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.

SENT

All courses ▾

⊕ Send

❶	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

Forum

Title

Forum Title Here

Description

| File ▾ | Edit ▾ | View ▾ | Insert ▾ | Format ▾ | Table ▾ |

Paragraph ▾   11pt ▾

Description

1 WORDS

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

Community Support

Threads Posts

Description

0   0

Users Discussion Forum

Threads Posts

Description

0   0

Find topic

Add new forum

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

| File ▾ | Edit ▾ | View ▾ | Insert ▾ | Format ▾ | Table ▾ |

↶ ↷ **B** *I* ≡ ≡ ≡ ≡ ☰ ▾ ☰ ▾ ⇥ ⇤ 🔗 🖼 Paragraph ▾ 11pt

▶️ **A** ▾ **A** ▾ 🙂

Insert/edit link

Can someone shate the notes from yesterday classroom lesson?

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: **Smith John**)	⤢	↻	✖

🗋 Start a new discussion 🔒 Lock forum

Manage Messages

Forum

Reply   Lock answers   Moderate   Mark as important

Find topic

Messages for this thread

Author	Text
Smith John Administrator Posts : 3 Show profile	Date : 08-05-2020 08:20 (0 Minutes) **Subject : Classroom lesson notes** Can someone share the notes from yesterday classroom lesson? **Message modified by : Smith John On : 08-05-2020 08:21**

Moderate   Quote   Edit   Delete

Reply   Lock answers   Moderate   Mark as important

Messages for this thread

Date : 08-05-2020 08:20 (0 Minutes)

Subject : Classroom lesson notes

Can someone share the notes from yesterday classroom lesson?

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

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:
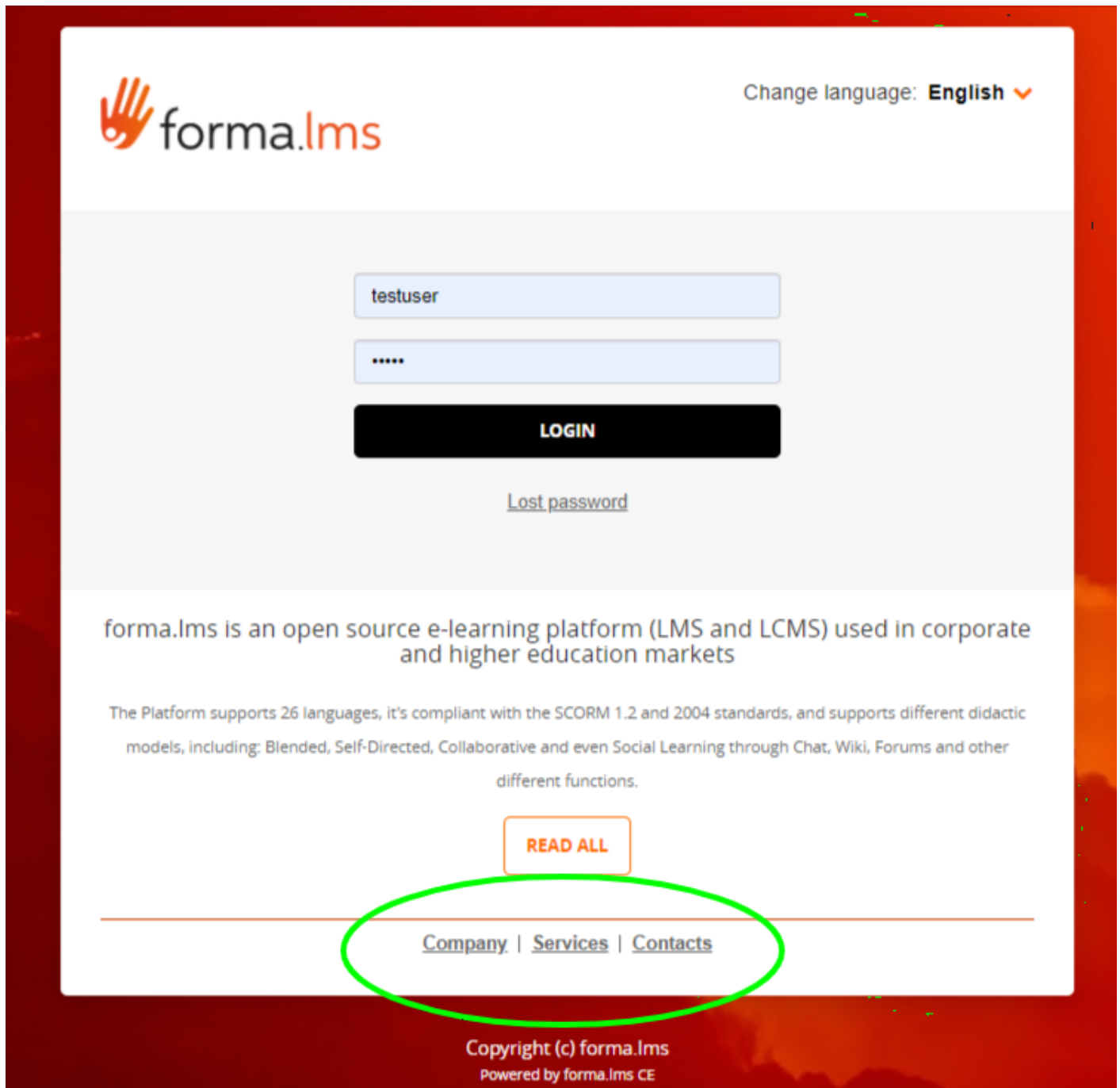
Home Tab

