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!*

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."

All Course Discussions

Student Introductions ⭐ 👁

Please use this forum to introduce yourself. Share a bit about your involvement with horses, and what you are hoping to learn in this course.

Leave a Comment

Leave a Comment

Subject

Put a subject in the Subject line!

Comment

📷 Add Media | ⚑ Insert Icon

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Now, add a comment!

P

Please read your post carefully before submitting!

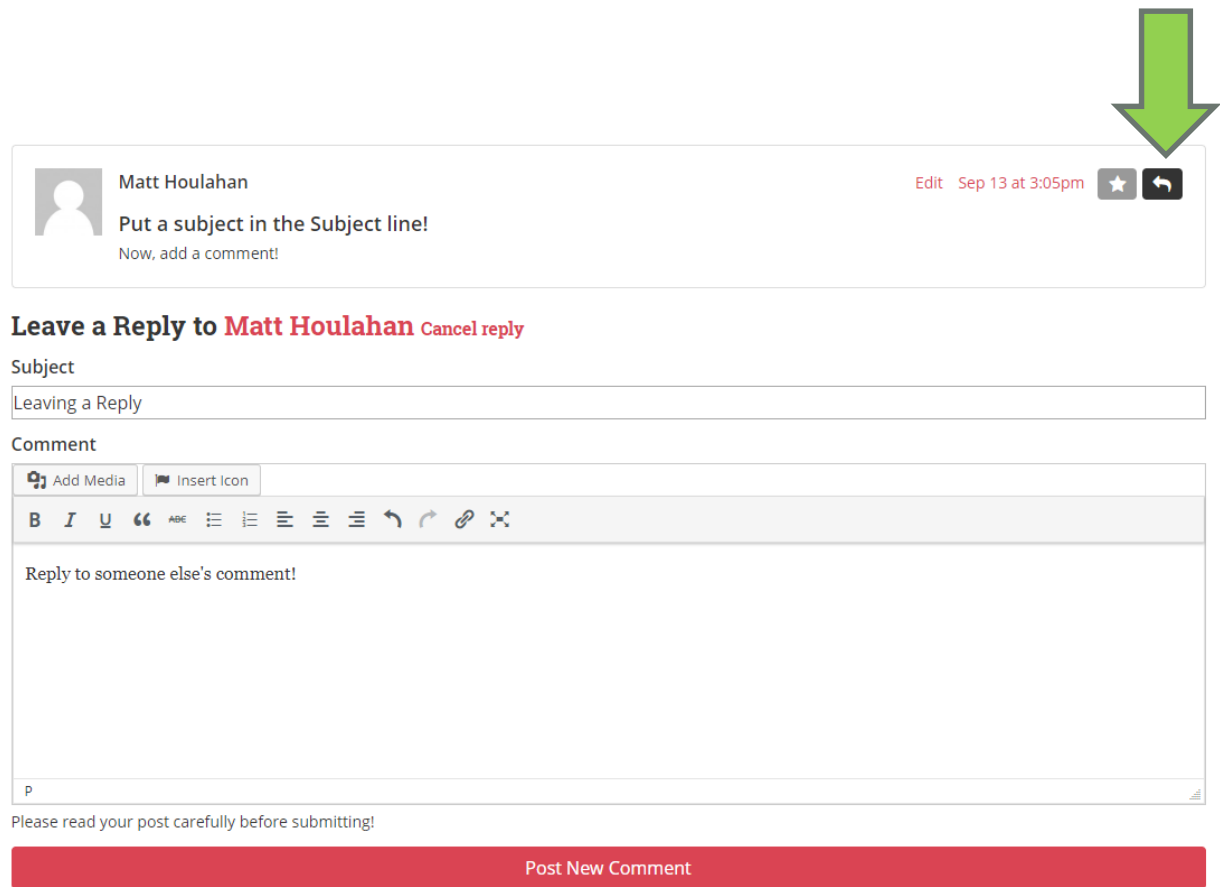☐ Notify all enrolled students of this comment.

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   Edit   Sep 13 at 3:05pm ⭐ ↩

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

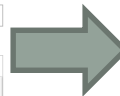**Leave a Reply to Matt Houlahan** Cancel reply

Subject

Leaving a Reply

Comment

Add Media   Insert Icon

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Reply to someone else's comment!

P

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…

…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 1💬 icon shows how many replies that comment has received.

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).