



CLARIFY QUESTIONS IN THE  
DISCUSSION FORUM  
CiL-Support-Team | December 2016

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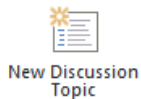
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## 1. General

A forum is a message- and discussion-area to communicate asynchronously. After opening the forum, you see a list of all the posts, which you can read and reply to. Posts to a specific topic create a discussion history, a so called thread.


## 2. Create a new discussion topic



To create a new topic, click on NEW DISCUSSION TOPIC in the menu. Afterwards, give your thread a meaningful Subject and draft your topic in the field body. With the editor functions, you can format your text, add spreadsheets, links and pictures or upload files.

With a click on SAVE you create your topic. After saving, you will be redirected to the overview.

### Tip

In case you create longer topics, you can click on the pin  in the top right corner to fix the menu. If you scroll down the text, your menu will stay at the top.

### 2.1. Formula preview for LaTeX-Code



You can create and edit LaTeX-formulas easily in the forum. To mark a text as a LaTeX-formula, you have to put the code in-between dollar signs. With single dollar signs (\$...\$), the formula is shown in the running text, with double dollar signs it is shown centered in its own line.

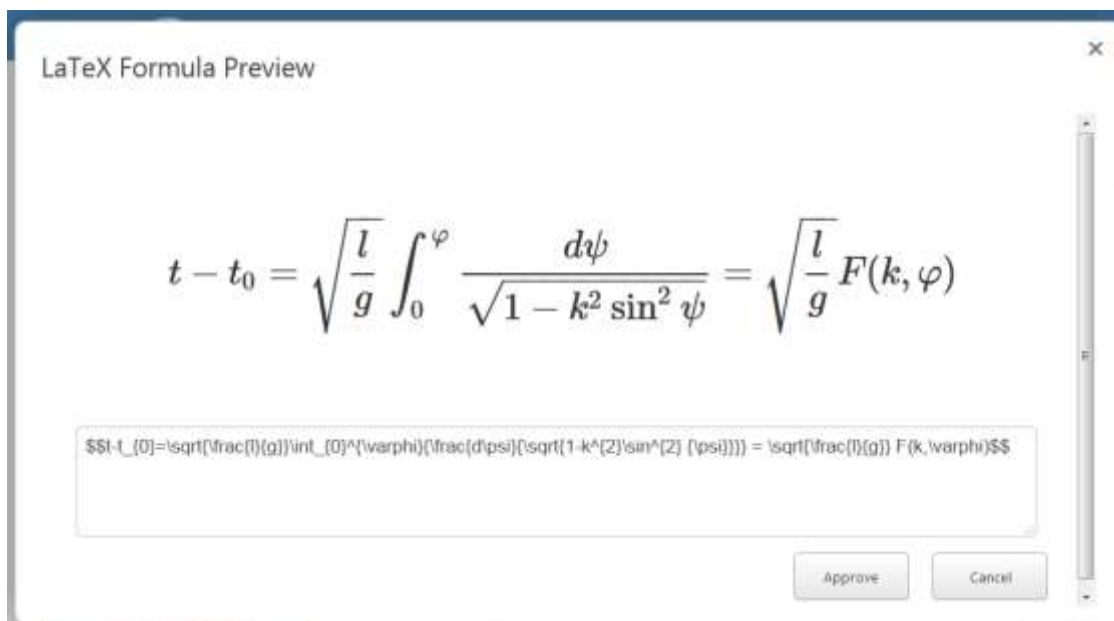


Fig. 1 LaTeX Formula Preview

To review the code in the preview, simply mark the LaTeX-formula and click on TEX-PREVIEW in the ribbon. The formula will now be shown in a separate window. In the editor below the formula, you can adjust the the code and review the changes live. With a click on APPROVE your changes are transferred to your text.

After saving your topic, LaTeX-formulas will not be shown as formulas. Please reload the page with a press on F5.

## 2.2. Insert elements to your topic

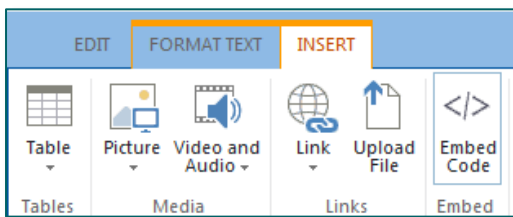
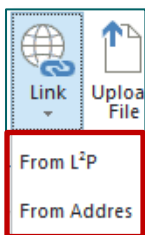


Fig. 2 Insert

You can insert tables, pictures, video, audio, links, files or code to your topic. While creating your topic, click on insert in the menu and choose the proper option.

