



# Student Discussion Forum User Guide

## Table of Contents

Introduction .....	3
Scope .....	3
Glossary.....	4
Accessing the Forum.....	6
Creating or Participating in a Discussion .....	8
Participating in an Existing Discussion.....	8
Creating a New Discussion Topic .....	9
Adding Attachments (Optional) .....	10
Adding Links in Posts.....	12
Replying to a Discussion.....	14
Editing Your Post .....	15
Forum Notifications (Subscriptions) .....	16
Forum Moderation .....	16
Forum Guidelines .....	16
Student Support .....	17
For Forum-Related Issues .....	17
For Module-Related Questions .....	17
Help & Support – Summary .....	18
Conclusion.....	18

## Introduction

The **Student Discussion Forum** allows learners to ask questions, share ideas, and participate in discussions related to course topics.

Students can:

1. Create a new discussion topic
2. Reply to existing discussions
3. Attach files (within size limits)
4. Insert links in posts
5. Subscribe to forum notifications

**Note:** Moderators may review posts and remove content if necessary.

## Scope

This user guide is intended for students enrolled in the programme who will be using the Student Discussion Forum within the training portal.

It provides instructions on how to access the forum, participate in existing discussions, create new discussion topics when appropriate, and follow the forum guidelines. The guide also identifies the appropriate support channels for technical issues related to the forum and the training portal.

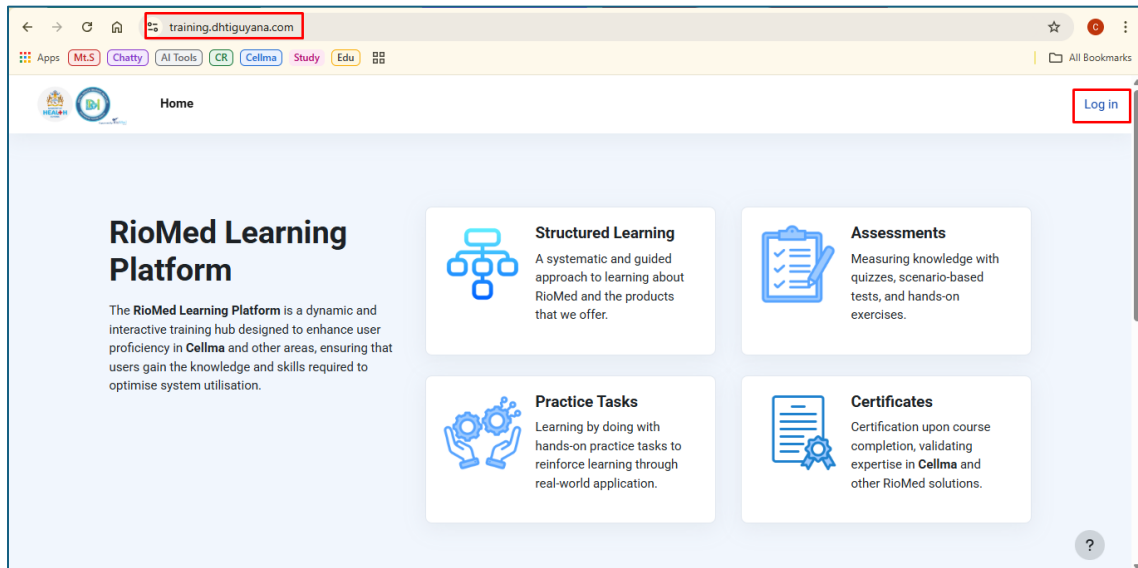
## Glossary

Term	Definition / Description
Student Discussion Forum	An online space within the training portal where students can ask questions, share ideas, and participate in discussions related to the course.
Learning Portal / Training Portal	The online system is used to access course materials, modules, forums, and other learning resources.
Homepage	The main page of the learning portal that students see after logging in. From here, they can access different sections such as the forum.
Discussion Topic	A conversation thread in the forum focused on a specific subject or question. Students can post messages and replies within a discussion topic.
Pre-created Discussion Topics	Discussion threads that have already been created by the training team to organise conversations around specific subjects, such as modules or general program discussions.
Discussion Thread	A sequence of messages and replies related to a particular topic within the forum.
Post	A message or comment that a user submits in the forum to start a discussion or respond to an existing one.
Add Discussion Topic	A forum option that allows a student to create a new discussion thread when their question does not fit within existing topics.
Title	A short and clear heading that describes the subject of a discussion topic.
Message	The main text content of a forum post is where a student writes their question, comment, or discussion point.
Reply	A response posted under an existing discussion topic or message in the forum.
Post to Forum	The action used to submit and publish a message or discussion topic to the forum.
Attachment	A file (such as a document or image) that can be uploaded and included in a forum post to provide additional information.
Advanced Options	Additional settings available when creating a forum post, such as attaching files.
File Size Limit	The maximum allowed size for files uploaded to the forum. In this forum, each file must not exceed <b>500 KB</b> .
Attachment Limit	The maximum number of files that can be uploaded with a single forum post. In this forum, the limit is <b>nine files</b> .
Hyperlink / Link	A clickable web address included in a forum message that directs users to another webpage or resource.

