University of Maine Portal
Community Bulletin Boards User Guide

This document will help you as you use the new Community Bulletin Boards on the UMaine Portal. The boards have been created to replace similar conferences in the UMaine FirstClass system.

Here are the Community Board categories:

Note that there are links for subcategories for the Job Board and Virtual Yard Sales. Each category and subcategory will have posted guidelines. Please make sure to read these before posting in any area of the board. If you would like to be a volunteer moderator for any of the above boards, please contact Glenn Eichel (geichel@maine.edu).

Opening a category or subcategory will show you the list of posts and the controls available.
1. Tabs in this row will filter posts in all areas of the Community Bulletin Boards. Clicking “My Posts” will show you a list of your posts regardless of category. “My Subscriptions” will show you a list of posts, to which you have subscribed.

2. Use the “Post New Thread” to open a message composition page to post to the current category.

3. Read the category’s guidelines before posting.

4. The “Subscribe” button will subscribe you to the whole category (e.g. the Announcements and Alerts category in this case). In a thread, the “Subscribe” button will subscribe you just to the particular thread. Subscribing to the category will result in you getting an email notice to your Gmail account when any message or response is posted in the entire category. Subscribing to a thread will give you email for responses to that thread only.

5. The “Actions” dropdown menu will show options available to you for that thread.

Opening a thread will show you slightly different controls. The person who starts the thread can delete the entire thread (move to the recycle bin). Others can delete their own responses.

1. In the controller row, you will see navigation controls, left, and thread controls, right. Only the person starting the thread will see the “Move to Recycle Bin” command.

2. The thread map will show the hierarchy. You can click on any message name to jump to that message.

3. Reply controls.

4. Message controls: “Edit” and “Delete” are only visible for the person who posted the message.
5. Flag: If for any reason you find a message objectionable, flag the message for review by the portal administrator and board moderators. You will be asked to indicate your reasons for setting the flag.

Attachments

You can attach files and images to your posts. Please attach files in PDF format to ensure that they can be opened by everyone. The easiest way to attach images is to use the “Browse” button of “Attachments” feature below the message area. You can attach up to five images. Please use small image sizes in PNG or JPG formats. If you image is in JPEG format you need to change the suffix to JPG since the portal software does not recognize JPEG as JPG.