### 2.2.1. Add links



To add a link, click on the text where the link should appear. Then click on LINK in the category insert. You can choose FROM L<sup>2</sup>P or FROM ADDRESS.

From L<sup>2</sup>P

You can navigate to an element in L<sup>2</sup>P by clicking on FROM L<sup>2</sup>P. Choose the link and click on insert.

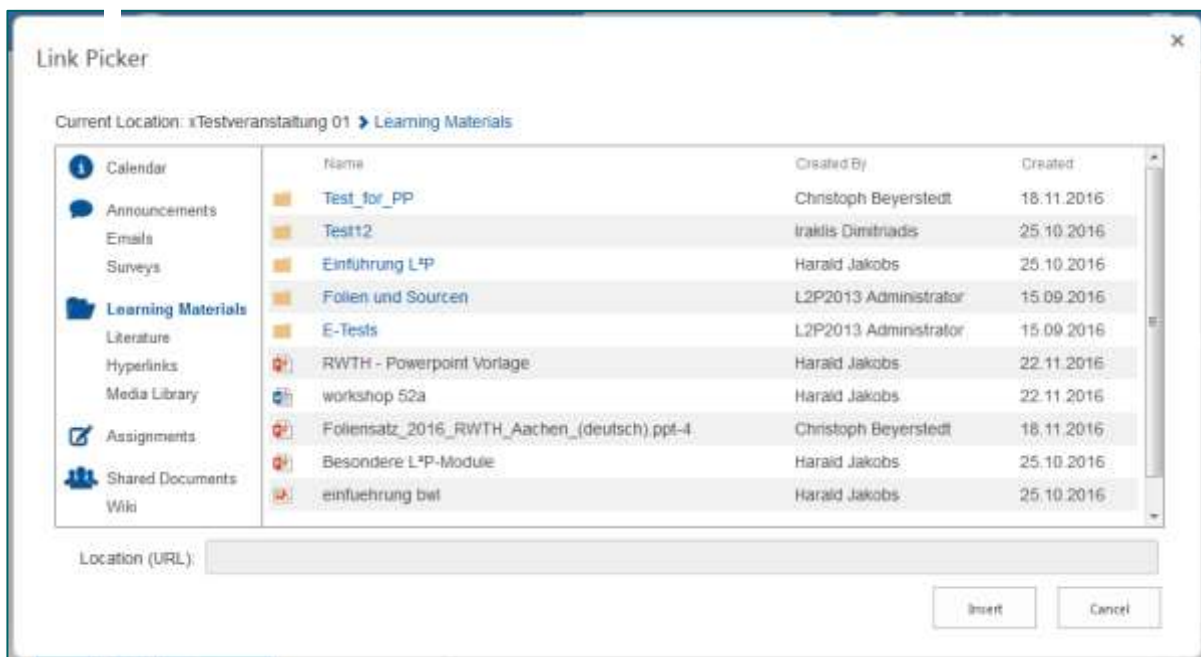
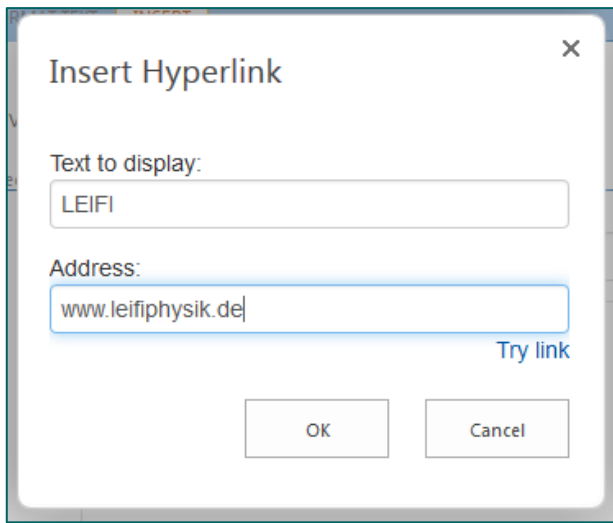


Fig. 3 Link Picker

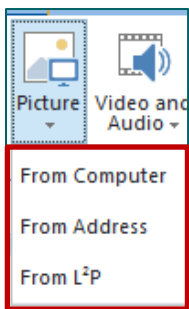
### From Address



By clicking on FROM ADDRESS a dialog box opens. You can add your link address. In the field Text to display you see your marked text. Click OK to create the link.

