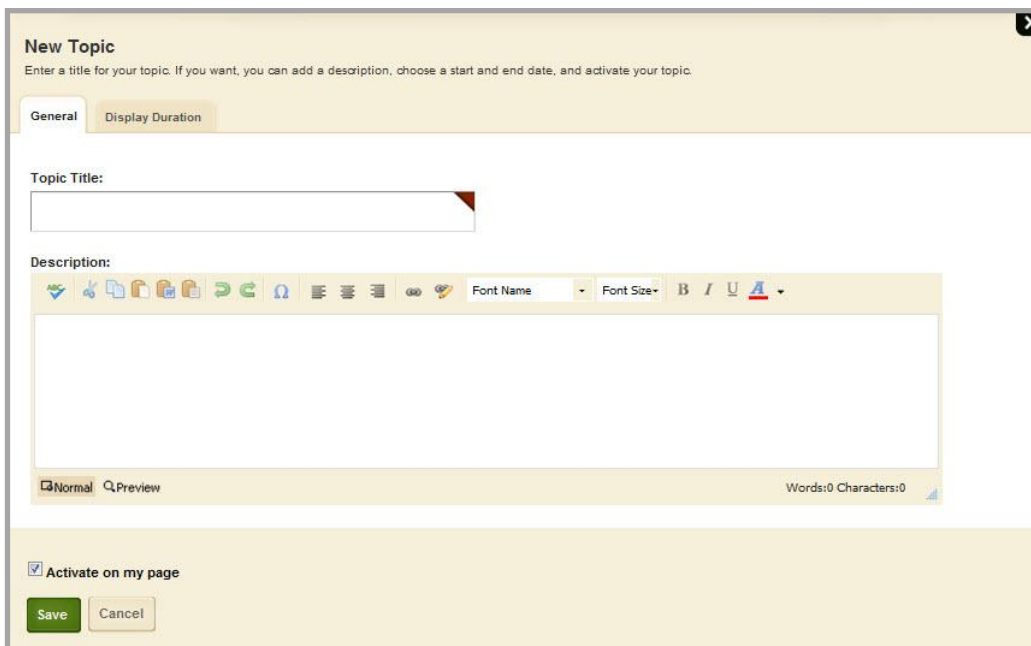
Add a Topic

Here's how you add a topic to a Discussion App.

1. In *Site Manager*, navigate to the workspace containing the Discussion App to which you want to add a topic.
2. Edit the Discussion App.
 - If the Discussion app is the only app on the page, click on the page name to open the app.
 - If you have more than one app on the page, click **Edit Page** in the **Actions** Drop-down list to open the page in Edit Mode. Click on the Discussion App to open it.
3. Click **New Topic**. A New Topic window displays. When you have finished entering your information, click **Save**.



4. On the **General** tab, enter a title for the topic.

A screenshot of the 'New Topic' dialog box. The title is 'New Topic' and there is a close button (X) in the top right corner. Below the title is a subtitle: 'Enter a title for your topic. If you want, you can add a description, choose a start and end date, and activate your topic.' There are two tabs: 'General' (selected) and 'Display Duration'. Under the 'General' tab, there is a 'Topic Title' text input field. Below that is a 'Description' field with a rich text editor toolbar. The toolbar includes icons for undo, redo, link, unlink, list, indent, outdent, bold, italic, underline, and text color. Below the toolbar is a large text area for the description. At the bottom of the dialog, there is a checkbox labeled 'Activate on my page' which is checked. There are 'Save' and 'Cancel' buttons at the very bottom.

5. Enter your topic in the Description field.
6. By default the **Activate on my page** checkbox is selected, flagging your topic for immediate display on your website once you save it. We recommend that you uncheck **Activate on my page** while working on the topic. Remember to activate it when you have completed work on your topic.

- Navigate to the **Display Duration** tab (optional). Here you can specify start and end dates and times to control when your topic displays on your website as long as the topic and the page are both active. Note that if you enter no dates and times, the topic always displays.

New Topic
 Enter a title for your topic. If you want, you can add a description, choose a start and end date, and activate your topic.

General | **Display Duration**

When will this item be displayed?

Start Date:

End Date:

Activate on my page

Here are some things to keep in mind when working with display duration.

- As mentioned above, if you enter no dates and times, the topic always displays.
- If you enter both start and end dates and times, the topic displays on your site within the specified date and time ranges.
- If you enter only a start date and time, the topic displays on your site from the date and time specified forward.
- If you enter only an end date and time, the topic displays on your site immediately until the specified end date and time.

If you choose to specify dates, a Calendar Date Picker displays when you click in the Start or End Date fields. Use the Date Picker to select a date. Alternatively, you can enter date values manually using the format *mm/dd/yyyy*.



3 AM	:25
	:10
	:15
12 AM	:20
1 AM	:25
2 AM	:30
3 AM	:35
4 AM	:40
5 AM	:45
6 AM	:50
7 AM	:55
8 AM	

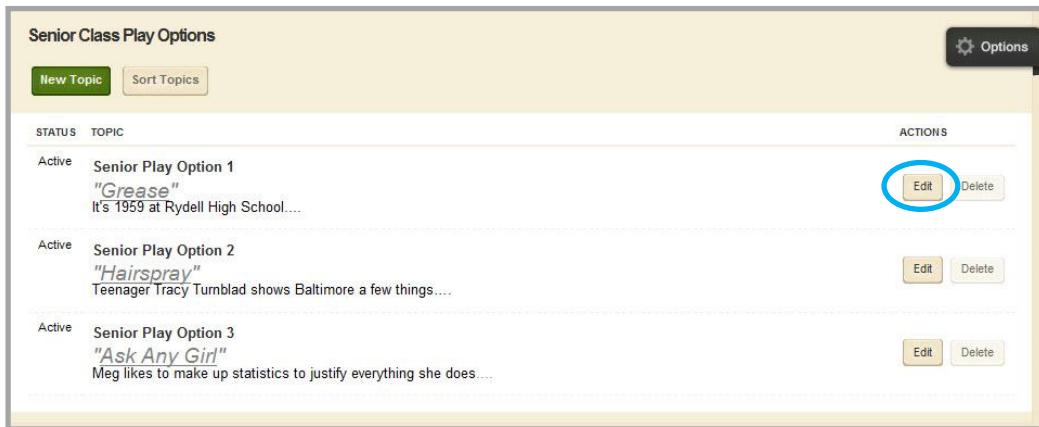
To specify a value for the Start and End Date Time fields, click on the Hour and Minute drop-downs associated with each date field and select a time from the list. Hours are specified with AM and PM designations; Minute options begin at 00 and are incremented by units of five.

If you specify only dates, the start time is set to 12:00 AM and the end time is set to 12:00 PM internally.

Edit a Topic

Here's how you edit a Discussion App topic.

