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

Chris Holt - 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 forums 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

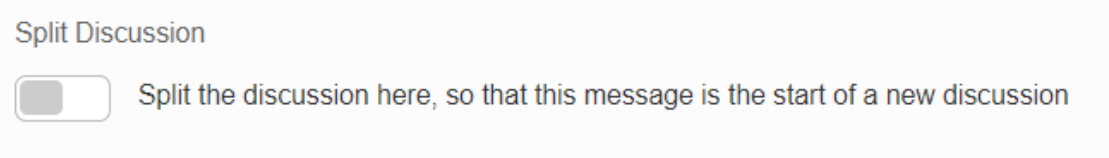
To split discussions:

1. Edit a reply (**NOT** the first post in the discussion)
2. 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

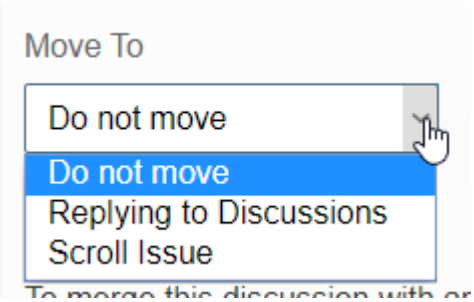
1. Browse to the message/thread that you wish to move, merge or split
2. Click **'edit'** and enable the slider for **'split discussion'**



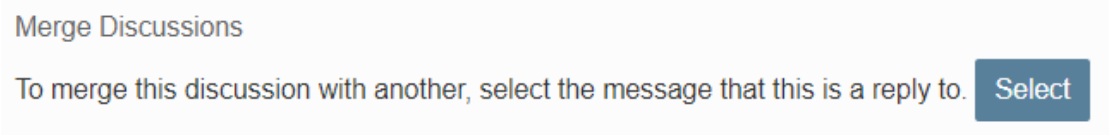
3. Click **'save'** to create a new discussion within the forum area.

4. Go into that new discussion created and select **'edit'** on the top-level message (all of the replies should be underneath.)

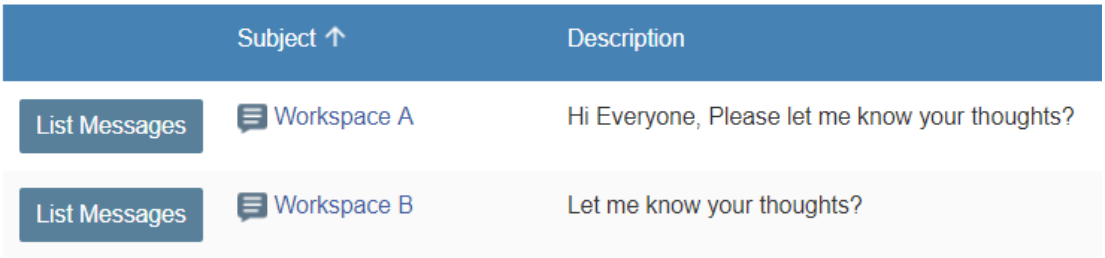
5. You can either **'move'** it to a different forum discussion within the workspace:



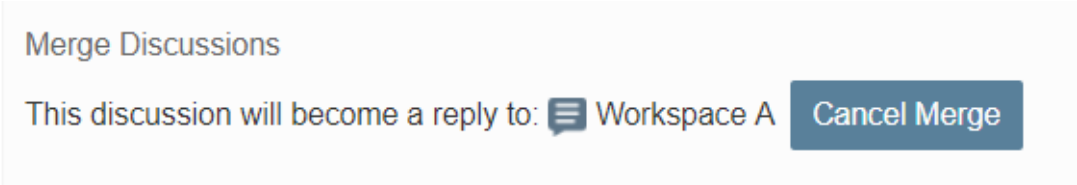
or **'merge'** it with an existing forum discussion.



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



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



8. Click **'save.'**

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