Fig. 4 Insert Hyperlink

### 2.2.2. Add pictures



To include a picture in your post, click in the text where you want the picture to appear. Select the INSERT tab in the ribbon and click on the IMAGE button. You can now choose whether to upload a picture FROM COMPUTER, to link it from an external Internet address, or to integrate it into one of the library's document libraries (learning materials, media library, shared documents).

The integration FROM ADDRESS and FROM L<sup>2</sup>P functions analogously to inserting a hyperlink (see above). To integrate an image from your computer into the post, select the appropriate option, navigate to the image on your computer in the Select File dialog box, select the appropriate TARGET LIBRARY, and confirm with OK. The image is uploaded to the selected target library and displayed in the entry at the selected location.

### Edit pictures

You can edit already inserted images, e.g. to adjust the size or to change the position in the text. To do this, click on the picture and use the tab PICTURE in the menu bar to make the necessary adjustments (s. Fehler! Verweisquelle konnte nicht gefunden werden.).

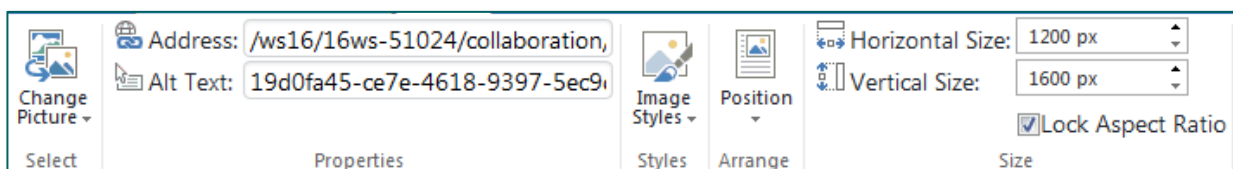
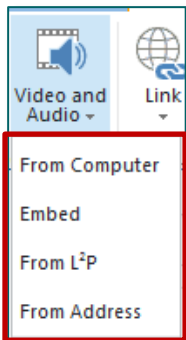


Fig. 5 Edit Picture Properties

### 2.2.3. Add Video- and Audiofiles



Use the VIDEO AND AUDIO button to insert video and audio files. Again, there are several options available: Upload from your own computer, link from one of the document libraries in L<sup>2</sup>P (learning materials, media library or shared documents), link from an external Internet address or embed it from an external source. Computer, L<sup>2</sup>P and Address functions analogously to the corresponding options for links and images

#### Embedding Videos

Embedding external sources can be done by streaming platforms such as YouTube and Vimeo as well as by Bing and Skydrive.

To embed a video, first open the video you want to embed. Make a right-click on the video and select the copy embedding code option. The embed code is then copied to the clipboard.