1. In *Site Manager*, navigate to the workspace containing the Discussion App you wish to edit.
2. Edit the Discussion App.
 - If the Discussion app is the only app on the page, click on the page name to open the app.
 - If you have more than one app on the page, click **Edit Page** in the **Actions** Drop-down list to open the page in Edit Mode. Click on the Discussion App to open it.

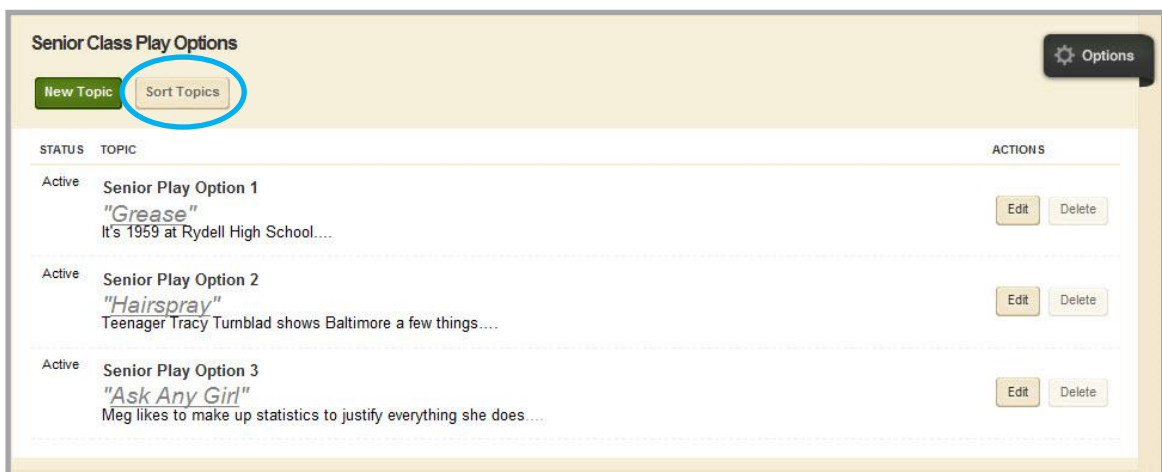


3. Click **Edit** to the right of the topic.
4. Edit the topic, making changes to the information on each of the tabs as necessary.
5. Click **Save**.

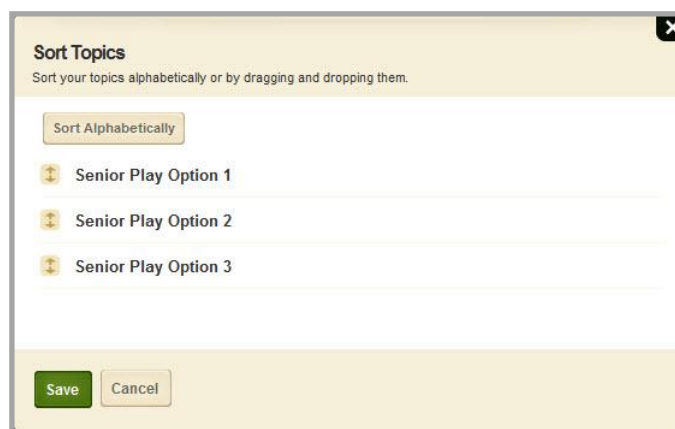
Sort Topics

Here is how you sort topics within a Discussion App.

1. In *Site Manager*, navigate to the workspace containing the Discussion App whose topics you wish to sort.
2. Edit the Discussion App.
 - If the Discussion app is the only app on the page, click on the page name to open the app.
 - If you have more than one app on the page, click **Edit Page** in the **Actions** Drop-down list to open the page in Edit Mode. Click on the Discussion App to open it.
3. Click **Sort Topics**. The Sort Topics window displays.



4. To sort the topics in alphabetic order, click **Sort Alphabetically**.
5. To sort the topics manually, drag and drop them to a new location.
 - a. Click and hold on the name of the topic you wish to move.
 - b. Drag the topic to a new location within the list and release the mouse to drop it in place.
 - c. Repeat Steps a and b as required.

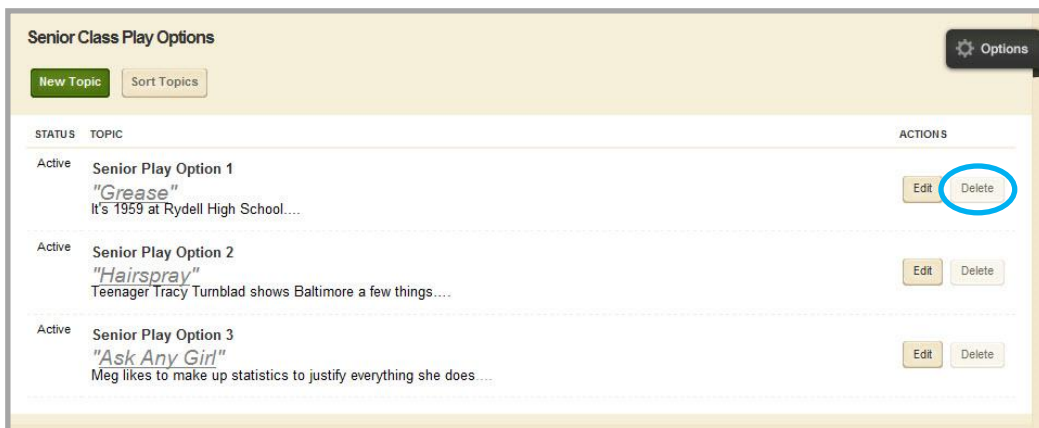


6. Click **Save**.

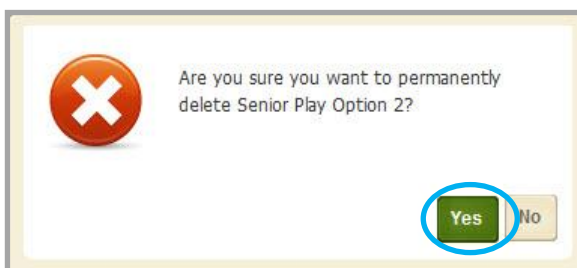
Delete a Topic

Here's how you delete a topic from a Discussion App.

1. In *Site Manager*, navigate to the workspace containing the Discussion app with the topic you wish to delete.
2. Edit the Discussion App.
 - If the Discussion app is the only app on the page, click on the page name to open the app.
 - If you have more than one app on the page, click **Edit Page** in the **Actions** Drop-down list to open the page in Edit Mode. Click on the Discussion App to open it.



3. Click **Delete** to the right of the topic you wish to delete. A confirmation dialog box displays.
4. Click **Yes** to delete the topic. The topic and all associated comments are removed from your website.



