The CSI discussion board is utilizing phpBB™ (PHP Bulletin Board), one of the most widely used Open Source Internet forum packages.

To access the discussion boards, please visit: http://discussions.csi.cuny.edu/

**Overview:** The threaded discussion forum will allow CSI community to provide feedback on important institutional initiatives/projects. It has been decided that faculty and staff as well as students will be allowed to respond to threads on the forums.

**Forums:** Access to the forums will be open to all students, staff and faculty. You only need to register once, and you will be able to post in any of the discussion boards.

**Anonymity:** While registration is required, your handle need not be specific to you. To further protect your anonymity, you may manage your profile, to allow or disallow other users to contact you via email, or private messages

**Attachments:** All registered users may attach documents to posts.

**Registration Process:** All users must register. To begin, visit the register link on the forums and choose a “handle”, password, and supply a valid email address. Once this is completed, a confirmation email will be sent to the address you provide. Once you open the mail and confirm your account, you may begin posting on the discussion boards. If you forget your password, you can use the password recovery feature to restore it.

**Moderators:** Moderators have complete discretion when it comes to the posts contained within the forums they are responsible for. There is no cross moderation, moderators will be responsible for one specific forum, and only that forum. Moderators have the power to edit, delete, merge or move a post. In addition to these abilities, moderator can create polls and announcement messages. The moderation for these discussion boards will be passive. Messages will not require authorization to appear on the boards, but may be removed later on by moderators.

**FAQ’s:** A complete list of FAQs can be found on the top task bar next to the “register” / “logon” links.
Registering: Follow these steps to complete the registration process:

1) Open your web browser and go to [http://discussions.csi.cuny.edu/](http://discussions.csi.cuny.edu/) and select the register option on the top right side.
2) The registration terms page will appear. After reading the terms click ‘I agree to these terms’
3) Complete the registration form and click “submit” when done
4) Your new account will be created and a confirmation email will be sent to the address you provided.
Navigating the Forums: On the main menu select the discussion board you want to visit by clicking on the name of the forum. You will then be transferred to the front page of that particular forum.

Creating a New Topic & Posting a Reply: When you are ready to create a new topic or wish to respond to an existing topic follow these steps:

1) To create a new topic, click the “new topic” button
2) The new topic creation screen will come up.
3) In the subject line type in the title of thread as you want it to appear. In the large text box, type the message portion of your post. You may further stylize your post by adding emoticons, or highlighting areas of text and choosing some of the options such as font color, bolding, or images from the top panel.
4) When you are finished, you may preview your post by clicking the “preview” button, or submit it by clicking the “submit” button
5) Your new thread will appear on the associated message board.
1) To respond to an existing thread, click on the thread you wish to respond to, and click the “post reply” button.
   - To report an inappropriate topic/comment to the moderator, click the icon with the exclamation point inside of the upside down triangle on the line of the thread/comment.
2) The reply screen will come up.
3) In the large text area type in the message portion of your post. You may further stylize your post by adding emoticons, or highlighting areas of text and choosing some of the options such as font color, bolding, or images from the top panel.
4) When you are finished, you may preview your post by clicking the “preview” button, or submit it by clicking the “submit” button.
5) Your new response will appear in the thread.
Quick Questions FAQs: The following is a list of common questions/FAQs

Q. Must I register to the forums to use them?
A. Yes. Guests may browse and read the forums but only registered users may post and respond.

Q. Why must I supply an email address if I choose to register?
A. The email address is required by the system to authorize a new account and to recover your password in case you forget it.

Q. How do I report an inappropriate thread or comment to the moderator?
A. To report an inappropriate topic/comment to the moderator, click the icon with the exclamation point inside of the upside down triangle on the line of the thread/comment.

Q. Must I use my official CSI email address if I choose to register?
A. No. You may use any VALID email address.

Q. Will other people be able to determine who I am?
A. Each user has a profile. They may choose to allow other people to email them, as well as enter information. Each user will have the ability to decide how much contact they allow other people by toggling settings in their profile. You are NOT required to fill out any information that you do not wish to.

Q. Is there a separate registration process for each forum?
A. No. Registering to the forums will grant you access to each discussion board, you only need to register once.

Q. What are some of the abilities that registered users have?
A. Please see the table below.

<table>
<thead>
<tr>
<th>Action</th>
<th>Registered Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post a response</td>
<td>YES</td>
</tr>
<tr>
<td>Start a new topic</td>
<td>YES</td>
</tr>
<tr>
<td>Edit a response</td>
<td>YES</td>
</tr>
<tr>
<td>Use avatars</td>
<td>YES</td>
</tr>
<tr>
<td>Use profiles</td>
<td>YES</td>
</tr>
<tr>
<td>Use private messaging</td>
<td>YES</td>
</tr>
<tr>
<td>Use post navigation</td>
<td>YES</td>
</tr>
<tr>
<td>Attach files</td>
<td>YES</td>
</tr>
<tr>
<td>Can embed images</td>
<td>YES</td>
</tr>
</tbody>
</table>