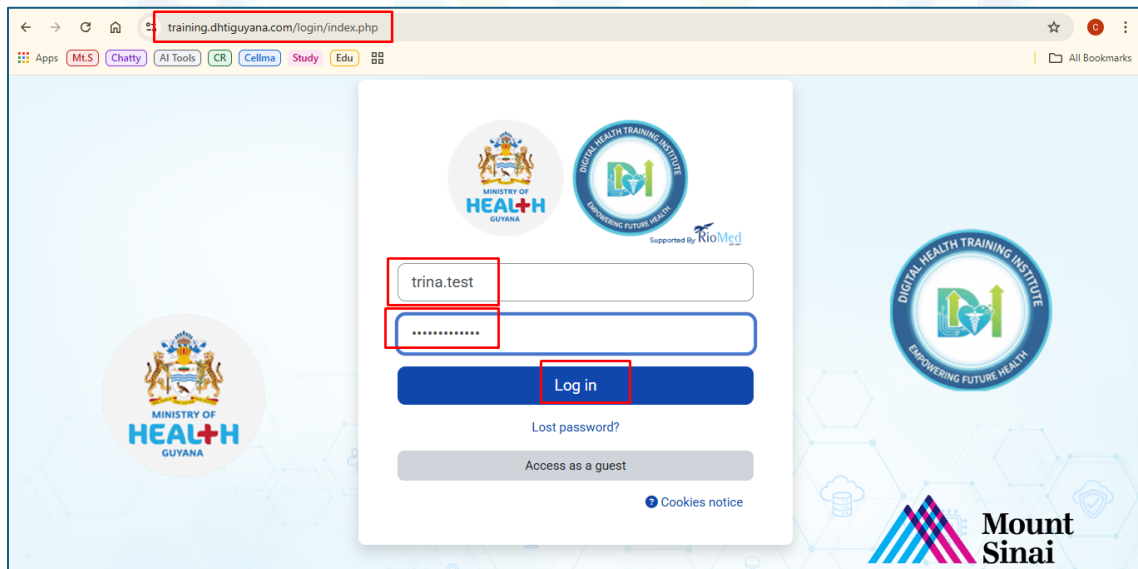
Browser Tab	A separate page within a web browser is used to open websites or links. Some links may open in the same tab or a new tab, depending on settings.
Edit Post	The ability for a user to modify a forum message after it has been posted.
Editing Time Limit	The period during which a user can modify their post. In this forum, posts can be edited <b>within 30 minutes after submission</b> .
Forum Notifications	Alerts are sent to users (often by email) to inform them when someone replies to a discussion they are following.
Subscription	A setting that allows a student to receive notifications when there are updates or replies to a discussion topic.
Moderator	A person responsible for monitoring the forum to ensure discussions follow guidelines and remain appropriate and relevant.
Forum Moderation	The process of reviewing and managing forum posts to ensure they follow forum rules and guidelines.
Forum Guidelines	A set of rules that explain how students should behave and communicate in the forum to maintain respectful and productive discussions.
Offensive Content	Language or material that is inappropriate, disrespectful, or harmful to others. Such content may be removed by moderators.
Spam	Irrelevant or repetitive messages or links are posted in the forum that do not contribute to the discussion.
Confidential Information	Private or sensitive information should not be shared publicly in the forum.
DHTI Support ( <a href="mailto:dhtisupport@riomed.com">dhtisupport@riomed.com</a> )	The official support service that assists students with technical issues related to the training portal or the Cellma sandbox environment.
Sandbox Environment	A practice or testing environment where students can explore and learn the system safely without affecting real data.
Forum Support Discussion	A dedicated forum thread where students can report forum-related issues or ask for help from moderators or peers.
Weekly Live Sessions	Scheduled online sessions where instructors or trainers discuss course content and answer questions from students.
Course Content	The learning material provided in the program includes modules, lessons, and assignments.
Peer Learning	A learning approach where students share knowledge, experiences, and insights through discussions and collaboration.
Subject Matter Expert (SME)	A person with specialised knowledge in a particular area who may provide guidance or answer questions related to the course material.

# Accessing the Forum

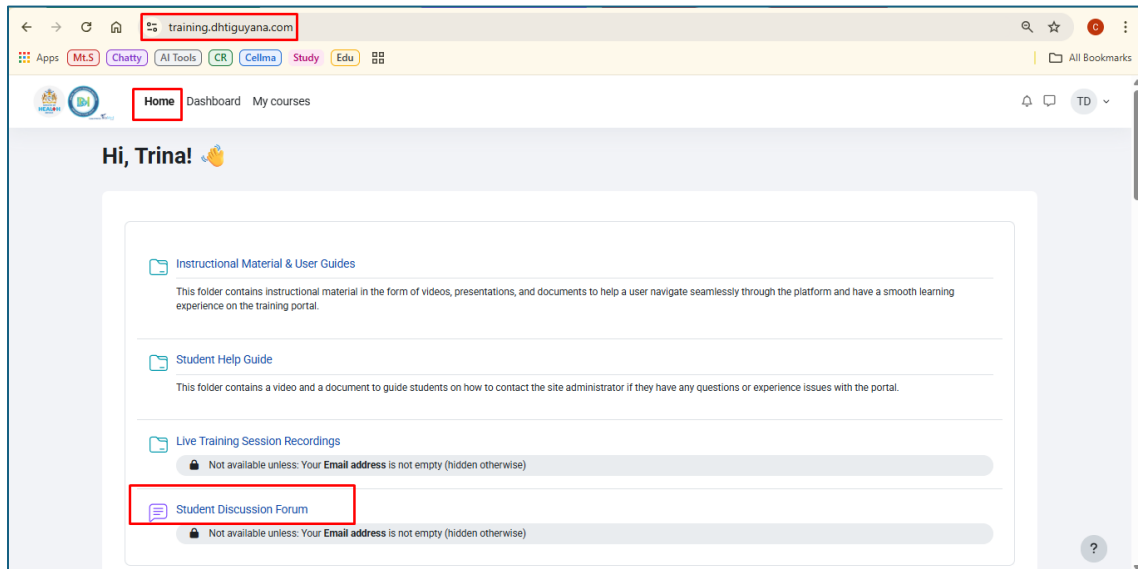
1. Go to the training portal and click on Log In.