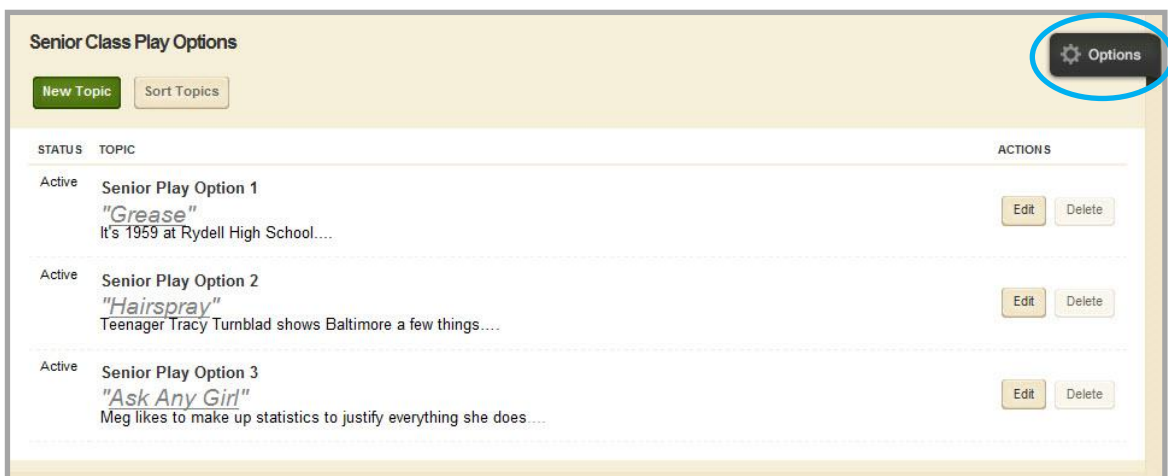
Be certain this is what you want to do since you cannot recover a topic and its associated comments once you delete them.

Set Discussion App Options

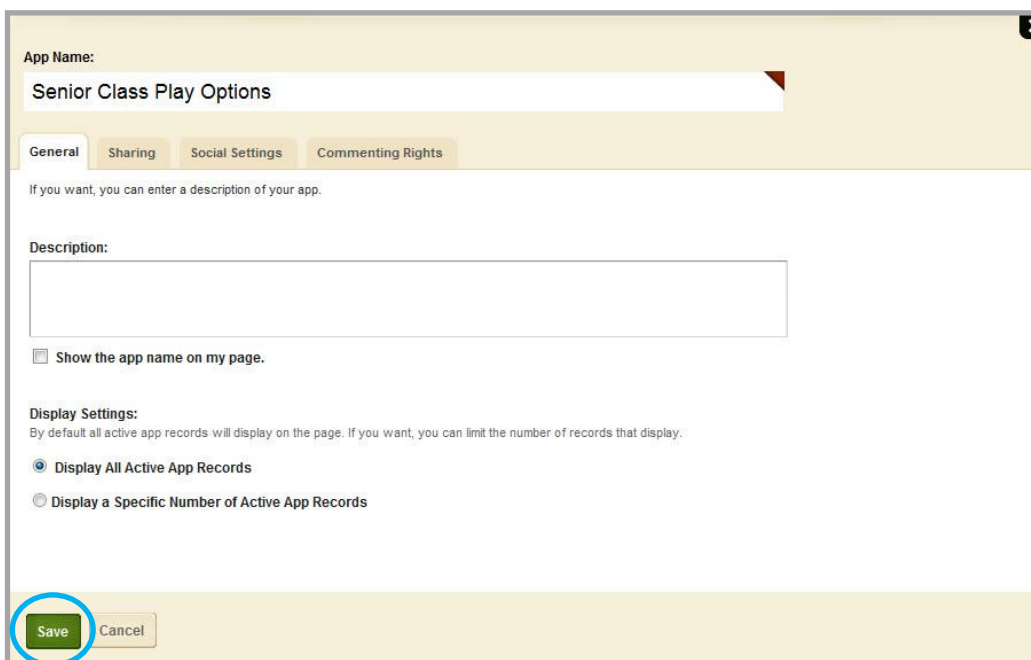
Centricity2 allows you to modify the default options set for an app that you create. Options for a Discussion App are grouped into three categories: General, Sharing and Social Settings.

Here's how you set options for a Discussion App.

1. In *Site Manager*, navigate to the workspace containing the Discussion App you wish to modify.
2. Edit the Discussion App.
 - If the Discussion app is the only app on the page, click on the page name to open the app.
 - If you have more than one app on the page, click **Edit Page** in the **Actions** Drop-down list to open the page in Edit Mode. Click on the Discussion App to open it.
3. Click **Options**.



4. An Apps Options dialog displays. Make changes on each of the tabs as necessary. When finished, click **Save**.

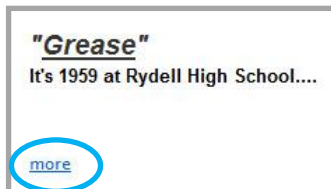


General Tab Options

Use the options on the **General** tab to change the name of your app as well as add or modify a description for your app. The App Name is required.

The screenshot shows the configuration interface for an app. At the top, the 'App Name' is set to 'Senior Class Play Options'. Below this are four tabs: 'General', 'Sharing', 'Social Settings', and 'Commenting Rights'. The 'General' tab is active. A text area for the 'Description' is empty. There is a checkbox for 'Show the app name on my page.' which is currently unchecked. Under 'Display Settings', there are two radio buttons: 'Display All Active App Records' (unchecked) and 'Display a Specific Number of Active App Records' (checked). Below the second radio button is a 'Record Limit' input field, which is currently empty. At the bottom of the form are 'Save' and 'Cancel' buttons.

If you click the **Show the app name on my page** checkbox, the name of the app displays above the app content on the page on your website.

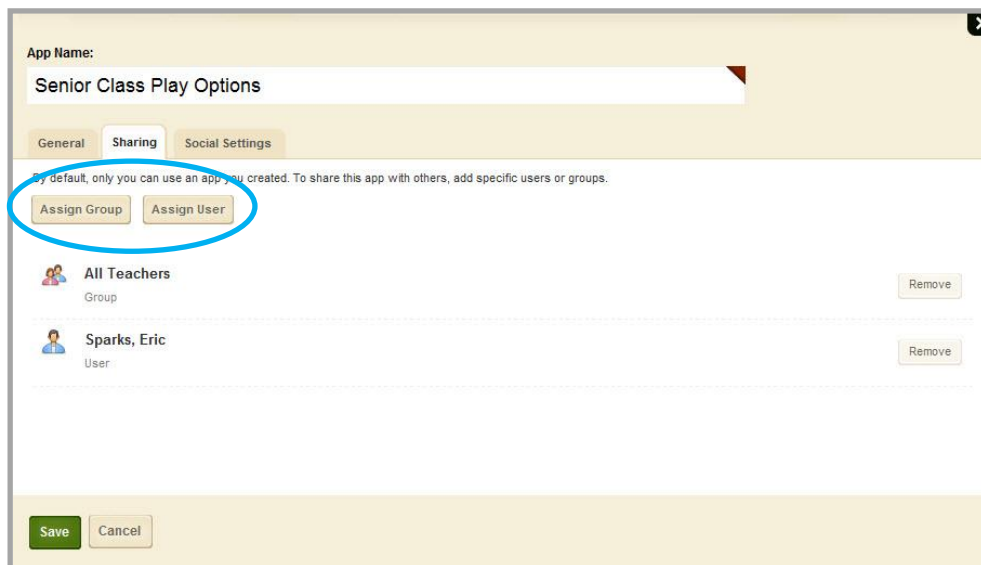


If you click the **Display Limited Records** radio button, a Record Limit field displays. Here you indicate the number of topics you want to show on the page before a **more** link appears on your website. Visitors must click this **more** link to view all topics for the app.