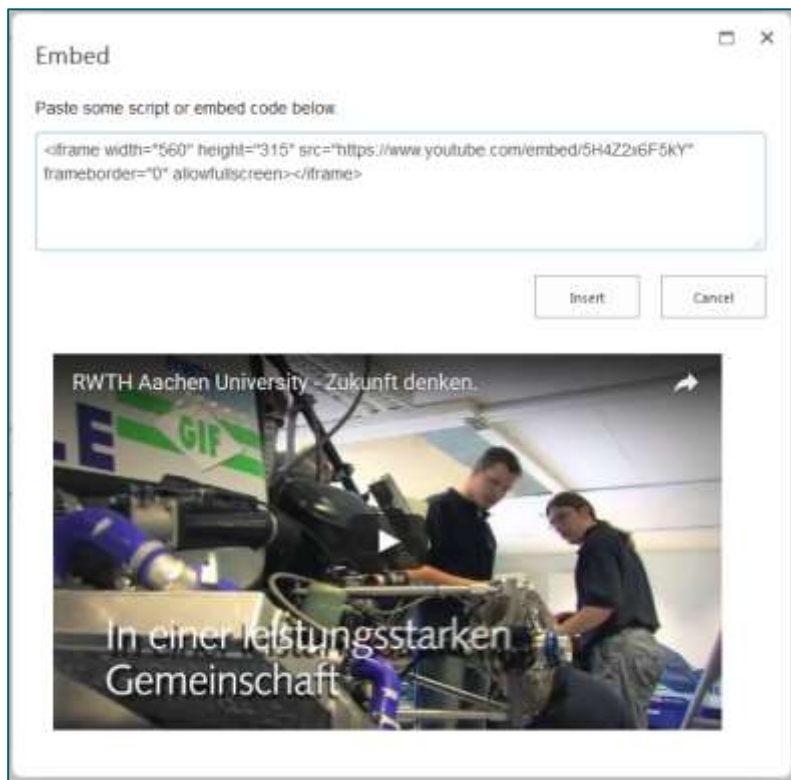


Fig. 6 Embed Video

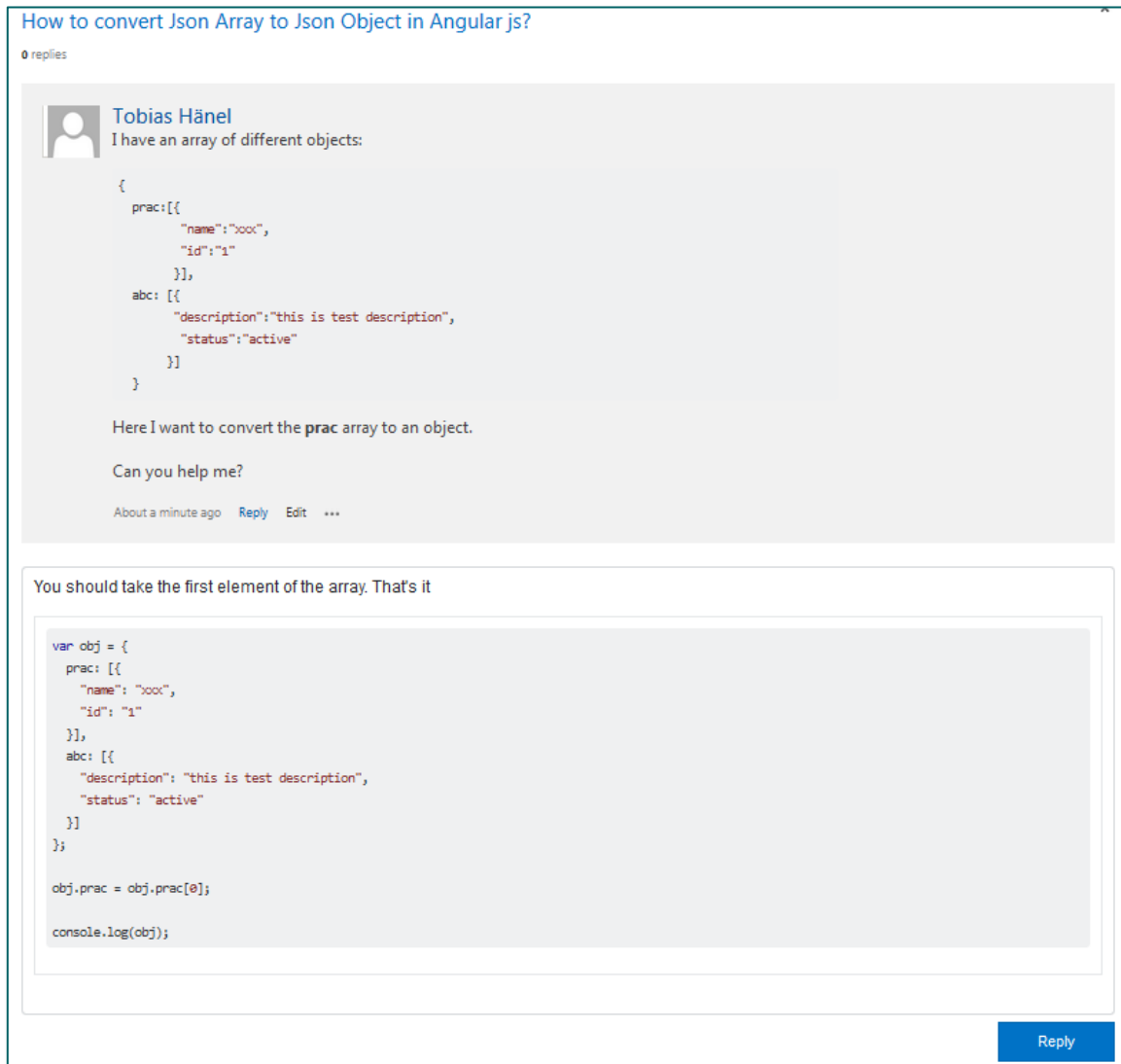
Then, in the text of your discussion contribution, click on the place where the video should appear. Then change to the INSERT tab in the menu bar, click on the VIDEO AND AUDIO button and select the option EMBED. Use the Ctrl + V key combination to insert the embed code in the dialog box. The video is then displayed below the field (see Fig. 6). With INSERT you will insert the video.