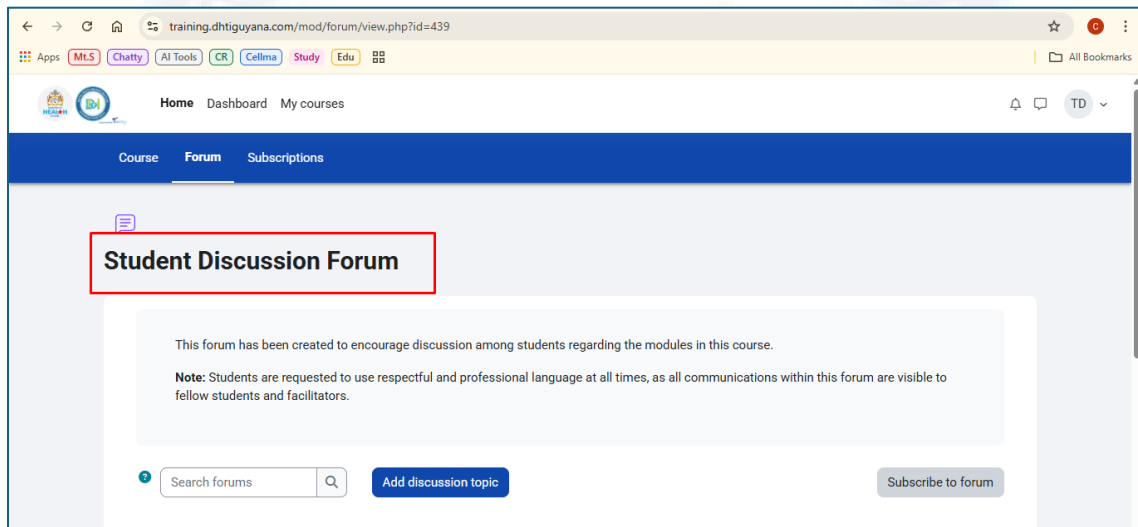
2. Log in to the learning portal with your login credentials.



3. Navigate to the Homepage and locate the Student Discussion Forum section.



4. Click the forum to view existing discussions.



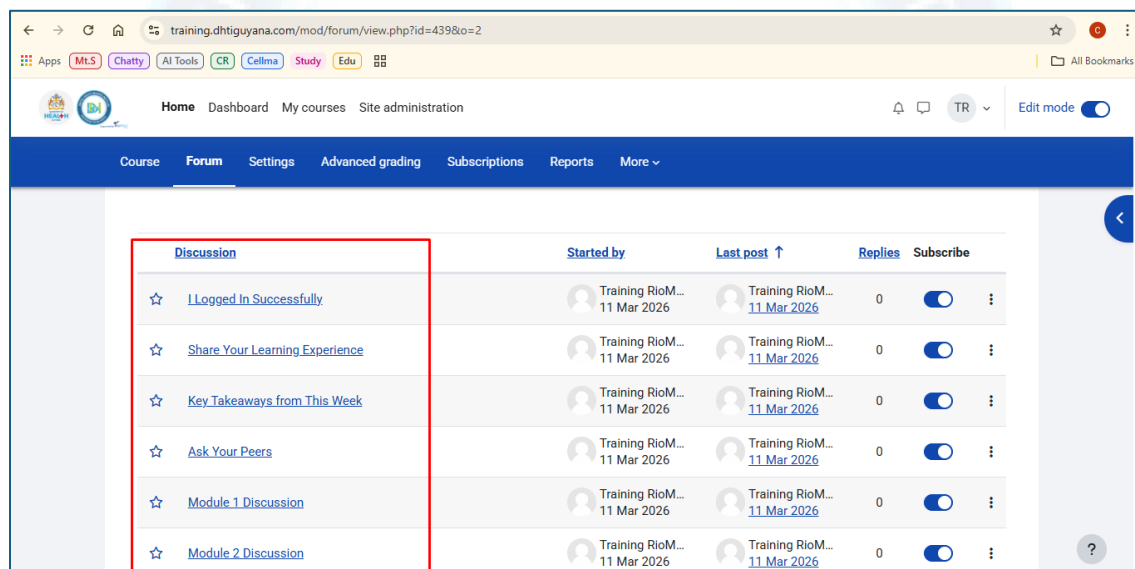
# Creating or Participating in a Discussion

The forum contains several pre-created discussion topics designed to organise conversations and help students find information easily.

Before creating a new discussion, students are encouraged to review the existing topics and post their question or comment in the most relevant thread. Using the existing discussion topics helps keep conversations organised and allows other students to benefit from shared questions and answers.

## Participating in an Existing Discussion

1. Open the Student Discussion Forum from the homepage.
2. Browse the available discussion topics.
3. Select the topic that best matches your question or comment.
4. Click Reply.
5. Enter your message and click Post to Forum.