Sharing Tab Options

By default, only you have access to an app that you create. If you would like other editors to be able to place your app on their pages, you must share it with them.

On the **Sharing** tab, click **Assign Group** or **Assign User** to search for and select specific users and groups with whom you would like to share your app.



Social Settings Tab Options

If you have *Social Media Framework*, you may be able to add one or all of these social media elements to your app. Whether you can add a particular element depends on which settings and elements your Site Administrator has enabled. Site Administrators may enable RSS feeds regardless of whether or not you have *Social Media Framework*.

These are the Social Media elements that may be available for your Discussion App.

- Community Editing: Allows visitors to contribute to your app
- Visitor Commenting: Allows visitors to comment on your app.
- Visitor Rating: Allows visitors to rate your app.
- RSS Feeds: Allows visitors to subscribe to Really Simple Syndication (RSS) feeds for your app.

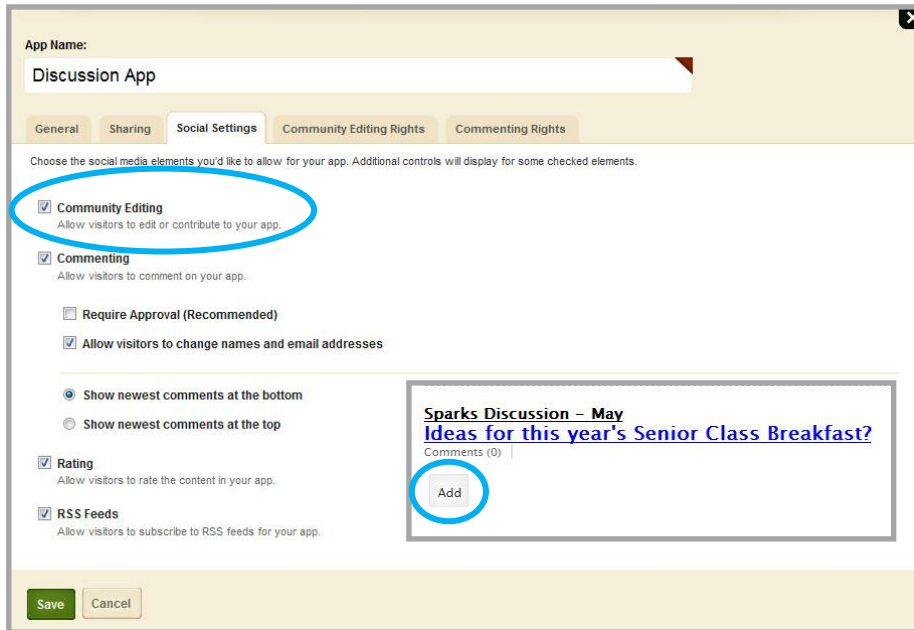
When enabled, RSS Feeds apply to the entire app and not to individual records within that app. For example, RSS Feeds apply to the entire Discussion App rather than to each topic within that Discussion App. So once enabled for that Discussion App, if visitors use the RSS Feed, they will see the entire Discussion App on their RSS aggregator homepage.

A Site Administrator must enable RSS Feeds for the entire website through a global setting in System Settings in order for you to enable it for your apps.

Use the settings on the **Social Settings** tab to apply the available social media elements to your Discussion App. Depending on the element you select, additional controls may display.

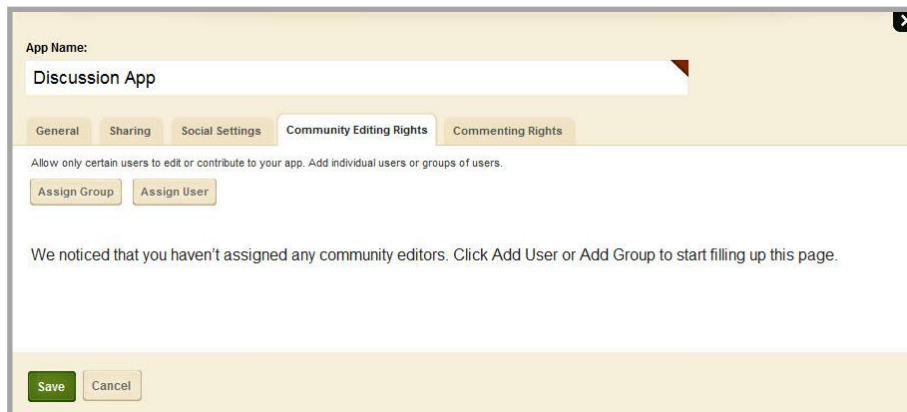
Community Editing

Community Editing allows selected visitors to contribute Discussion Topics to your Discussion app. When you activate the Community Editing checkbox, the **Community Editing Rights** tab displays, where you assign editing rights to users.



Community Editing Rights Tab

When you enabled **Community Editing** for your Discussion App, the **Community Editing Rights** tab displays. By default, no community editors are assigned to your Discussion App. If you would like to add community editors, click **Assign Group** or **Assign User** and select specific users and groups.



By default, no one has editing rights. Therefore, you will need to click this tab and using the **Assign Group** or **Assign User** buttons, search for and select specific users and groups you wish to have rights.

