Using the IVE Discussion Forums

The KCC Foundation Discussion Forums are located at [http://www.ive.cuny.edu/forums/](http://www.ive.cuny.edu/forums/)

Section 1: Logging In

In order to post using your username and use your custom settings on the board, you must log in. To log in, you must use the small login form at the bottom of the Forum Index page.

Alternatively you may click the small Login link at the top of any page to be taken to the Login Page.

Enter your user name and password, and click Login. You will be taken to the page you were previously using, but will now be able to post with your username, change your profile, check private messages, etc. To log out of the board, click the small Logout [<your username>] link at the top of any page.

If you are not logged in and attempt to do anything that requires a login, you will be taken to the login screen. After you log in, you will be taken to the page you were attempting to go to before logging in. Things that require login include changing your profile, checking your private messages, posting to forums (if they require it), etc.

If you forget your password, go to the Login Page. Click I forgot my password.

You will be taken to a form to enter your username and email address. A new password will be created, and sent in an email to you. When you receive the email, you need to click the new password activation link. The new password activation link exists so that if someone else enters your information into the Forgotten Password form, your current password will remain intact. After you have activated your new password, you may log in with it. You may change your password to what you like in your profile.

Section 2: Posting

There are two primary ways to create a post. In the View Forum and View Topic pages, you may click New Topic. This will take you to the posting form, and, when you have posted, will create a new topic with your post as the first one in the topic. In the View Topic page, you may also click Reply. This will take you to the

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posting form, and, when you have posted, it will add your post to the topic you replied to. To reply to a specific post, you may also click the Quote button in the upper right corner of that post.

2.1 Quoting Messages

Quoting messages allows you to include other's posts in your own. It is useful for showing that you are replying to a post, or part of a post.

To quote all of someone's post, look at the top right corner of their post and click Quote. This will take you to the posting form, and will allow you to reply to the post. It will also automatically add the appropriate BBCode to your post to quote the post you are replying to.

The proper syntax to quote a post is:
[quote="<name to quote>"]<text to quote>[/quote]

<name to quote> is the source of your quote, and <text to quote> is what you are quoting. So to quote the user Cheese Man saying "Power the behold of cheese."
[quote="Cheese Man"]Power the behold of cheese[/quote]

2.2 Using BBCode

BBCode is a system that will allow you to format your posts in special ways. The BBCode system uses tags in a way nearly identical to HTML. The primary difference between BBCode and HTML is that BBCode uses square brackets [ and ] instead of angle brackets < and >. For a more detailed description of how BBCode works, click the small BBCode link on the lower left corner of the Posting Form. You may also go to http://www.phpbb.com/phpBB/faq.php?mode=bbcode
Here is a list of sample BBCode and its output:

[b]Bolded Text[/b]: **Bolded Text**

[i]Italicized Text[/i]: *Italicized Text*

[u]Underlined Text[/u]: _Underlined Text_

[color=red]Red Text[/color] or [color=#FF0000]Red Text[/color]: **Red Text**

[size=24]Bigger Text[/size]: **Bigger Text**

[quote]This cheese is delicious[/quote]:

This cheese is delicious

[quote=\"The Cheese Man\"]This cheese is delicious.[/quote]:

The Cheese Man wrote:

This cheese is delicious

[code]if ($cheese == "tasty") { return true; }[/code]:

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if ($cheese == "tasty") { return true; }
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[list][*]Cheddar Cheese[*]Limburger Cheese[*]Cottage Cheese[/list]:

- Cheddar Cheese
- Limburger Cheese
- Cottage Cheese

[list=1][*]Cheddar Cheese[*]Limburger Cheese[*]Cottage Cheese[/list]:

1. Cheddar Cheese
2. Limburger Cheese
3. Cottage Cheese

[list=a][*]Cheddar Cheese[*]Limburger Cheese[*]Cottage Cheese[/list]:

a. Cheddar Cheese
b. Limburger Cheese
c. Cottage Cheese

[url=http://www.phpbb.com/]Visit phpBB![/url]: 