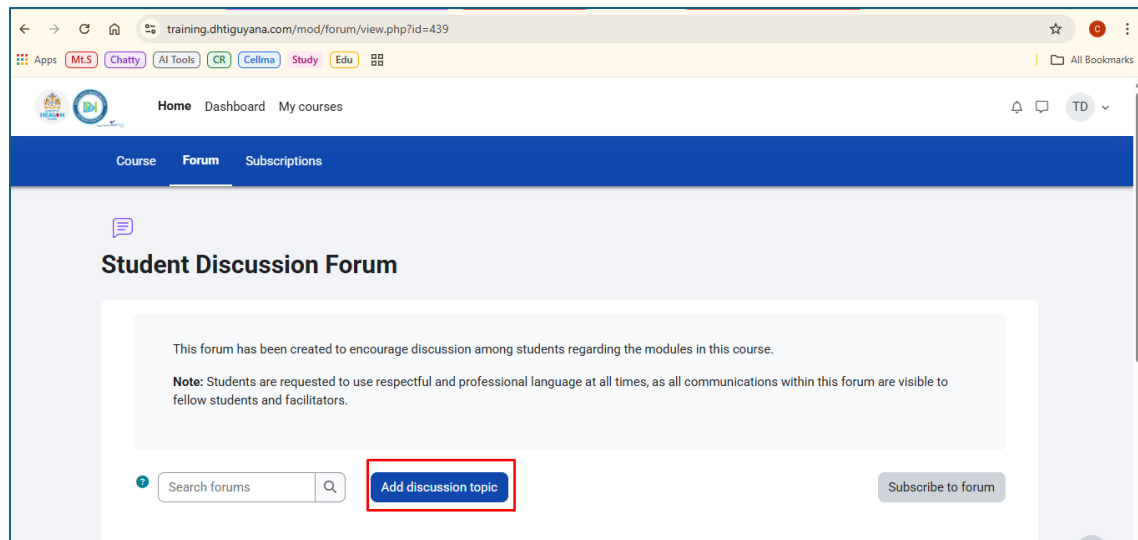


## Creating a New Discussion Topic

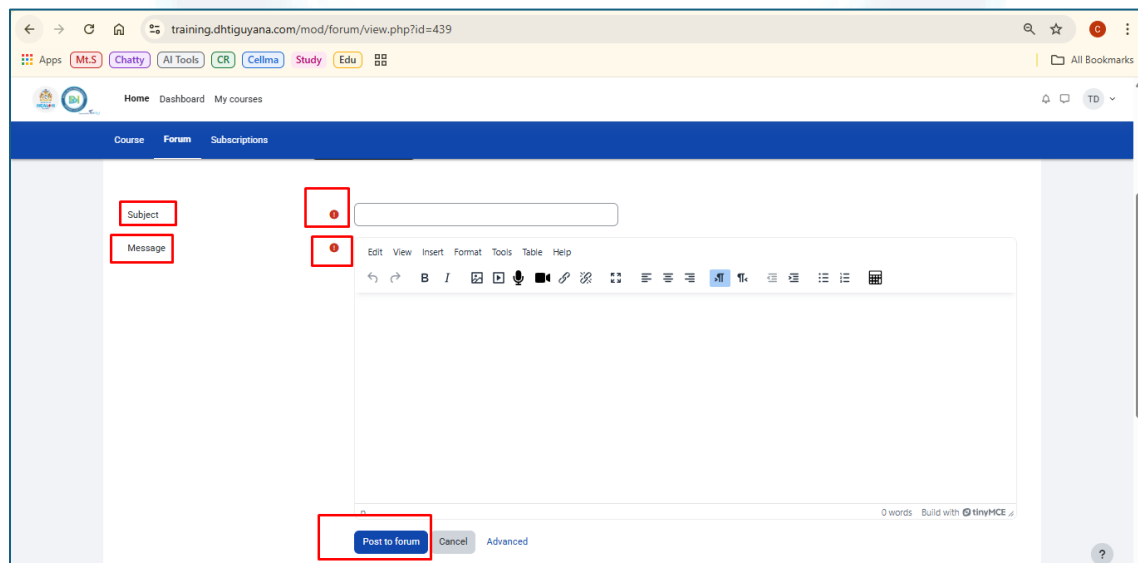
If your question or discussion does not fit within any of the existing topics, you may create a new discussion.

### Steps to Create a New Topic

1. Click Add Discussion Topic.



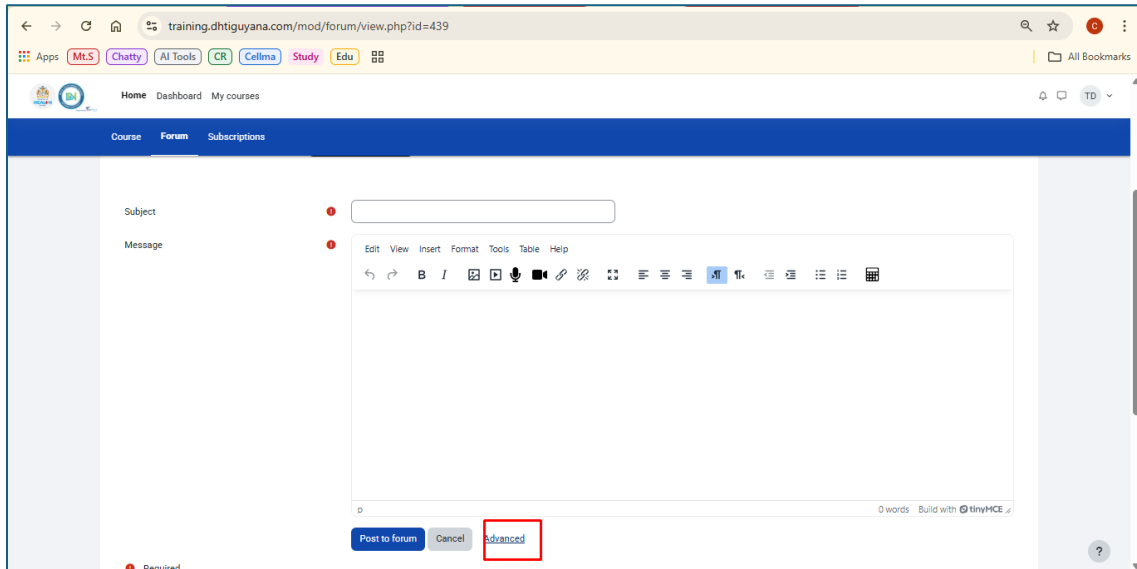
2. Enter a clear and concise **Subject** describing your topic.
3. Enter your message or question in the **Message** box.
4. Click **Post to Forum**.



