

ELMS SharePoint Discussion Board

A discussion board has been set up to gather questions about ELMS. This discussion board will be moderated by the ELMS project team with the intent that questions are answered quickly.

This document outlines how to access and interact with the discussion board – search for topics, post questions and set alerts.



Accessing the ELMS Discussion Board on SharePoint

Follow the link:

<https://minneapolisismngov.sharepoint.com/sites/c00002/SitePages/Community%20Home.aspx?e=1%3ab6382b2e852a4703bc2c599c31920132>

Or

Step	Action	Details
1	Open SharePoint	Depending on your settings you may be taken directly to ELMS
2	Select ELMS	
3	Click on ELMS Discussion Board link at the top of the page	

Joining the Community

You have access to the discussion board without becoming a ‘member’ but joining the community will allow you to interact with more functionality.

Step	Action	Details
1	From any ELMS Discussion Board screen, click Join This Community button located on the far right side of the screen. 	You are now added to the list of members.

Searching for a Specific Topic

The first step to take before adding a question is to search for a question or discussion. This will keep information on the page clean and easy to read for everyone accessing the site.

The discussion board is set up to be searched by topic, author, key word or phrase. Simply type in the word or phrase you are looking for in the search box at the top right hand of the screen, and hit **Enter**, or click the **Search**

icon. 

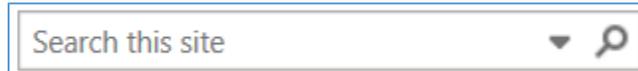


Figure 1: Enter search terms in the **Search this site** field at the top right of the screen.

Creating a New Discussion

If a topic is not found after performing a search, post a new question or discussion topic.

Step	Action	Details
1	Click the New Discussion link located at the top of the list of discussions.	The New Discussion page will open.
2	In the Title field, enter the title of your discussion or question.	
3	In the Body field, type the full discussion or question text.	
4	Click the down-arrow on the right side of the Category field. Select the category type that fits your discussion or question topic.	A listing of all available categories will appear. <ul style="list-style-type: none"> • Communication • Data Conversion • ELMS Solutions • Go Live • Org Change • Project Schedule • Technology • Testing • Training
5	Click the down-arrow on the right side of the Priority field to set a priority.	This step is optional based on your need for response.
6	Check the box next to Is a Question if you are posing a question.	This selection will prompt an alert to be sent to the moderator to answer the question.
7	Check the box next to Is a Featured Discussion	Selecting this will move the discussion to the top of the discussion list.
8	Click the Save button	Your discussion will be posted.

[+ new discussion](#)

Step 1: Click the **New Discussion** link

Title	Type the title here
Body	Type the full text of your question or discussion here.

Steps 2, 3: Type the title and text of your question or discussion post.

Category *	All - General
Priority	9-N/A
Question	<input checked="" type="checkbox"/> I am asking a question
Is Featured Discussion	<input type="checkbox"/>

Steps 4, 5, 6, 7: Select the **Category**, **Priority**, **Question** indicator and indicate if this is a **Featured Discussion**.

Save

Step 8: Click **Save** and your discussion will be posted.

Setting up Alerts

Alerts can be set up for all discussions or specific discussion topics. If you want to be alerted to new posts or responses to a discussion you posted, follow the steps below.

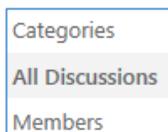
The screenshot shows a web browser window displaying a SharePoint discussion form. The browser address bar shows the URL: <https://minneapolismngov.sharepoint.com/teams/...>. The page title is "Discussions List - New Item". The Office 365 ribbon is visible at the top, with the "EDIT" tab selected. The form includes a "Body" text area with the placeholder text "Type the full text of your question or discussion here.". Below the text area, the "Category" dropdown menu is open, showing a list of categories: "All - General", "Communication", "Data Conversion", "ELMS Solutions", "Go-Live", "Org Change", "Project Schedule", "Technology", "Testing", and "Training". The "Priority" is set to "9-N/A", the "Question" checkbox is checked, and the "Is Featured Discussion" checkbox is unchecked. The "Save" and "Cancel" buttons are visible at the bottom of the form. The Windows taskbar at the bottom shows the time as 10:49 AM on 2/22/2016.

Setting up Alerts for All Discussions

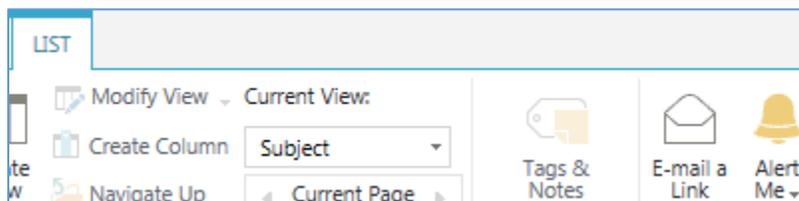
Alert on All Discussions: This alert will notify you any time any discussion is added or updated.

