

THE HORSE PORTAL

Discussions Guide



Course Discussions

- The discussion forums are an important part of the learning experience here at **The Horse Portal**. This is your opportunity to interact with horse people from across the country – and around the world!
- By participating in the discussions, you can share your experiences, ask each other questions, and explore the course material together, while still working at your own pace.
- Your course might also feature a Guest Expert – an expert in his/her field who will be there to respond to your questions and share their advice.

Getting Started:

Discussions can be found by clicking the *Discussions* tab on the home page – as indicated by the green arrow.

All of the course discussions will be listed on the *Discussions* page, and each will display the number of comments that have been submitted so far with the text bubble icon:

0 

In the examples to the right, that number is zero. So, let's make a comment!



The screenshot shows the Ontario Equestrian Horse Care & Welfare course homepage. At the top, there is a banner featuring two horses and the text "IN PARTNERSHIP WITH ONTARIO EQUESTRIAN" and "HEY, MY OWNER TOOK THE HORSE CARE & WELFARE COURSE, DID YOURS?". Below the banner, there is a navigation bar with links for "COURSE HOME", "ANNOUNCEMENTS", "DISCUSSIONS" (which has a green arrow pointing to it), "QUIZZES", and "CLASS LIST". The "DISCUSSIONS" link has a red circle with the number "9" next to it, indicating new comments. The main content area is titled "Horse Care & Welfare – Fall '19 Discussions". It contains two discussion threads: "Questions for the Instructor" and "Student Introductions". Each thread has a timestamp, a comment count (0), and a reply count (0). There are also like and unlike buttons for each post.

Horse Care & Welfare – Fall '19

Discussions

0 Sep 13 — Welcome!

Search all topics All discussions Newest to oldest Filter

Questions for the Instructor

Please use this forum for general questions related to the course, and the Horse Portal.

0 Apr 23 at 3:17pm  

Student Introductions

Welcome! Please introduce yourself to your fellow students, and share with us why you are taking the course, and what you are hoping to learn.

0 Apr 23 at 3:16pm  

Making a comment

Open the discussion thread you'd like to view, and click "Leave a Comment" to get started, or simply start typing in the Comment box.

Remember: the best comments are those that are *on topic*, *respectful to other students*, and *encourage/build upon responses from others*. We also ask that you try to use full sentences, and avoid using internet shorthand/slang as much as possible.

Tip: Include a Subject line in your post!

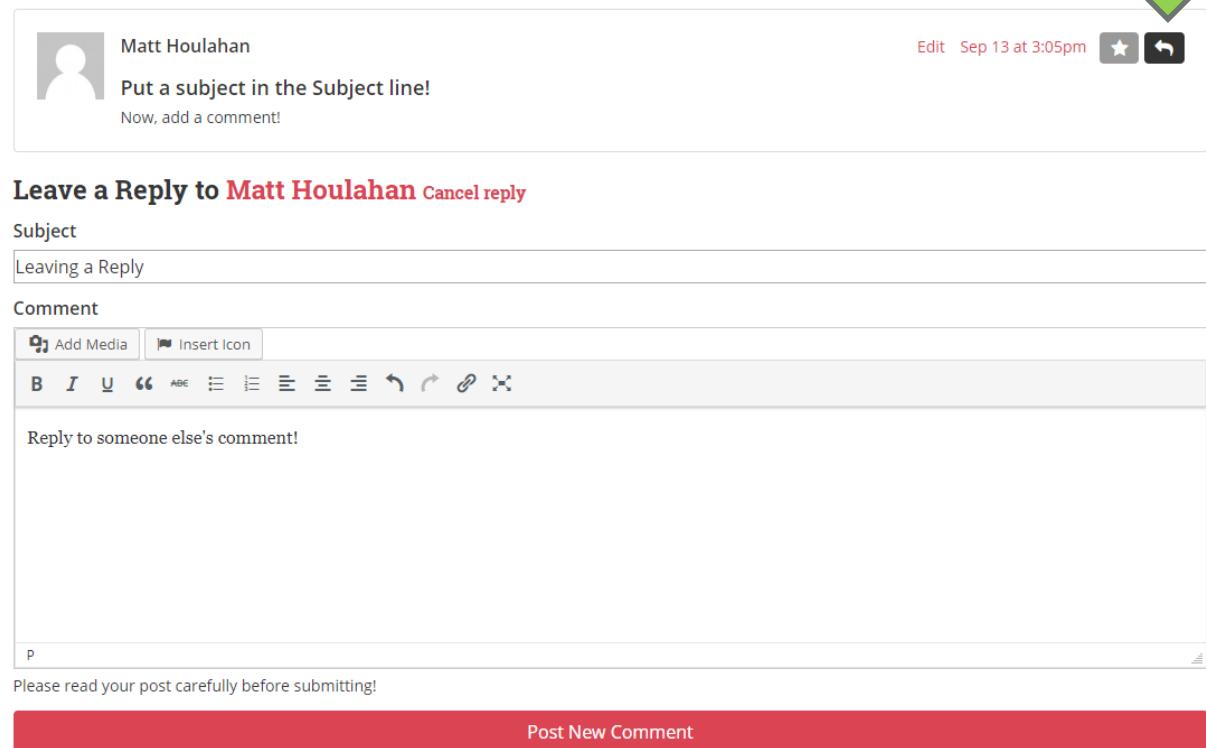
When you are happy with the look and wording of your comment, click “Post New Comment.”

