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How-To Move Discussions / Posts from one Forum to another

Software Support - 2019-03-12 - How-To

Sometimes your users will create a discussion or leave a comment in the wrong place. Or you might want to reorganise your <u>forums</u> by merging some of them together.

In Kahootz, it's possible to **move, merge** or **split** whole forum discussions and individual posts/messages/replies.

Move

To move a discussion to another forum:

- 1. Click on the discussion in the forum-list view to get to the 'View Discussion' page
- 2. Click on the 'edit' icon for the first post in the discussion.
- 3. On the 'Modify Message' page, you can pick another forum in the 'Move to' dropdown.

Note: You must have another forum in your workspace in order to complete the move.

Merge

To merge discussions:

- 1. Repeat the above steps until you get to the 'Modify Message' page.
- 2. Use the 'Merge Discussions' option on that page to select another discussion to merge the current one into.

Split

To split discussions:

- 1. Edit a reply (**NOT** the first post in the discussion)
- On the 'Modify Message' page, you'll see a 'Split Discussion' option, allowing you to start a new discussion with the current post as the first one.

Kahootz Tip: If there are replies to a thread, make sure you go to the top-level response where the replies branch off from.

Detailed step-by-step instructions

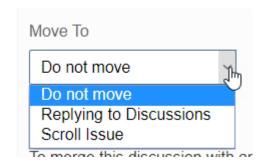
- 1. Browse to the message/thread that you wish to move, merge or split
- 2. Click 'edit' and enable the slider for 'split discussion'

Split Discussion



Split the discussion here, so that this message is the start of a new discussion

- 3. Click 'save' to create a new discussion within the forum area.
- 4. Go into that new discussion created and select 'edit' on the top-level message (all of the replies should be underneath.)
- 5. You can either 'move' it to a different forum discussion within the workspace:



or 'merge' it with an existing forum discussion.

Merge Discussions

To merge this discussion with another, select the message that this is a reply to.

Select

6. Press 'select' and it will show all the discussions in the current forum.

	Subject ↑	Description
List Messages	Workspace A	Hi Everyone, Please let me know your thoughts?
List Messages	■ Workspace B	Let me know your thoughts?

7. If you have a specific thread within a discussion, click 'list messages' shown above and select the appropriate thread.



8. Click 'save.'

Related Content

- Setting permissions on forums
- Getting started with forums