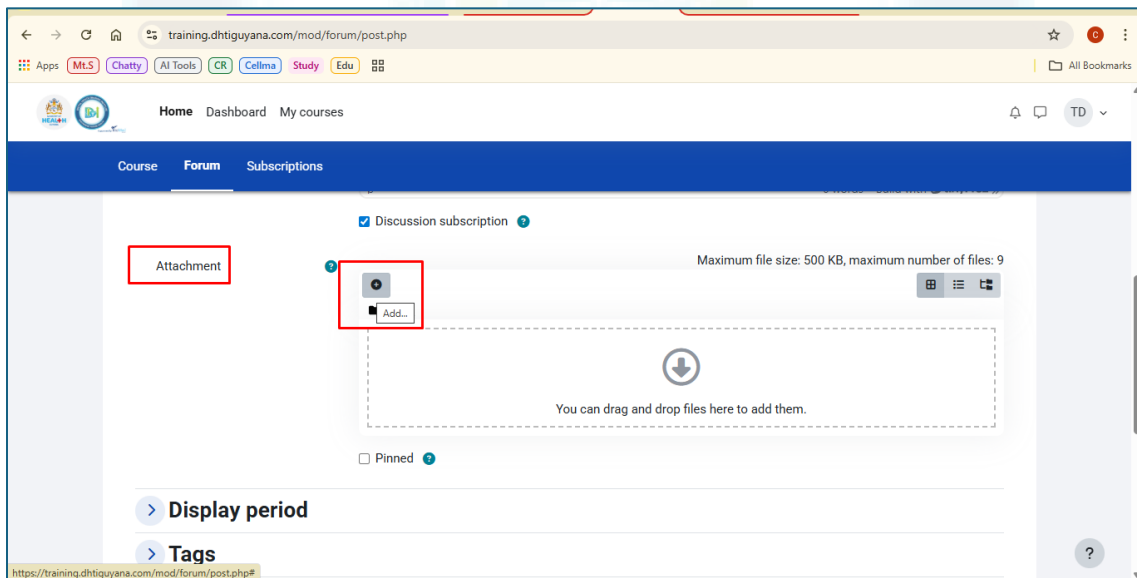
# Adding Attachments (Optional)

If you wish to include supporting files:

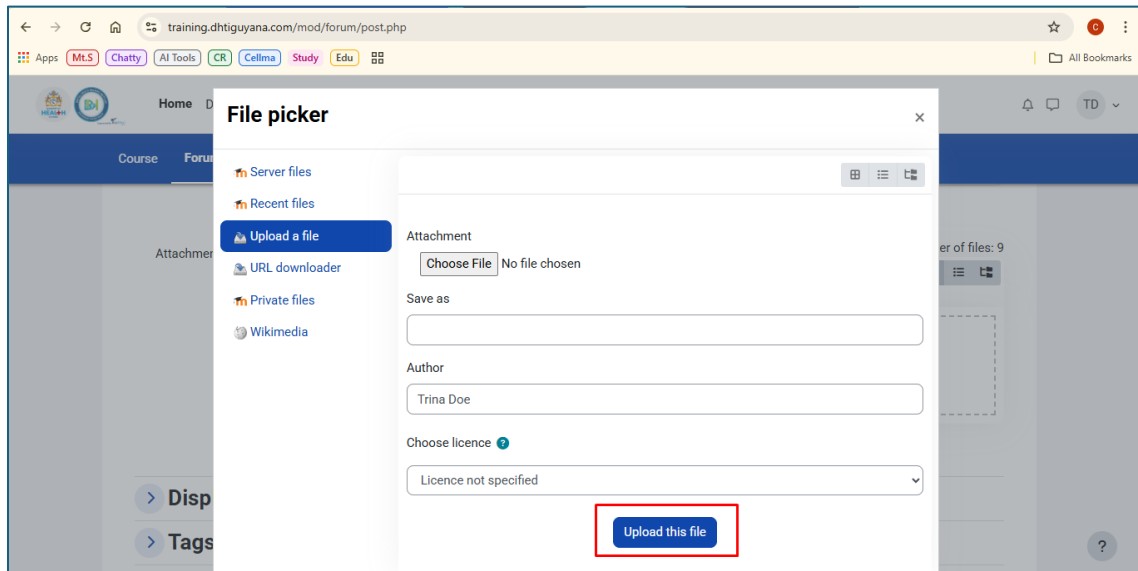
1. Click Advanced when creating a post.



