

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 [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

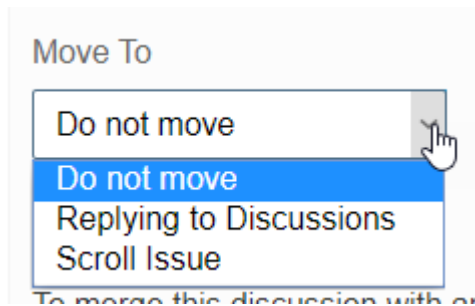
1. Browse to the message/thread that you wish to move, merge or split
2. Click '**edit**' and enable the slider for '**split discussion**'

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

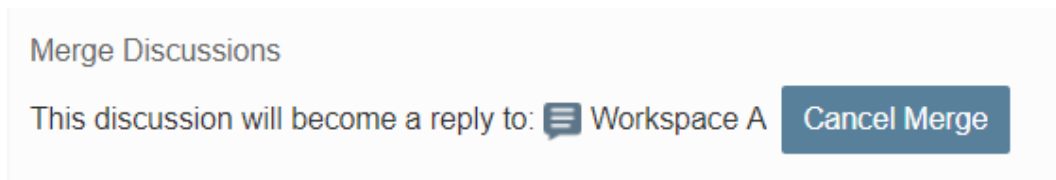
To merge this discussion with another, select the message that this is a reply to.

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](#)