Leaving a reply:

Our comment is now submitted to the discussion for all to see!

But what if you want to reply to something another student has written?

To reply to someone's comment, click the reply arrow icon (as shown by the green arrow above) on their comment. This will open up a comment box below.



Matt Houlahan
Put a subject in the Subject line!
Now, add a comment!

Edit Sep 13 at 3:05pm   

Leave a Reply to Matt Houlahan [Cancel reply](#)

Subject
Leaving a Reply

Comment

Add Media Insert Icon

B I U “ ” ABE

Reply to someone else's comment!

Please read your post carefully before submitting!

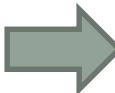
Post New Comment

Leaving a reply, cont'd:

The comment box says “Leave a Reply to Matt Houlahan”, so we know we’re responding to the right comment. Now, type your response to your classmate. Post your reply...



A screenshot of a web-based comment form. At the top, it shows a user profile picture of Matt Houlahan, his name, the date (Sep 13 at 3:05pm), and edit, star, and reply icons. Below this, a placeholder text says "Put a subject in the Subject line!" and "Now, add a comment!". A large red button at the bottom right says "Leave a Reply to Matt Houlahan" and "Cancel reply". The main area is titled "Leave a Reply" and contains a "Subject" field with "Leaving a Reply" and a "Comment" rich-text editor. The editor toolbar includes standard options like bold, italic, underline, and link. A note below the editor says "Reply to someone else's comment!". At the bottom, a message says "Please read your post carefully before submitting!" and a red "Post New Comment" button.



...and your response will appear below and to the right of the original comment! Keep the conversations going by replying to other students/your instructor! The icon shows how many replies that comment has received.

A screenshot of a comment feed. At the top, a red button says "Leave a Comment". Below it are search, sort, and filter options. A section titled "2 Comments" shows two entries. The first is from Matt Houlahan at 3:05pm, with the same placeholder text as the form. The second is a reply from Matt Houlahan at 3:08pm, titled "Leaving a Reply" and "Reply to someone else's comment!". It also includes edit, star, and reply icons. The entire feed is enclosed in a light grey box.

Email Alerts – New in 2020!

- The Horse Portal has added a new feature in 2020 – **email alerts for comment replies.** This system will send an alert email when your instructor, a Guest Expert, or a fellow student replies to your comment.
- In the email, simply click the link provided, which will take you directly to your discussion comment so you can see the reply. Now you can keep the conversation going!
- This is a great way to keep on top of conversations in the discussion forums, and to read answers to your questions from our instructors and Guest Experts.
- All students are automatically ‘opted in’ to this feature, but you can turn off email alerts at any time from your profile by visiting My Account>Edit Account, and selecting ‘No’ from the dropdown menu. Click ‘Save’ to confirm your choice.

Discussions: Notify me by email if someone replies to my posts

Yes

Other Features:

- To sort comments in a discussion, use the Filter options at the top, (as shown by the blue arrow). You can change the display order to list comments by newest or oldest, or choose to view only those comments that you've highlighted with a star, , to view later.
- To save space on the page, you can reduce the size of conversations by clicking the expand/collapse icon,  (as shown by the orange arrow).



The screenshot shows a comment section with the following elements:

- Search bar:** "Search this topic" (disabled).
- Sort dropdown:** "Oldest to newest" (disabled).
- Filter button:** Red "Filter" button.
- Blue arrow:** Points to the sort dropdown.
- Comment Count:** "2 Comments".
- Comment 1:**
 - User:** Matt Houlahan (grayscale profile picture).
 - Text:** "Put a subject in the Subject line!"
 - Actions:** "Edit" (disabled), "Sep 13 at 3:05pm", "1 comment", , , .
- Comment 2:**
 - User:** Matt Houlahan (grayscale profile picture).
 - Text:** "Leaving a Reply"
 - Text:** "Reply to someone else's comment!"
 - Actions:** "Edit" (disabled), "Sep 13 at 3:08pm", , .

A yellow arrow points to the expand/collapse icon for the second comment.