2. Select Attach Files.

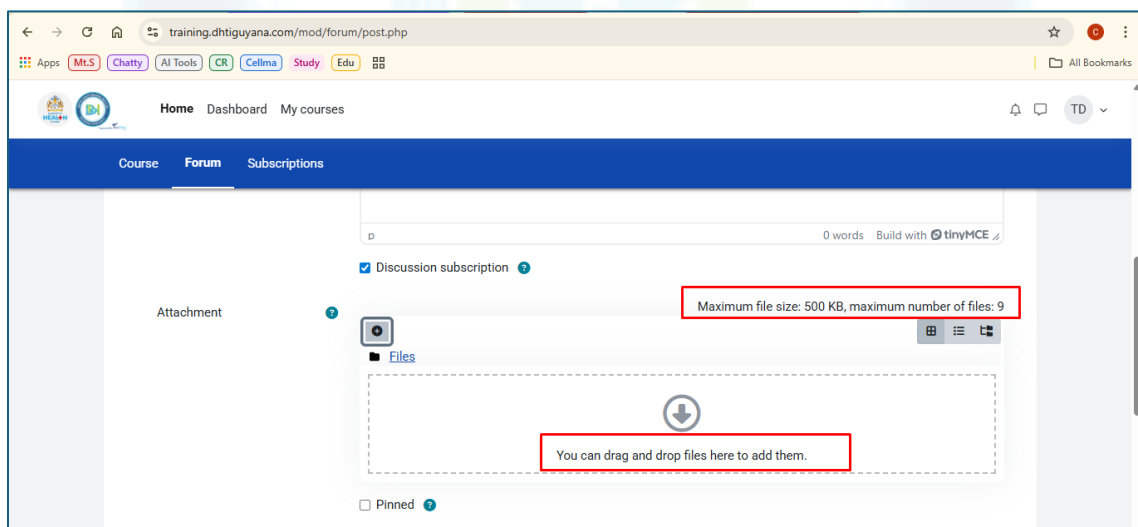


### 3. Upload your document.



### Attachment Rules

- Maximum file size: 500 KB per file
- Maximum number of files: 9 attachments
- Supported file types depend on portal configuration.



### Note:

1. If your file exceeds the size limit, consider compressing it or sharing the key information in the message itself.
2. Moderators may remove inappropriate attachments.

# Adding Links in Posts

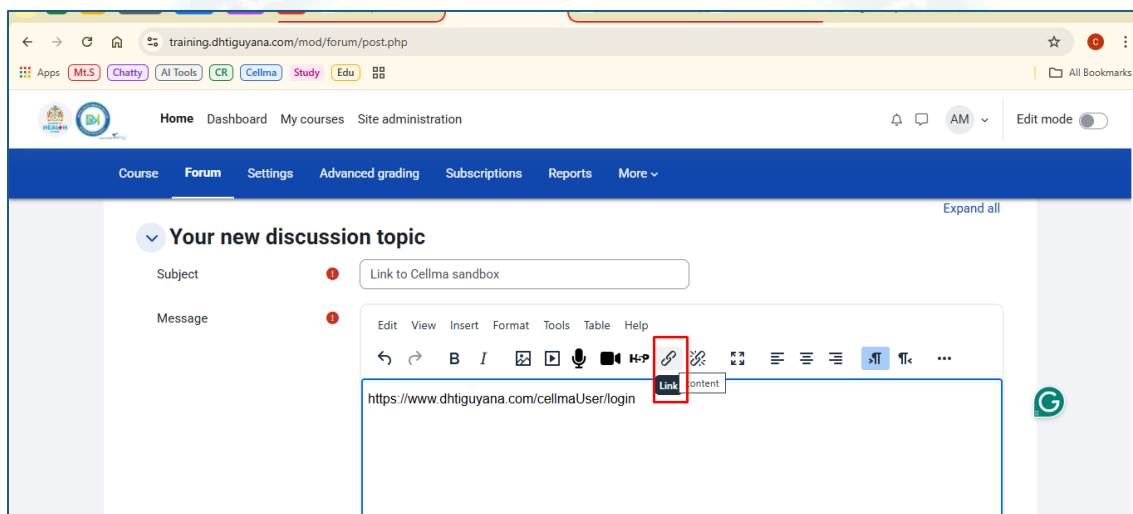
You may include hyperlinks in your message.

## **Note:**

1. Links should be relevant and appropriate.
2. Avoid sharing external sites unrelated to course content.
3. Links may open in the same browser tab unless configured otherwise while creating the post containing the link.
4. Moderators may remove inappropriate links.

Below are the steps to add links.

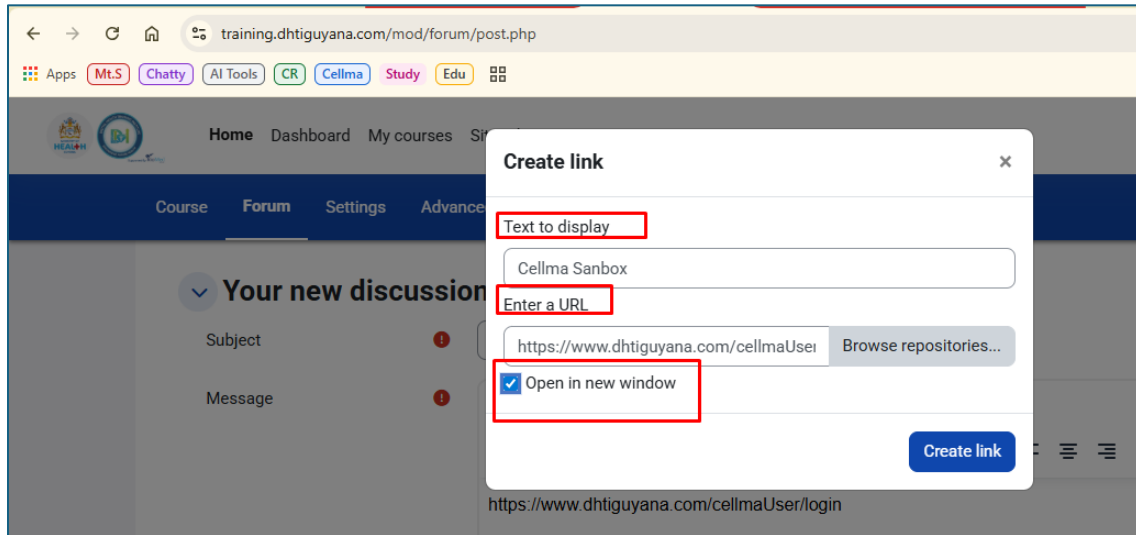
1. Enter the URL in the **Message** box and click on the **Link** icon



2. Enter the **Text to display** (optional), the **URL**, and check the **Open in new window** checkbox if you want the link to open in a new window.