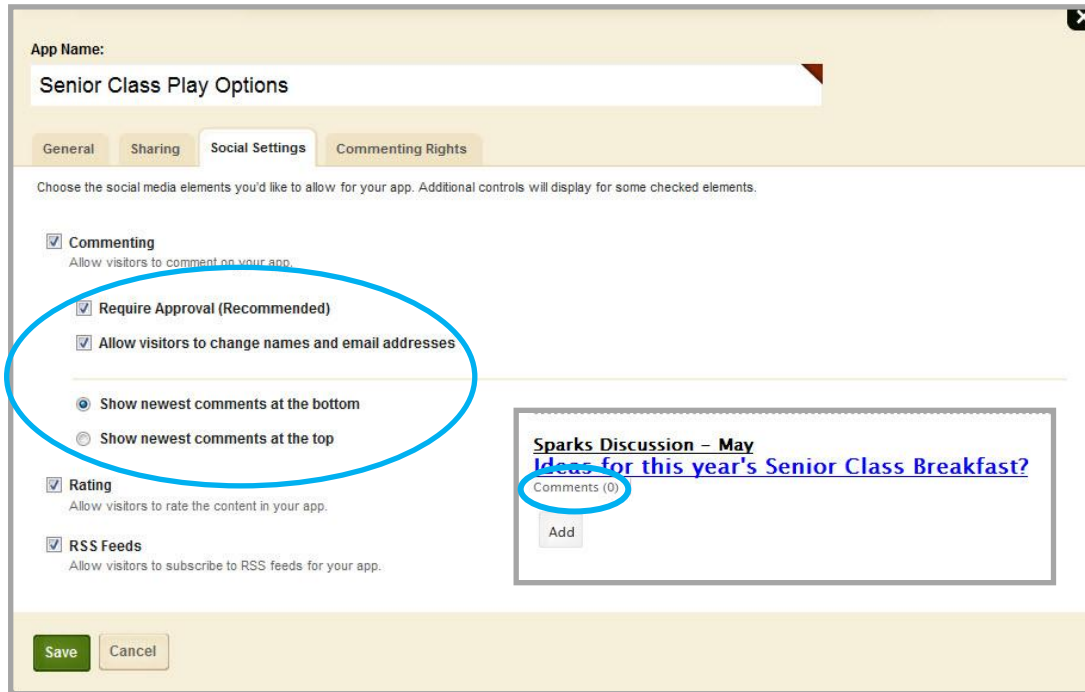
Note that All Community Editor Postings must be approved before they appear on the end-user website. Click the **Tools** tab and select **Approve Community Editing**.



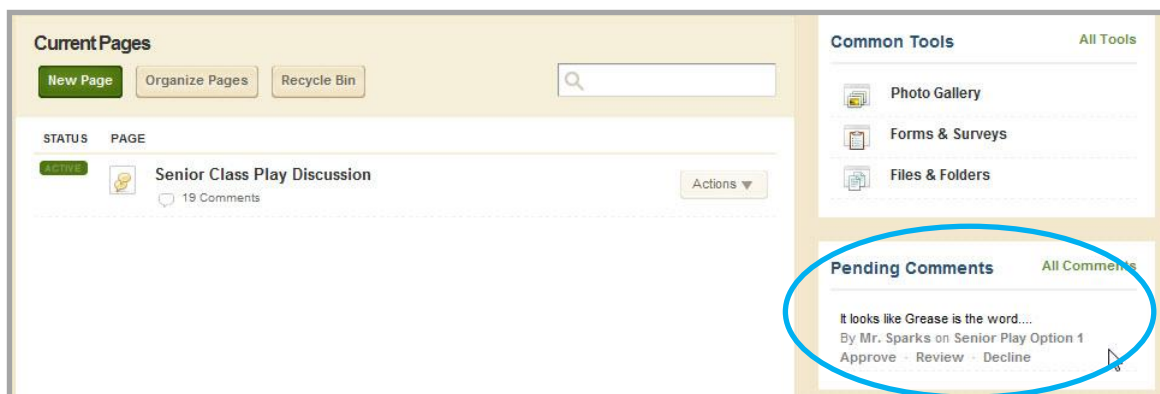
Commenting

Commenting allows visitors to add their comments to topics in your Discussion App. Visitors can also reply to comments left by other visitors and comment on Discussion Topics posted by Community Editors.

When you activate the **Commenting** checkbox, two additional checkboxes, two radio buttons and the **Commenting Rights** tab display.



We recommend that you select the **Require Approval** checkbox. With this activated, you must approve all visitor comments before they display on your website.



If a visitor posts a comment and is not signed into your website, the name associated with the post is *Anonymous*.

A screenshot of a form field labeled 'Name'. The dropdown menu is open, and the text 'Anonymous' is visible inside the field.

If a visitor posts a comment and is signed into your website, the name and email address of the visitor is pulled from the visitor’s user account.

A screenshot of a 'Post a Comment' form. The 'Name' field contains 'Eric Sparks' and the 'Email' field contains 'esparks@schoolwires.com'. Both fields are circled in blue.

However, if you select **Allow visitors to change names and email addresses** checkbox, visitors who are signed in to your website may modify their posting name and email address.

A screenshot of a 'Post a Comment' form. The 'Name' field contains 'Eric Sparks' and the 'Email' field contains 'esparks@schoolwires.com'. Both fields are circled in blue.

Note that email address associated with a post will never display on the end-user website.

You may also choose to have newest comments post at the top or bottom of the topic within your Discussion App by selecting the **Show newest comments at the top** radio button. By default the **Show newest comments at the bottom** radio button is selected.

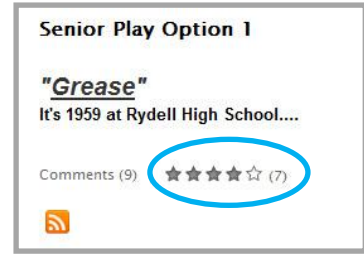
Commenting Rights Tab

When you have enabled **Commenting** for your Discussion App, the **Commenting Rights** tab displays. By default, all visitors to your website may comment on your app. If you would like to limit who may comment, click **Assign Group** or **Assign User** and select specific users and groups.

A screenshot of the 'Commenting Rights' settings page for an app named 'Senior Class Play Options'. The page has tabs for 'General', 'Sharing', 'Social Settings', and 'Commenting Rights'. Below the tabs, there are two buttons: 'Assign Group' and 'Assign User', both of which are circled in blue. Below these buttons, there is a list of groups: 'All Students' and 'All Teachers', each with a 'Remove' button next to it. At the bottom of the page, there are 'Save' and 'Cancel' buttons.

