

# Contents and Communication

Features to manage content and communication such as external web pages, communications, and mailings

- [Private Messages](#)
- [Community Forums](#)
- [Web Pages](#)
- [Global Newsletter](#)

# Private Messages

The “Messages” feature allow users to send each other private message through the LMS, that will be notified by email.

## Enable the messages feature

The feature can be enabled and disabled, even just for some groups of users, from the “User Area LMS” configuration page

*Admin > Settings > Elearning Configuration > User Area LMS*

Check the [User Area guide](#) for details

Messages will be then accessible as a button from the user panel

## Send and receive messages

The system directly displays a list of the messages received by the user, it will be possible to send messages to one or multiple users.

Please note that:

- GodAdmin will be able to select any registered user
- Administrators will be able to select their assigned users
- Users will see only other users registered to their same courses





To send a new message, click “Send”, select the recipients from the list and compose the message.

RECEIVED

SENT

All courses ▼

 Send

 Title	 Date	Recipients	Delete
 Please send me the lesson notes!	17-05-2020 15:39	bjamison	

 Send

# Community Forums

Forma provides a global “Community Forums” feature, independent of course subscriptions, and featuring:

- Unlimited forums
- Forum moderation
- Notifications for new messages and threads
- Private threads

Separate forums with same features can be created also within each course, reserved to course users. Check the [Course Forums guide](#) for details

## Activate Community Forums

You can activate / deactivate the community forums from the “[User Area LMS](#)” settings page:

*Admin > Settings > Elearning Configuration > User Area LMS*

You will be able to assign visibility over the whole community feature to:

- all the platform users
- only selected users / nodes

The link will be visible in the frontend main menu

## Forums

### Create a Forum

Forums can be created by platform administrators

Title

Forum Title Here

Description

File Edit View Insert Format Table

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☰ ☰

🔗 🖼️

Paragraph 11pt

📎

A A 😊

Description

emoticons

☐ all threads private

blank ▼

Insert

Undo

For each forum, you can set:

- Title: the forum name
- Description: a description for this discussion board
- Emoticon Image: an icon to identify the forum
- Private threads: define whether all the discussions in this board should be private by default.

### Note

private discussion threads will be only visible to the user that opened the thread and forum moderators

**TIP**

use the “private threads” feature to create a private support board for your users

# Manage Forums

		<input type="text"/>		Find topic	
Community Support				Threads	Posts
Description				0	0
Users Discussion Forum				Threads	Posts
Description				0	0
<a href="#">Add new forum</a>					

Here you can:

- Change the forums order
- Select users that will be able to see this forum
- Download the discussion board in Excel format

# Discussion threads

For each forum, you can have unlimited discussion threads and messages

## Add a new thread

### Subject

Classroom lesson notes

Text

A screenshot of a rich text editor toolbar. The toolbar includes menus for File, Edit, View, Insert, Format, and Table. The main toolbar contains icons for undo, redo, bold, italic, text alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link insertion, and image insertion. A tooltip labeled 'Insert/edit link' is pointing to the link icon. Below the toolbar, the text 'Can someone shate the notes from yesterday classroom lesson?' is visible in the editor area.

**Upload file(s)**

Scegli file Nessun file selezionato

(Max. 2 Mb)

☐ important thread☐ private thread

# Manage Threads

## Forum

Community Support

[Start a new discussion](#) [Lock forum](#)

Find topic 






List of threads								
	Discussions available in forum	Replies	Author	Watchers	 Last message.			
	Classroom lesson notes	0	Smith John	1	08-05-2020 08:20 Classroom lesso ... ( by: <a href="#">Smith John</a> )			

 [Start a new discussion](#)  [Lock forum](#)

# Manage Messages

 [Reply](#)  [Lock answers](#)  [Moderate](#)  [Mark as important](#)

[Find topic](#) 

Messages for this thread	
Author	Text
<div>Smith John</div> <div>Administrator</div> <div><div>Posts : 3</div><div> <a href="#">Show profile</a></div></div>	<div>Date : 08-05-2020 08:20 ( 0 Minutes )</div> <div><b>Subject : Classroom lesson notes</b></div> <div>Can someone share the notes from yesterday classroom lesson?</div> <div><b>Message modified by : Smith John On : 08-05-2020 08:21</b></div>
<div> <a href="#">Moderate</a>  <a href="#">Quote</a>  <a href="#">Edit</a>  <a href="#">Delete</a></div>	

 [Reply](#)  [Lock answers](#)  [Moderate](#)  [Mark as important](#)



# Web Pages

## Web Pages


























In Forma you can manage HTML pages to be displayed either on the login page or in a dedicated tab inside the “mycourses” area.

Web pages can be added and managed from:

*Admin > Contents > Web Pages*

### Web pages

 [Add](#)

List of web pages						
Title						
Company						
Services						
Contacts						
Home						

 [Add](#)

Click on the “ADD” button to create a web page and set:

**Title:** this is the title of the webpage, and will be used also as link text in the login menu for external pages

**Language:** the page will be visible to users viewing the site in the selected language. If a different language is selected, the link to this page won't be displayed.