**Note:** By default:

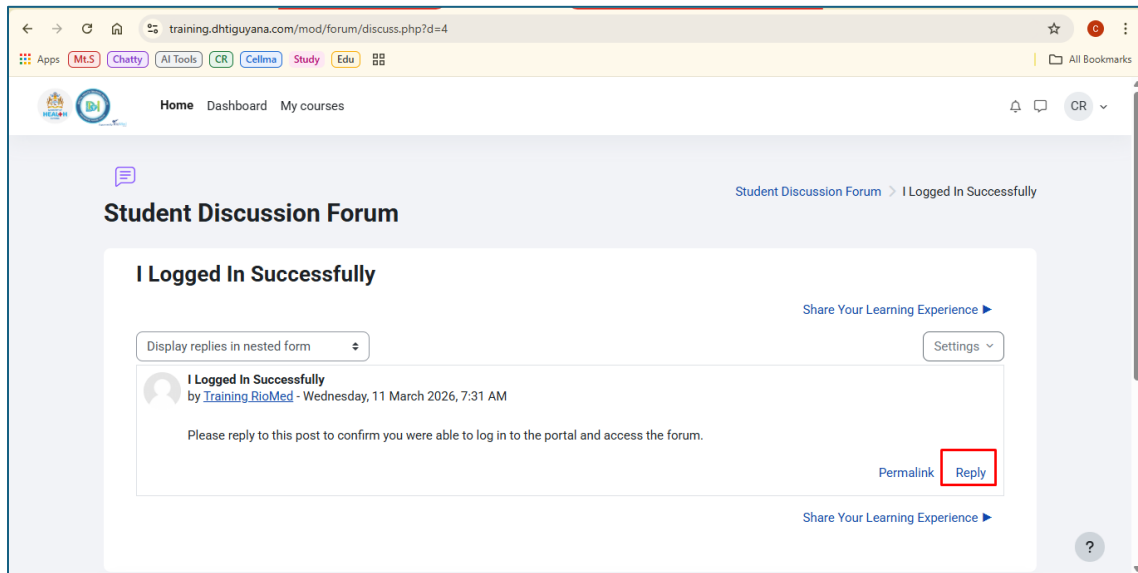
- Text to display will appear the same as the URL unless changed.
- Links will open in the same tab if the **Open in new window** checkbox is not checked.



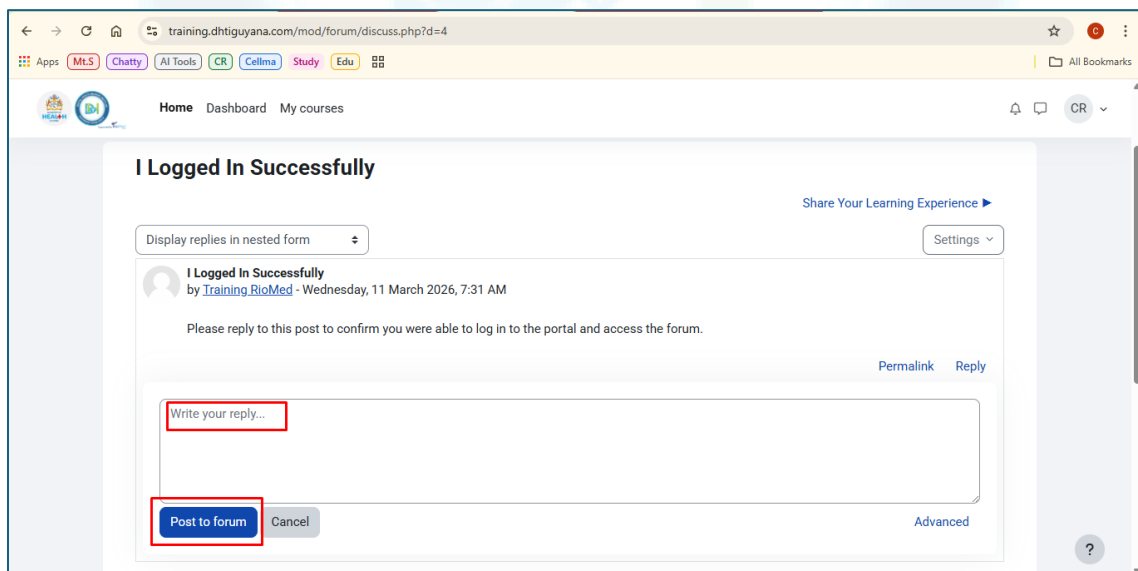
# Replying to a Discussion

To respond to an existing discussion:

