



# South Bay Chinese School Web Forum Hints

Staff Version

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- Forum Registration
- Who can see which forum
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# Teachers & School Staff

- Register at:  
<http://sbcs.no-ip.org/phpbb/index.php>
- Step by step instructions here:  
[http://southbaychineseschool.org/SBCS\\_forum\\_staff\\_rev2.pdf](http://southbaychineseschool.org/SBCS_forum_staff_rev2.pdf)
- 3 Step process summary:
  1. Create user name & password for yourself.
  2. Click on the link in the email sent by Forum.
  3. (Staff & teachers only) Send an email to [web@southbaychineseschool.org](mailto:web@southbaychineseschool.org) or a private message on the Forum to “admin” identifying yourself in order for proper assignment to usergroups with special privileges.

# Forum Availability

Forums	Accessible by					
	Unregistered	Registered	Teachers	PA Staff	Sch Staff	Board Members
General – Announcements	RO	√	√	√	√	√
General – Feedback	RO	√	√	√	√	√
Calendar – Upcoming Events	RO	√	√	√	√	√
Class Notes – MX Classes 國語注音班-繁體字	RO	√	√	√	√	√
Class Notes – MHX Classes 汉语拼音班-简体字	RO	√	√	√	√	√
Class Notes – CX Classes 粵語班-繁體字	RO	√	√	√	√	√
Discussions – School	RO	√	√	√	√	√
Discussions – Parent Association	RO	√	√	√	√	√
Discussions – SBCCA	RO	√	√	√	√	√
Discussions – Learning Chinese	RO	√	√	√	√	√
Private – Teacher’s Lounge	–	–	√	–	√	√
Private – PA Staff Only	–	–	–	√	√	√
Private – School Staff Only	–	–	–	–	√	√
Private – Board Members Only	–	–	–	–	–	√
Other – Test Me	RO	√	√	√	√	√

RO - Read Only, files not downloadable

√ - Read / Write Allowed, files available

# Sample Search for Files –



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## SouthBayChineseSchool.org

南灣中文學校討論區 Forum for South Bay Chinese School

[FAQ](#) [Rules](#) [Search](#) [Memberlist](#) [Usergroups](#)  
[Profile](#) [You have no new messages](#) [Log out \[ Test\\_User \]](#)  
[List of downloadable files](#)



## SouthBayChineseSchool.org Forum Index

Search Query	
Search for Keywords: You can use <b>AND</b> to define words which must be in the results, <b>OR</b> to define words which may be in the result and <b>NOT</b> to define words which should not be in the result. Use * as a wildcard for partial matches	<input type="text" value="vacation request"/> <input checked="" type="radio"/> Search for any terms or use query as entered <input type="radio"/> Search for all terms
Search for Author: Use * as a wildcard for partial matches	<input type="text"/>
Search Options	
Forum: <input type="text" value="All available"/>	Search previous: <input type="text" value="All Posts"/> <input checked="" type="radio"/> Search topic title and message text <input type="radio"/> Search message text only
Category: <input type="text" value="All available"/>	Sort by: <input type="text" value="Post Time"/> <input type="radio"/> Ascending <input checked="" type="radio"/> Descending
Display results as: <input checked="" type="radio"/> Posts <input type="radio"/> Topics	Return first: <input type="text" value="200"/> characters of posts
<input type="button" value="Search"/>	

All times are Pacific Standard Time (PST), GMT - 8 Hours

# Sample Search Results for Files



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## Search found 2 matches

SouthBayChineseSchool.org Forum Index

Author	Message
<b>Topic: Teacher's Corner migration</b>	
<a href="#">Admin</a>	<input type="checkbox"/> Forum: <a href="#">Teachers' Lounge</a> Posted: Fri Mar 16, 2007 11:54 pm Subject: <a href="#">助教請假單 Vacation request form for TAs</a>
Replies: <b>12</b> Views: <b>44</b>	Read the post "How to work with these forms" for help -
<b>Topic: Teacher's Corner migration</b>	
<a href="#">Admin</a>	<input type="checkbox"/> Forum: <a href="#">Teachers' Lounge</a> Posted: Fri Mar 16, 2007 11:53 pm Subject: <a href="#">教師請假單 Vacation request form for teachers</a>
Replies: <b>12</b> Views: <b>44</b>	Read the post "How to work with these forms" for help -