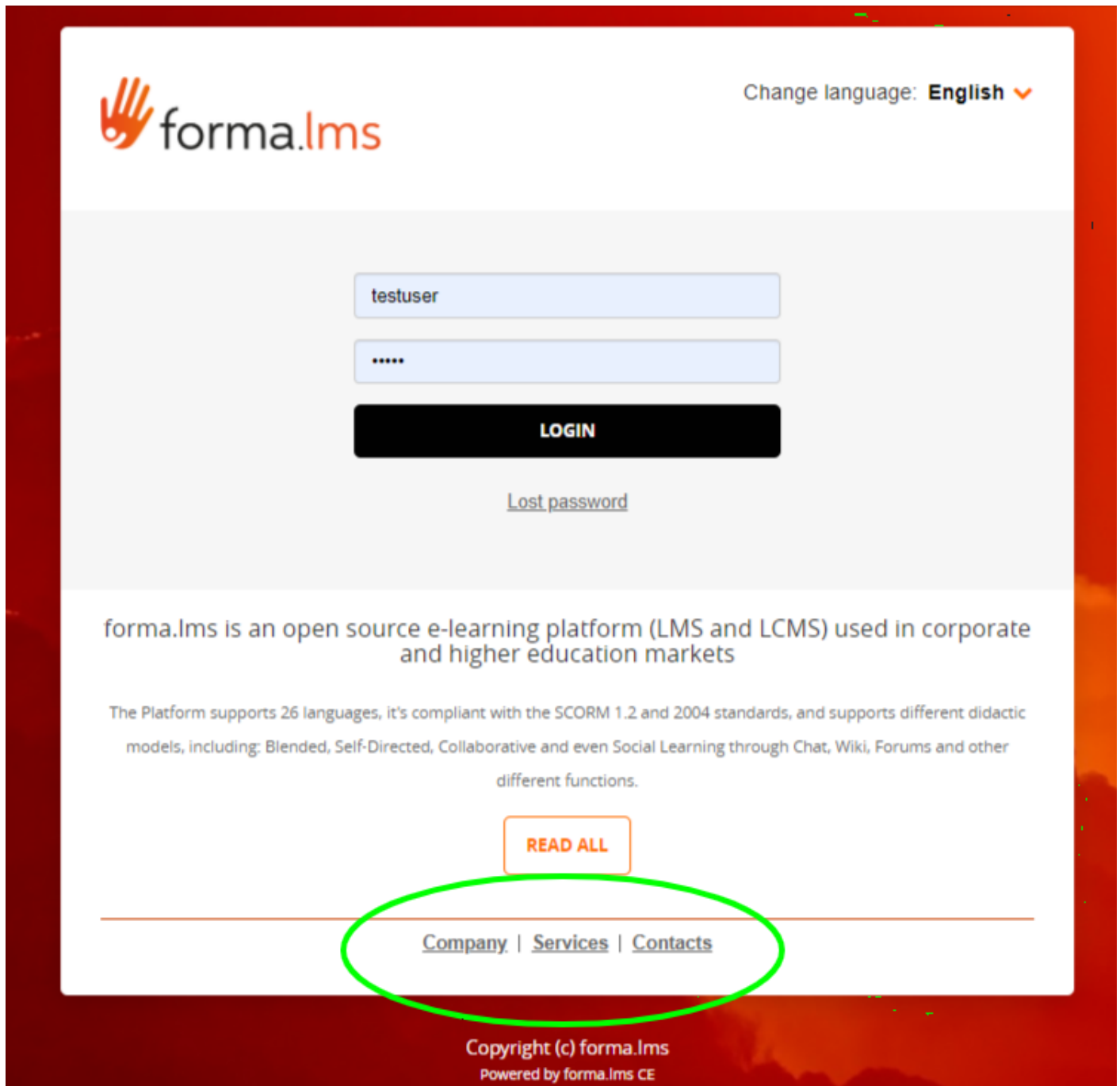
**Publish:** Choose whether this page should be visible or not