1. Open the discussion topic.
2. Click Reply.

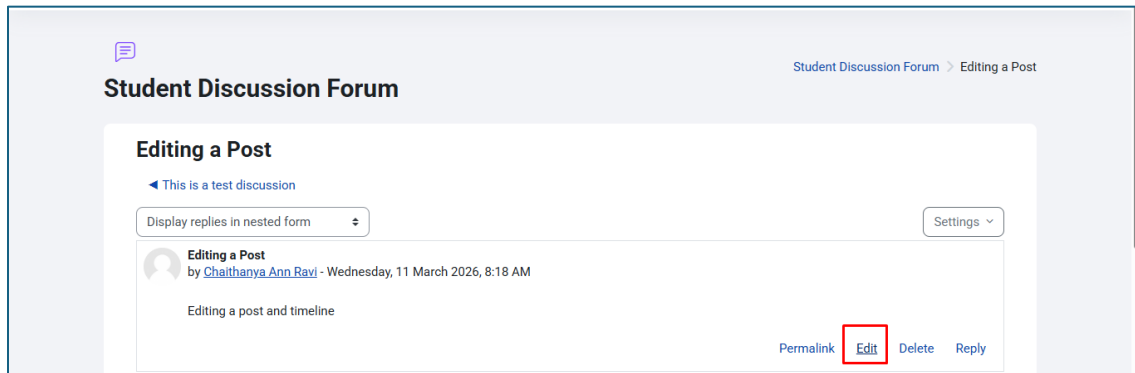


3. Enter your message. Click Post to Forum. Replies will appear below the original post.



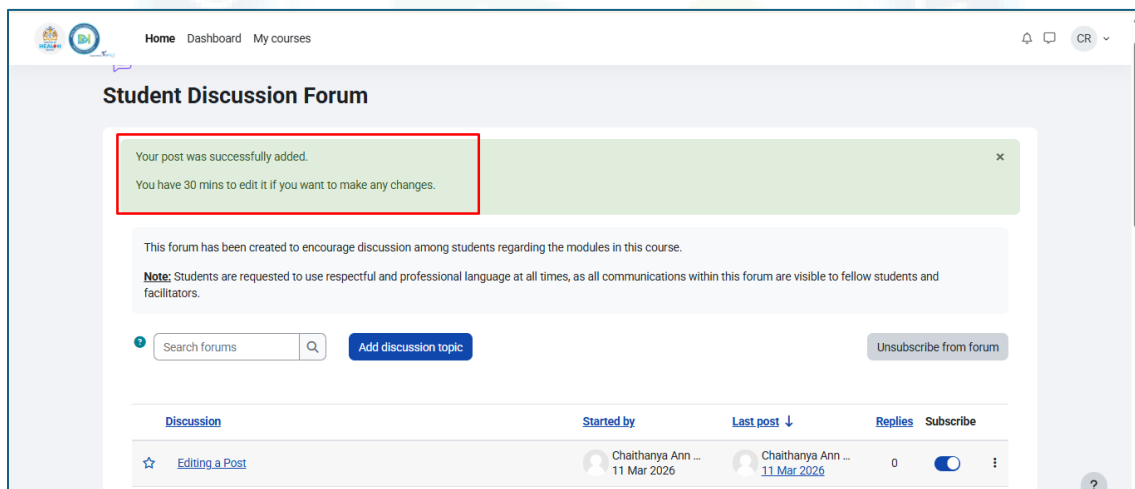
# Editing Your Post

After posting, you can edit your message if necessary.



## Note:

1. Users have 30 minutes to edit a post after it is submitted.
2. After 30 minutes, editing is no longer available.



## Forum Notifications (Subscriptions)

Students may subscribe to forum discussions to receive notifications.

When subscribed:

1. You may receive email notifications when someone replies to a discussion.
2. Notifications help you stay updated on responses to your question.

## Forum Moderation

The forum is monitored by moderators to ensure discussions remain appropriate and relevant. Moderators can:

1. Remove offensive or inappropriate posts
2. Delete content that violates forum guidelines
3. Monitor links or attachments shared in discussions

**Students are expected to maintain respectful and professional communication at all times.**

## Forum Guidelines

Please follow these guidelines when posting:

1. Keep discussions relevant to course topics
2. Use clear titles for discussion threads
3. Be respectful and professional
4. Check existing discussions before creating a new one

Avoid:

1. Offensive language
2. Spam or irrelevant links
3. Sharing confidential information

Posts that violate guidelines may be removed.

# Student Support

## For Forum-Related Issues

If you experience technical difficulties while accessing or using the forum, you may seek support using one of the following options:

### 1. Contact DHTI Support

For technical issues related to the training portal or sandbox environment, please contact DHTI Support ([dhtisupport@riomed.com](mailto:dhtisupport@riomed.com)).

Examples of technical issues include:

1. Unable to post to the forum
2. Attachment upload errors
3. Login or access issues
4. Forum notification problems

DHTI Support primarily assists with technical issues related to the training portal and sandbox environment.

### 2. Use the Forum Support Discussion

You may also post your issue in the Forum Support Discussion thread within the forum so that moderators or other users can assist.

## For Module-Related Questions

If your question relates to course content, assignments, or learning topics, we encourage you to:

1. Raise your question during the weekly live sessions, or
2. Discuss the topic with peers in the relevant forum discussion thread

This helps encourage collaborative learning and ensures questions are answered by the appropriate instructors or subject matter experts.

## Help & Support – Summary

Type of Question	Where to Ask
Technical issue with the portal	DHTI Support
Technical issue with the Cellma sandbox	DHTI Support
Forum posting issues	DHTI Support or Forum Support Discussion
Course content questions	Weekly live sessions
Learning discussion with peers	Pre-created forum discussion threads (create new discussions if necessary)

## Conclusion

The discussion forum is an important part of the learning experience and is intended to promote active participation, collaboration, and continuous learning. Students are encouraged to contribute thoughtfully, engage respectfully with peers, and make use of the forum to deepen their understanding of course topics. By using the forum effectively, learners can benefit from shared knowledge and support throughout the programme.



**Mount  
Sinai**