Alert on a specific discussion topic: Setting an alert when a specific topic is open (selected) will trigger alerts for that discussion only.

Step	Action	Details
1	Click All Discussions on the left hand menu	A listing of all discussions will open in the main body of the screen
2	Click the List tab at the top of the screen	A new toolbar will appear
3	Click the Alert Me icon 	The New Alert window opens Note: By clicking the down-arrow on the right of this icon you can either: <ul style="list-style-type: none">• Set an alert on this list• Manage your alerts
4	Make selections as appropriate for your notification needs	Options to set are: <ul style="list-style-type: none">• Alert Title• Delivery Method• Change Type• Send Alerts for These Changes• When to Send Alerts
5	Click OK at either the top or bottom of the screen	



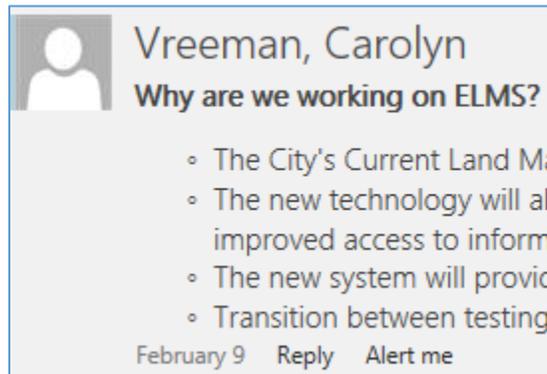
Step 1: Select **All Discussions** from the left side navigation.



Steps 2, 3: Click **List** at the top of the screen, then click the **Alert Me** icon.

Setting up Alerts for a Specific Discussion Thread

Step	Action	Details
1	Click the title of the discussion you wish to follow.	The discussion thread will open
2	Click Alert Me at the bottom of the first entry.	The New Alert options window will open.
3	Make your alert settings	
4	Click OK	You will be returned to the discussion thread.

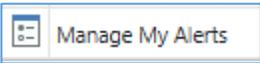


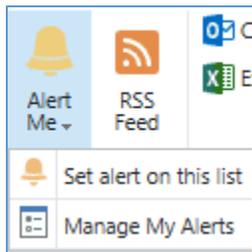
*Step 2: Click **Alert Me** at the bottom of the first entry in the discussion thread.*

Managing Alerts

Once an alert has been set, it is possible to change each of the specific settings, or to delete the alert altogether.

Managing Alerts

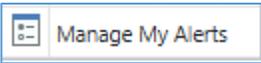
Step	Action	Details
1	Click the List tab at the top of the screen. 	A new toolbar will appear
2	Click the Alert Me icon. 	Options display below <ul style="list-style-type: none"> • Set an alert on this list • Manage My Alerts
3	Select Manage My Alerts . 	The My Alerts on this Site window opens.
4	To edit your alert settings, click the title of your alert.	The Edit Alert window opens with options for editing: <ul style="list-style-type: none"> • Alert Title • Delivery Method • Change Type • Send Alerts for These Changes • When to Send Alerts
5	Make the changes as appropriate.	
6	Click OK at either the top or bottom of the screen. 	

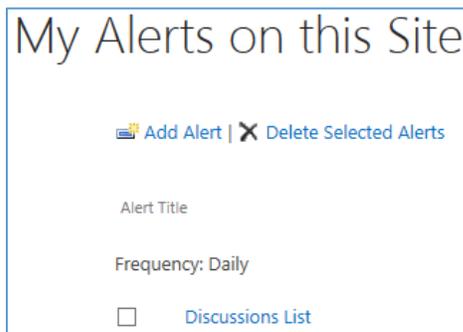


Steps 2, 3: Click the **Alert Me** icon and select **Manage My Alerts**.

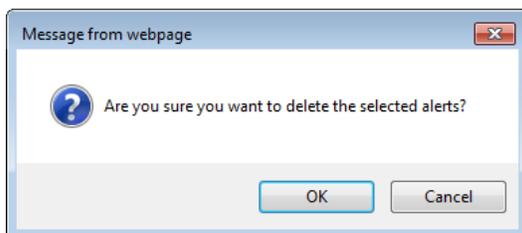
Deleting Alerts

When you no longer wish to receive an alert on a specific discussion or for all discussions, simply update your alert settings by deleting or editing the frequency of your alert.

Step	Action	Details
1	Click the List tab at the top of the screen. 	A new toolbar will appear
2	Click the Alert Me icon. 	Options display below <ul style="list-style-type: none">• Set an alert on this list• Manage My Alerts
3	Select Manage My Alerts . 	The My Alerts on this Site window opens showing a list of alerts that have been set.
4	Check the box to the left of the alert.	
5	Click the Delete Selected Alerts link at the top of the page.	A message will pop up asking if you are sure you want to delete the alert.
6	Click OK	



Steps 4, 5: Click the box to the left of the alert to delete, then click the **Delete Selected Alerts** link at the top of the screen.



Step 6: Click **OK**