Visit phpBB! (Link URL: http://www.phpbb.com)


http://www.phpbb.com/ (Link URL: http://www.phpbb.com)

[email]no.one@domain.adr[/email]: 

no.one@domain.adr


2.3 Editing Posts
Editing posts allows you to go back and fix errors, remove incorrect information, or add new information to your posts. To edit a post, look at the top right corner of your post and click Edit. You will be taken to the posting form to edit your post, and then click Submit to enter it into the database. If you edit a post after it has been replied to, a small message will appear at the bottom of it indicating how many times it has been edited, and when and by whom the last edit occurred.
To delete a post, click Edit and check **Delete this Post**. Click Submit to finish deleting the post. You may not delete a post if it has been replied to (i.e. it is not the last post in the topic).

2.4 Private Messages
Private messages allow users on a board to contact each other out of the public eye. Private messages can be described as a cross between email, instant messaging, and phpBB 2.0 forum posting.

To use private messaging, you must be logged in to the board. Look at the top of any page, and click **You have X new message(s)**. This will take you to your private messaging center.

There are three primary ways to send a private message. First, you may go your private messaging center and click New Post. Secondly, you may click Post Reply from a private message you are reading. Finally, you may click the PM link on any user's profile or post.

The posting form is identical to the normal posting form with a few exceptions:
**Username** - The username of the person you want to receive the message. If you are replying to a PM, or clicked the PM link in someone's profile, this field will be automatically filled for you. Additionally, PMs may not be **Sticky Topics**, **Announcements**, or contain **Polls**.

There are three ways that one may be notified of a new private message. Most obvious is the Private message link at the top of every page. It will display **You have X new message(s)**, where X is the number of new messages you have. You may click this link to take you to your **Inbox**.
You may be informed of new PMs by an email sent to the email address your username is registered to. You may also be informed of a new PM by means of a small window that pops up while you are viewing the board. Email and pop-up notification will contain a link to your **Inbox**. Email and pop-up notification may be enabled/disabled in your **Profile**.

Sometimes you may be informed of a new PM, but when you go to your Inbox, there is no new message. This is not a bug, it simply means that the sender must have deleted the PM before you read it.
Section 3: Usergroups

Usergroups are a powerful feature of phpBB 2.0.0. They allow moderator permissions, private permissions, and any other special user settings to be granted to multiple people. This makes it easy to change settings for a group that has things in common without having to edit each user's individual permissions. It is also possible to make the Group Moderator (controls group membership) someone who is not an administrator, granting power to users without leaving your board's administration panel vulnerable.

3.1 Joining a group
There are two ways to join a group. First, you may be added to the group by the group moderator. This is not controlled by the user, but by the group moderator through the group control panel. This is the only way to become a member of a Closed or Hidden group.
To join an open group, click the small Usergroups link at the top of any page.

Choose the group to join from the Join a Group dropdown list shown, and click View Information. This will take you to the Group Control Panel. Click Join Group to request membership in the group. The Group Moderator will receive an email informing them of the request, which they must approve before you become a member of the group.

3.2 Moderating a Group
For each group, there is one Group Moderator. The group moderator may control membership to the group by adding and removing members. They may also control the Group Type. The group moderator is specified in the admin panel.

To add members to a group, go to the Group Control Panel. In the lower right corner, there is a text field. Enter the username to add, and click Add Member. Additionally, you may use Find a username if you are not sure of the name of the user to add.

To approve a user's membership to a group, go to the Group Control Panel. Look at the bottom of the page at the Pending Members section. Check the box next to the member(s) to approve and click Approve Selected. You may similarly select and deny a user's membership to the group.

When a user requests to join a group, email will be sent to the group moderator with a link to the Group Control Panel. This allows the group moderator to be notified, speeding the approval process.

To remove members from a group, go to the Group Control Panel. Check the boxes next to the names of members to remove, and click Remove Selected.