**Default page:** this page will be used as content for the MyCourses “Home” Tab, and will be hidden on the login menu

**Description:** content of the page

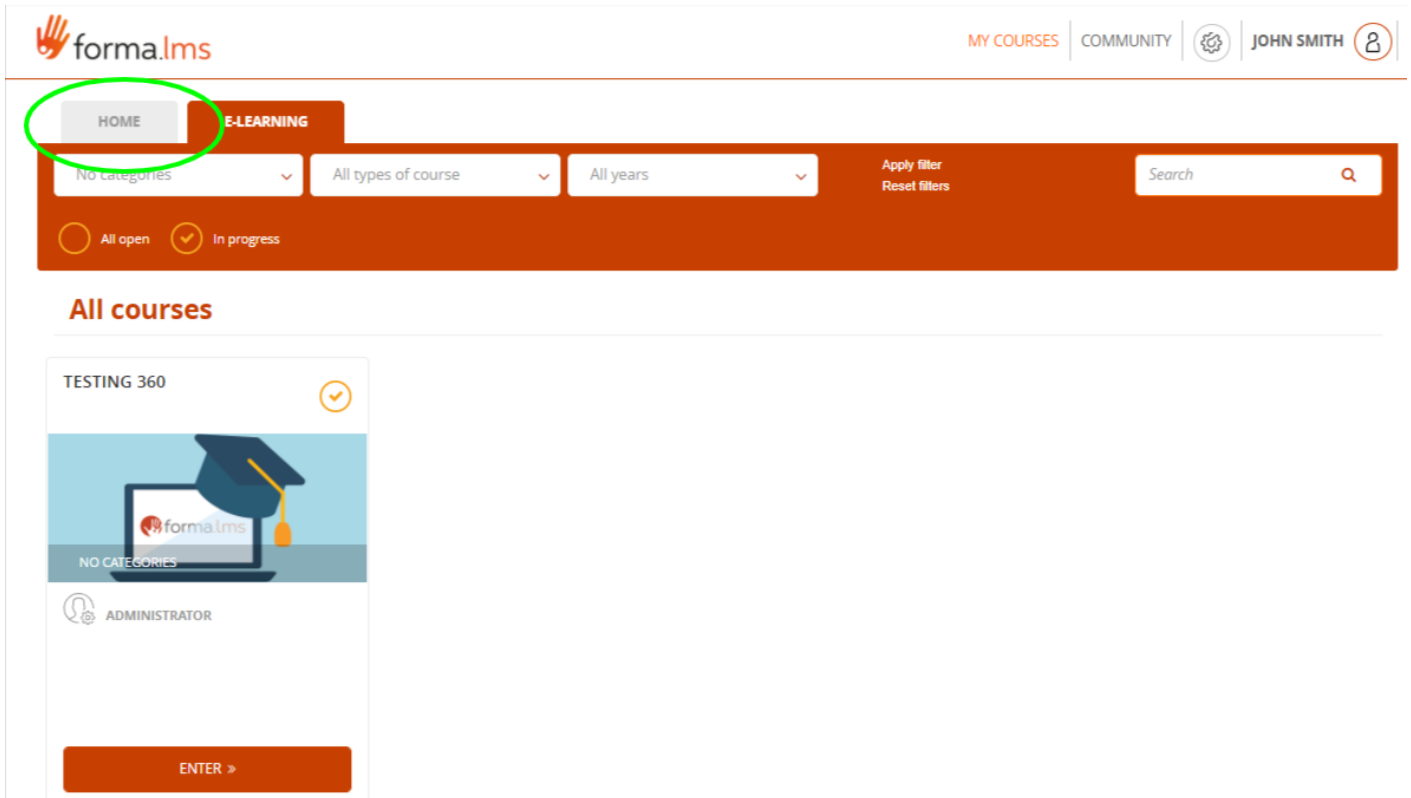
# External Web Pages

All the published web pages, unless set as default, will be automatically shown as a menu on the login page:



## Home Tab

The page selected as “default” will be used as a content for the “Home” Tab in MyCourses area, provided that Tab is active:



You can activate the home tab from the [User Area management](#) under:

*Admin > Settings > Elearning Configuration > User Area LMS*

The tab can be renamed from the standard [language management](#) area

# Global Newsletter

The “Global Newsletter” feature will let you send massive emails to all or a selected group of users.

It is available under:

*Admin > Contents > Newsletter*

This feature is available only to platform superadministrators and administrators, and works in three basic steps:

1. Compose your email
2. Select the recipients
3. Send the email

**NOTE**

if you need to send email only to a specific course users, check the Newsletter and Announcement features in course management

## Compose the email

## Newsletter

Sender

Subject

Description

File Edit View Insert Format Table

↶ ↷ B I [bullets] [numbered] [indent left] [indent right]

[link] [image] Paragraph 11pt

[media] A [background color] 😊

0 WORDS

Attachment

Scegli file

Nessun file selezionato

(Max. 2 Mb) Delete

Add further attachments

Language

All

☒ Email

☐ SMS

Send

**Sender:** this field will be used as “reply-to” field. To avoid anti-spam and server security systems, the platform will send the emails with the default [email and smtp setting](#).

**Attachment:** One or more attachments may be included in the newsletter.

**Email/SMS:** The communication can be sent by both e-mail and SMS. For SMS, an SMS service provider must be configured through the plugin system.

**Language:** choose which users should receive the email based on their profile language

Once you click the “SEND” button, you will be prompted to choose which users to send the communication.

# Select the recipients

The system will open the user selection page, letting you select either:

- Multiple single users
- Massive select all users from some org-chart nodes
- Massive select all users in a group
- Massive select all users by company role

Click “Save Changes” to proceed to the last step

# Send the email

As a last step, the system will present the number of selected users, click “SEND” button to push your communication out.

## Newsletter

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Newsletter will reach 1 users.

Send

To avoid server anti-spam filters, the system will automatically split the massive mailing in multiple blocks of recipients, with a pause in seconds between each block.

You can configure values for blocks and pauses in [advanced configuration settings](#)