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All times are Pacific Standard Time (PST), GMT - 8 Hours

Jump to:

# Browse for files

(lists 100 files maximum per screen)



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## SouthBayChineseSchool.org

南灣中文學校討論區 Forum for South Bay Chinese School

FAQ Rules Search Memberlist Usergroups Profile You have no new messages Logout [ Test\_User ]

[List of downloadable files](#)



SouthBayChineseSchool.org Forum Index Select sort method:  Order  Forum

#	Filename	File Co	Size	s	Forum	Top
1	Ad_registration_openhouse_spr0...	Ad registration Spr...	102.73	8	Fri Ma	yers
2	Ad_registration_openhouse_spr0...	Ad registration open house Spr...	103.5	4	Fri Ma	yers
3	Ad_spr07.pdf	Ad registration Spring 2007	109.75	0	Thu	yers
4	Ad_spr07.doc	Ad registration Spring 2007 Word	104	0	Th	yers
5	Agenda Open Ho...	Agenda Open Ho...	297.87	1	Sun	r
6	2007OH_Agenda_c.doc	Agenda Open House 2007 Word	108	0	Sun May 06, 2007 8:33 pm	Open House flyer
7	Parents_Meeting_Agenda_040306a...	Agenda PA Meeting Sample	215	0	Fri Jul 27, 2007 5:00 pm	Working files from 2005 & ...
8	Parents_Meeting_Agenda_040306...	Agenda PA Meeting Sample	21	0	Fri Jul 27, 2007 5:02 pm	Working files from 2005 & ...

- Sort by any of the 6 headings of the file listing.
- Specifies the order of the results.
- Pick in which forum to search.  
Note that the software has a bug - "All available" does not work except for the initial list!

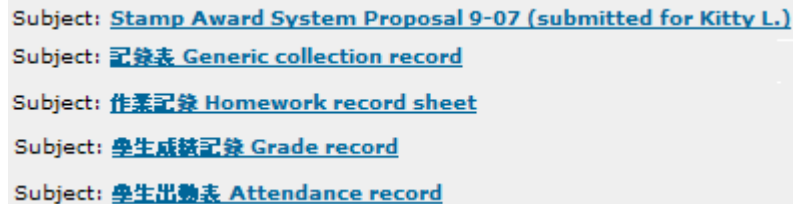
# Sample Search for Postings of “Attendance Record”

- Searching for keyword: “record”
  - 4 postings containing the word “record”



Subject: [記錄表 Generic collection record](#)  
Subject: [作業記錄 Homework record sheet](#)  
Subject: [學生成績記錄 Grade record](#)  
Subject: [學生出勤表 Attendance record](#)

- Searching for: “record attendance”  
(same as “record OR attendance”)
  - 5 postings containing these 2 words



Subject: [Stamp Award System Proposal 9-07 \(submitted for Kitty L.\)](#)  
Subject: [記錄表 Generic collection record](#)  
Subject: [作業記錄 Homework record sheet](#)  
Subject: [學生成績記錄 Grade record](#)  
Subject: [學生出勤表 Attendance record](#)

# Sample Search for Postings (cont.)

- Searching for keyword: “attendance”
  - 2 postings containing the word “attendance”

Subject: [Stamp Award System Proposal 9-07 \(submitted for Kitty L.\)](#)

Subject: [學生出勤表 Attendance record](#)

- Searching for: “record AND attendance”
  - 1 posting containing “attendance record”!

Subject: [學生出勤表 Attendance record](#)

# Search for Postings

## - Hints

- Refine your search by adding “AND”, “OR”, “NOT” to your keywords.
  - “OR” is the default when none is specified.
  - Selecting “Search for all terms” is the same as applying “AND” to all keywords.
- Select “Posts” for “Display results as” instead of “Topics” to display multiple instances within a topic.
- Further refinement when you specify the author (user name) of the posting.
- Use “\*” as a wildcard for partial matches in the keywords or author field.
  - rec\* matches record, receipts, etc.
  - mar\* matches mary, mark, etc.

# Teachers & School Staff

- Encourage all parents (& students) to register & use the Forums.
  - Don't ask them to notify me (step 3 listed in page 3)
    - I don't need to know about non-staff users.
- Happy Discussions!
  - Email “web@southbaychineseschool.org” or private message to Admin for assistance.