The page selected as "default" will be used as a content for the "Home" Tab in MyCourses area, provided that Tab is active:
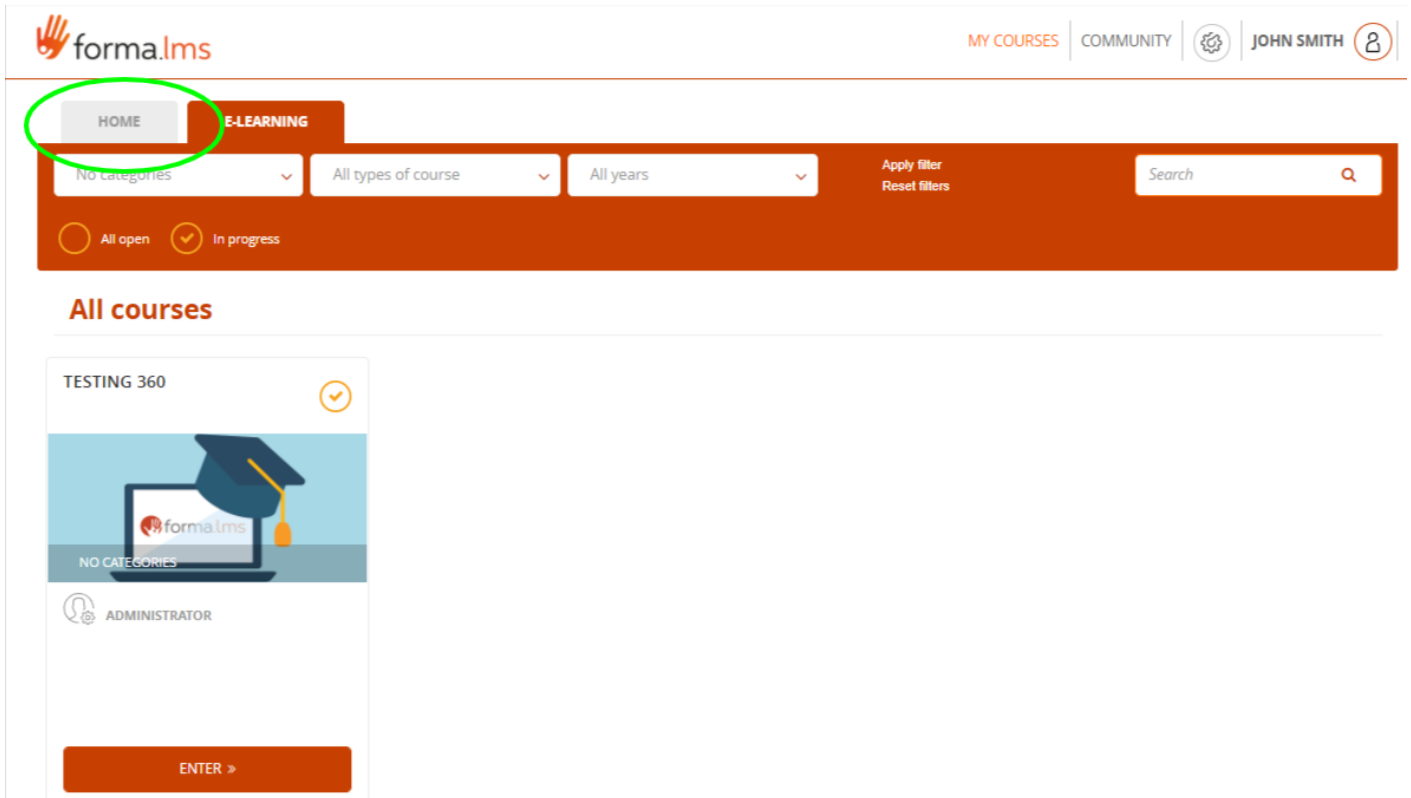
 You can activate the home tab from the User Area management under:

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 Anouncement features in course management

Compose the email

Newsletter

Sender

Subject

Description

File ▾	Edit ▾	View ▾	Insert ▾	Format ▾	Table ▾

↶ ↷ **B** *I* ☰ ☰ ☰ ☰ ☷ ▾ ☷ ▾ ☷ ☷ 🔗 🖼 Paragraph ▾ 11pt ▾

▶ A ▾ A ▾ ☺

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

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