Rating

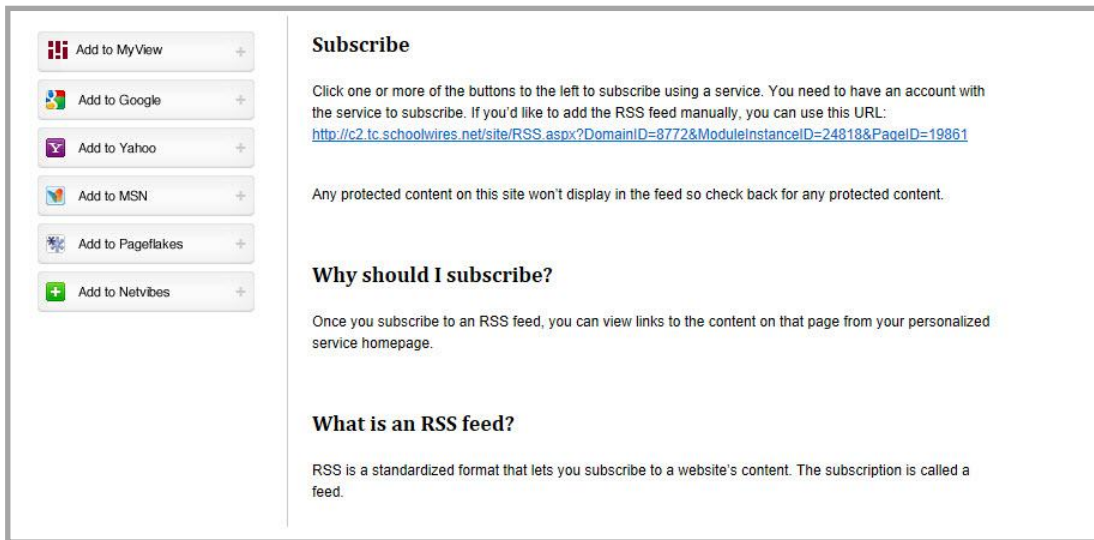
Rating allows visitors to rate the topics in your Discussion App. The rating system consists of a series of five stars that display for each topic in the app. You click on a star to rate the topic. Note that you can specify half values by mousing over the first half of a star. The stars also display the cumulative rating average for the topic and you see the number of times the topic was rated.



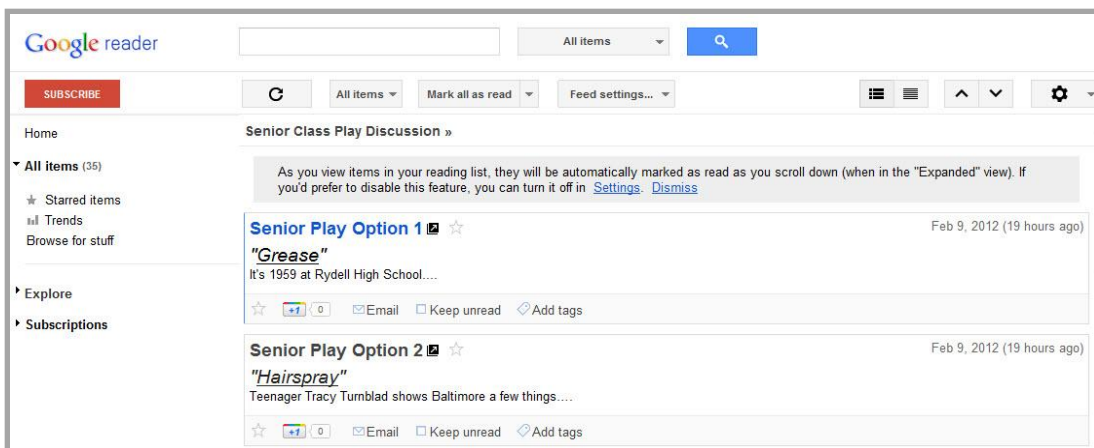
RSS Feeds

Really Simple Syndication (**RSS Feeds**) allows visitors to subscribe to your Discussion App. When activated, an RSS Feed icon displays on your end-user website for the app.

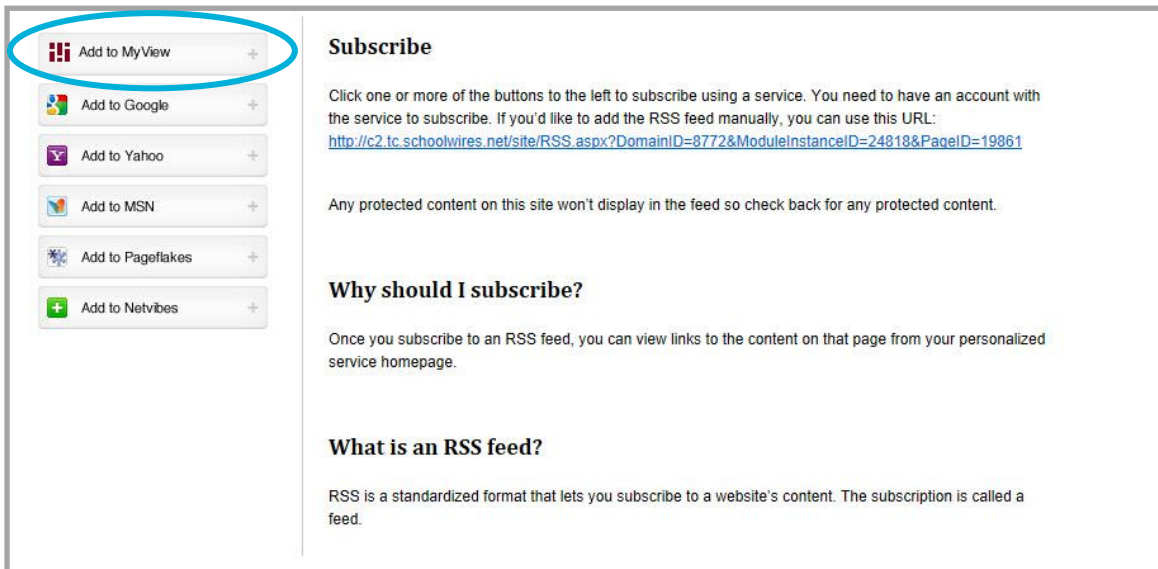
When visitors click this icon, a dialog window displays. It contains information about RSS feeds and instructions on how to subscribe.



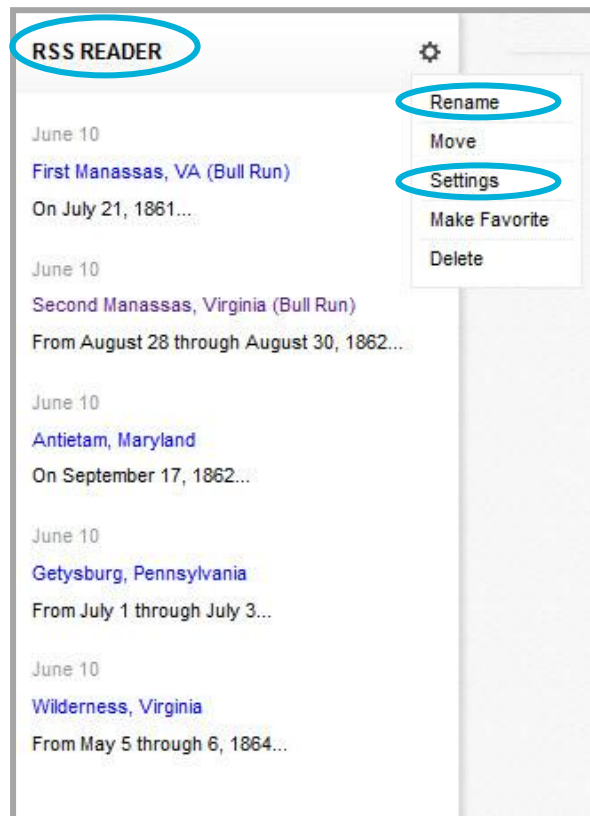
Once visitors subscribe to your Discussion App, the RSS reader, also known as an aggregator, periodically checks the app for updates and downloads any it finds.