### 2.2.4. Add files

Inserting files works analogously to uploading image files from your computer (see Insert images).

## 3. Reply to posts

### 3.1. Answer to the initial post



How to convert Json Array to Json Object in Angular js?

0 replies

**Tobias Hänel**  
I have an array of different objects:

```
{
  prac:[{
    "name":"booc",
    "id":"1"
  }],
  abc: [{
    "description":"this is test description",
    "status":"active"
  }]
}
```

Here I want to convert the **prac** array to an object.

Can you help me?

About a minute ago [Reply](#) [Edit](#) [...](#)

You should take the first element of the array. That's it

```
var obj = {
  prac: [{
    "name": "booc",
    "id": "1"
  }],
  abc: [{
    "description": "this is test description",
    "status": "active"
  }]
};

obj.prac = obj.prac[0];

console.log(obj);
```

[Reply](#)

Open [Fig. 7 Reply to a post](#)

the

discussion you want to contribute to. Under the last post you will find the reply box (see Fig. 7). After clicking into the box, the Editor View opens in the ribbon. Once you have posted your reply, you can send it by clicking on ANSWER.

Your answer will then appear in the list of answers at the bottom, as it is the last chronological contribution to the discussion.

With the Newest filter option above the list, you can also display the answers in reverse chronological order. Then your post appears first in the list. With the filter Recent, you restore the chronological standard order.

### 3.2. Answer to individual contributions



Fig. 8 Answer to a post

answer to this answer is the In Response to XY (see Fig. 9).

Again, you can use the two filter options Oldest and Newest to control the display order of the answers (see Fig. 8).

### 4. Edit a discussion or post



Fig. 9 Edit post

If you do not want to reply to the initial contribution, but to one of the other contributions of the discussion, then click on Answer under the respective contribution and use the reply box opened under the post.

After submitting the reply, it will be added to the (chronologically ordered) list of contributions to this discussion as the newest answer. Contrary to the answers to the

initial contribution, however, the

Navigate to the discussion thread that you want to edit, and then click Edit. It does not matter if it is the first contribution of the discussion or a response. It opens the same view as when you created the post. Make the desired changes, and then click Save. Students and extra Participants can only edit their own contributions.



## 5. Delete the discussion or post

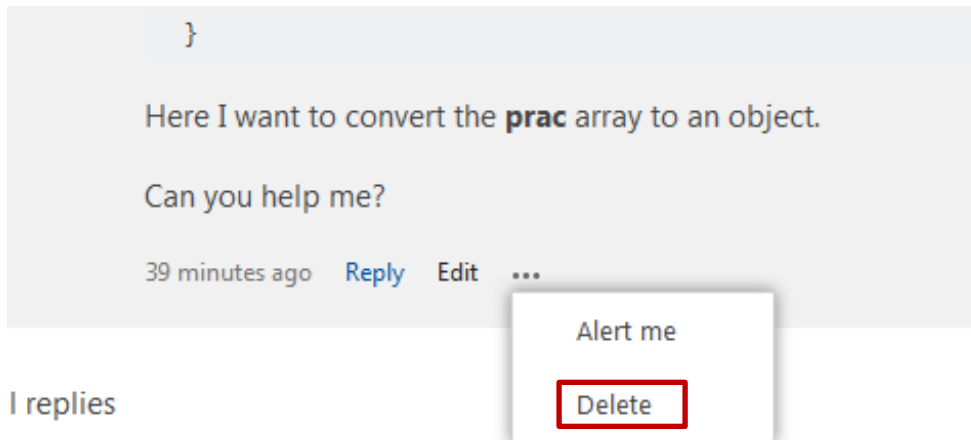


Fig. 10 Delete a discussion / post

If you want to delete a post, open the related discussion. Click the three points on the entry you want to delete (see Figure 11). Select Delete and confirm with OK. If you want to delete the whole discussion, delete the first contribution of the discussion.

Students and extra Participants can only delete their own posts and discussions.