If visitors have access to Schoolwires MyView and are logged in, they may choose MyView as their aggregator service by clicking **Add to MyView**.



An RSS Reader gadget is added to the first available tab of their MyView Dashboard. The URL for the Article Library is added to the RSS Feed gadget. The gadget is named using the default name *RSS Reader* and it is set to display the default of five RSS entries at a time. The gadget can be renamed and settings changed to display 10, 15 or 20 RSS entries at a time.



Visitor Interactions on the End-User Website

With *Social Media Framework* settings activated, visitors to your website can post comments to your Discussion App topics, reply to comments posted by other visitors and rate your Discussion App topics.

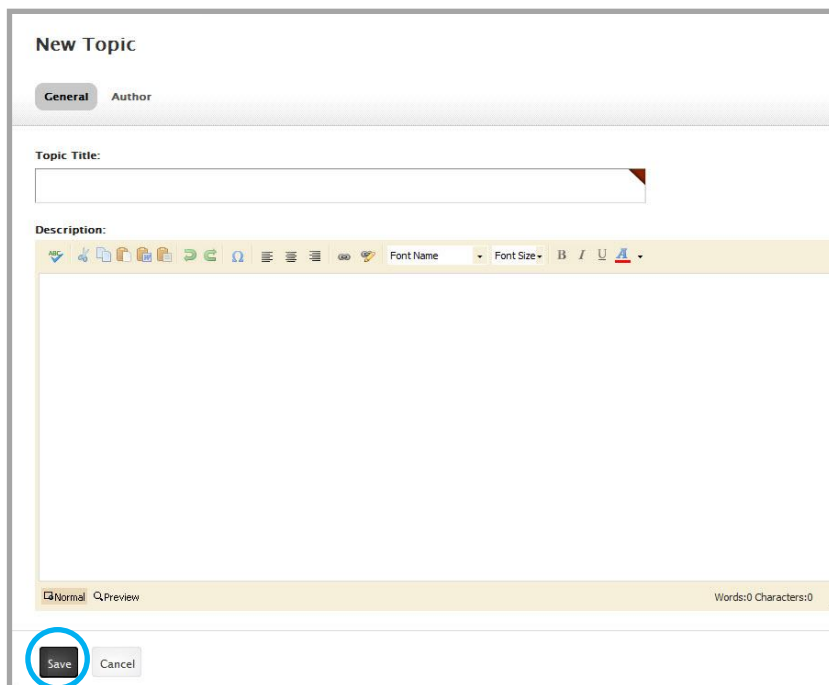
Community Editing

Here's how you contribute to a Discussion App as a community editor.

1. Navigate to the page containing the Discussion App on the end-user website.
2. Click **Add**. The New Topic window displays.



3. Enter a Topic Title and a Description.

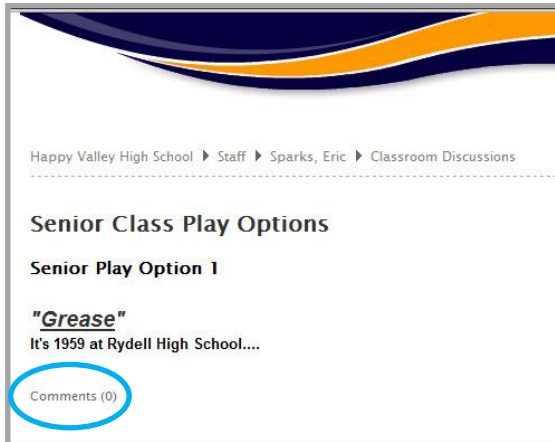
A screenshot of the "New Topic" form. The form has two tabs: "General" (selected) and "Author". There is a "Topic Title:" label above a text input field. Below that is a "Description:" label above a rich text editor. The rich text editor has a toolbar with icons for undo, redo, insert link, unlink, bold, italic, underline, and text color. Below the editor, there is a "Normal" style selector and a "Preview" icon. At the bottom left, a blue circle highlights a "Save" button, and next to it is a "Cancel" button. The bottom right corner shows "Words:0 Characters:0".

4. Click **Save**.
Your topic will not display on the end-user website until it is approved.

Post a Comment

Here's how you post a comment to a Discussion App topic on the end-user website.

1. Navigate to the page containing the Discussion App.
2. Click the **Comments** link. The Post a Comment panel displays along with any comments already posted.



3. Enter your name, email and comment.

 A screenshot of the "Post a Comment" form. It shows the following fields:

- Name:** Lenny Scott
- Email:** lscott@schoolwires.com
- Comment:** A text area containing the text "If this is the play that is selected, I want to play Danny Zuko."
- Submit Comment:** A button at the bottom of the form, circled in blue.

- If you are not signed into the site, *Anonymous* displays as your name. You may add your name instead if you like. A name and a comment are required.
- If you are signed into the site, your name and email address display and you may or may not be able to modify this information, depending upon the options set for the Discussion app. A name and a comment are required.

4. Click **Submit**.

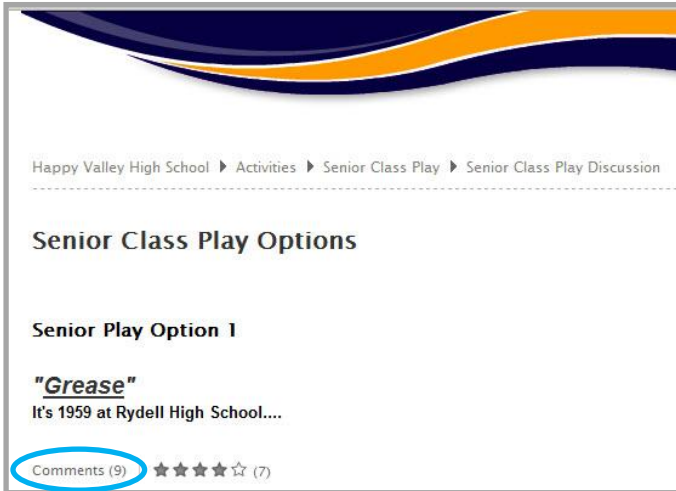
Your comment will not display immediately on the website if comments require approval. In this instance, a message indicating that your comment has been sent for approval displays.



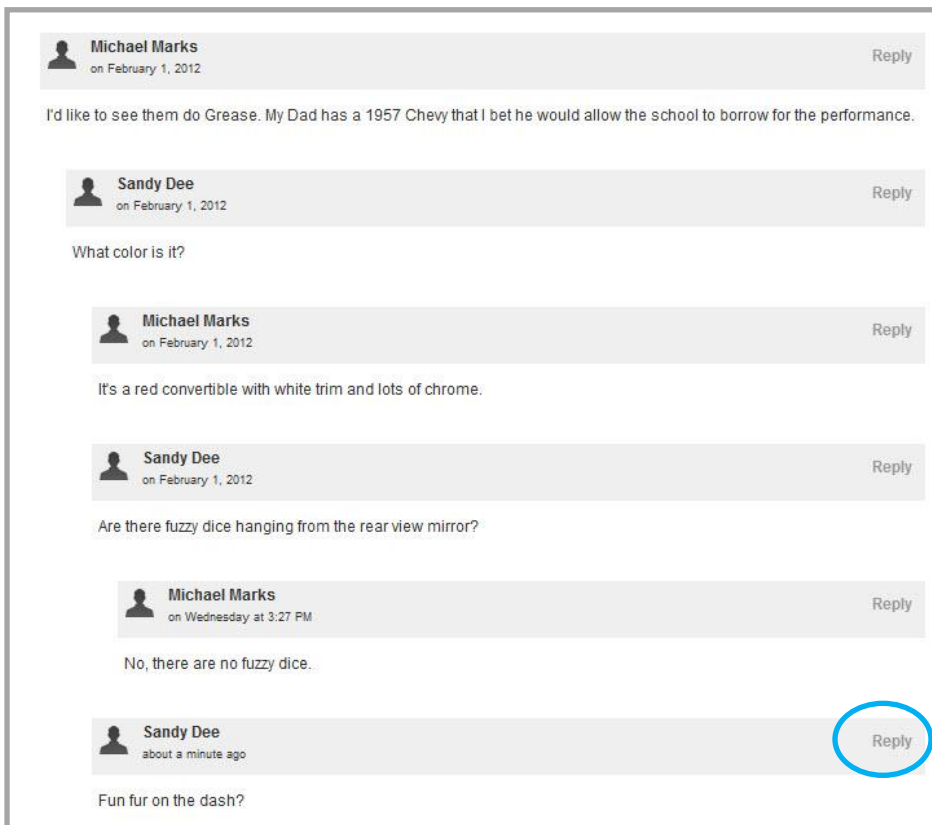
Reply to a Comment

Here’s how you reply to a comment posted to a Discussion App topic on the end-user website.

1. Navigate to the page containing the Discussion App.
2. Click the **Comments** link to display the comments posted for a topic.



3. Click the **Reply** link for the comment to which you would like to reply. A Post a Comment dialog displays.



- Enter your name, email and comment.

Post a Comment

Enter your information and comment below.

Name:


Email (will not be published):

Comment:


- If you are not signed into the site, *Anonymous* displays as your name. You may add your name instead if you like. A name and a comment are required.
- If you are signed into the site, your name and email address display and you may or may not be able to modify this information, depending upon the options set for the Discussion app. A name and a comment are required.

- Click **Submit Comment**. Your comment will not display immediately on the website if comments require approval. In this instance, a message indicating that your comment has been sent for approval displays.


Note that when posted, your reply is indented one level.

 **Michael Marks**
on February 1, 2012 Reply


I'd like to see them do Grease. My Dad has a 1957 Chevy that I bet he would allow the school to borrow for the performance.

 **Sandy Dee**
on February 1, 2012 Reply


What color is it?

 **Michael Marks**
on February 1, 2012 Reply


It's a red convertible with white trim and lots of chrome.

 **Sandy Dee**
on February 1, 2012 Reply


Are there fuzzy dice hanging from the rear view mirror?

 **Michael Marks**
on Wednesday at 3:27 PM Reply

No, there are no fuzzy dice.

 **Sandy Dee**
about 2 hours ago Reply

Fun fur on the dash?

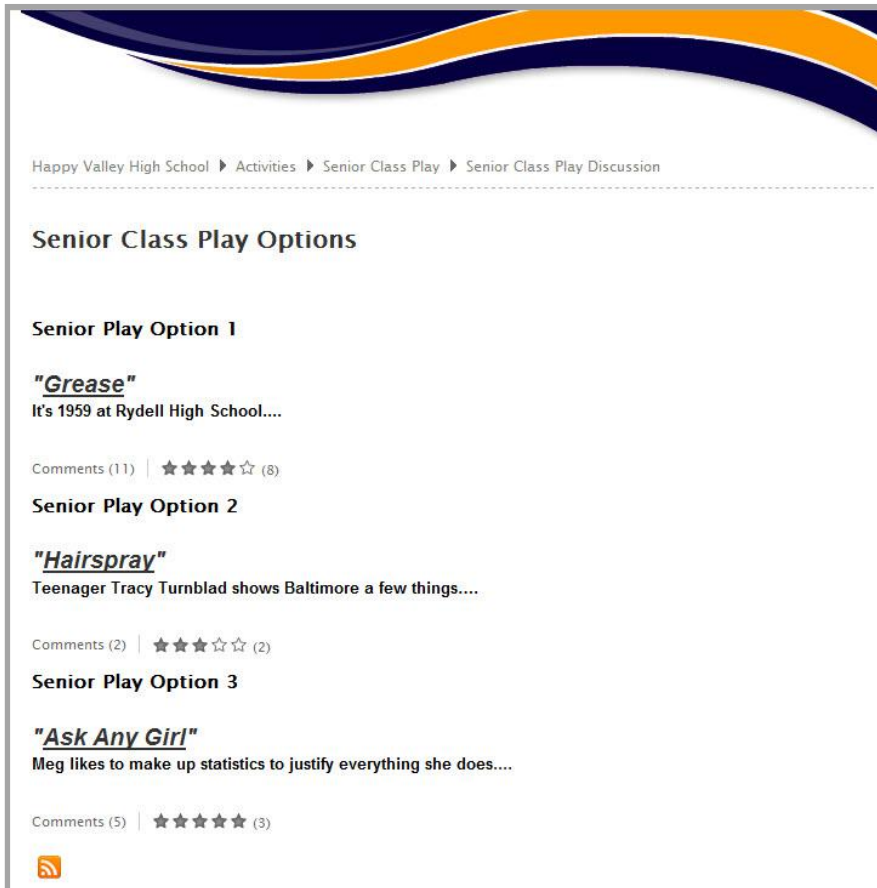
 **Michael Marks**
about a minute ago Reply

No, there is no Fun Fur on the dashboard either....

Rate a Topic

Here's how you rate a topic posted to a Discussion App topic on the end-user website.

1. Navigate to the page containing the Discussion App.
2. Click on a star to rate the topic.



Note that the rating system is a series of five stars that display for each topic in the Discussion app. You specify half values by mousing over the first half of a star.

Once rated, the stars display the average rating and you see the number of times the topic was rated. You may only rate a topic once per visit to the webpage.

