

Forum Participant Guide

We are delighted that you are exploring the IH Members’ Forums! This platform allows you to connect and collaborate with your IH colleagues around the world. Post your questions, share ideas, discuss challenges with colleagues who have had a similar experience. Make the most of your membership and tap into the experience and expertise at your fingertips.

Inside the Member’s Area, there are groups set up for different job roles and communities. Inside each group is a Forum.

Explore the forums on this page <https://portal.ihworld.com/groups> you can also access it through the Member’s Area Dashboard.

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Forum Usage Rules

Member of IH

You must currently work for an IH school to be a member of a group.

Respectful communication

We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.

Content Guidelines

- Review existing thread topics before starting a new thread – has someone already started a discussion about the topic?
- No spam or excessive promotional material
- Keep content relevant to the thread, start a new thread if you want to start talking about a different topic

If a participant violates these rules, they will first be given a warning. If the behaviour persists, they will be removed from the group.



Forum Moderators

Each forum has a moderator who is in charge of managing membership requests and moderating the content of the forum.

Group	Moderator
Directors	Emma Hoyle, Belle Dowber-Hawkins & Fari Greenaway
DoSes	Lucie Cotterill
Teachers of English	Katja Preston
Teachers of French	Estelle Héloüin
Teachers of Spanish	David Martínez Barraza
Teachers of German	Anette Igel
Teachers of Arabic	Wessam Sayed
Teachers of Italian	Chiara Passantino
Inspectors	Belle Dowber-Hawkins & Fari Greenaway
Inspections & Quality	Belle Dowber-Hawkins & Fari Greenaway
Administrative Staff	Monet Blanchard
Sales & Marketing	Imogen Key
Study Abroad Marketing	Marta Robles Villarino
Community Schools	Fari Greenaway
Teacher Trainers	Katja Preston

Changing Your Profile Picture

1. Select a group that you are a member of.
2. Click on the “Members” tab of the group.
3. Find your member profile and click on it.
4. Select the “Profile” tab at the top.
5. Select the “Change Profile Photo” button
6. Upload your image or take a photo.
7. Crop the image
8. Test it by finding a comment you have written and seeing if your new photo appears.

Here is [a step-by-step video guide](#) to take you through the process.

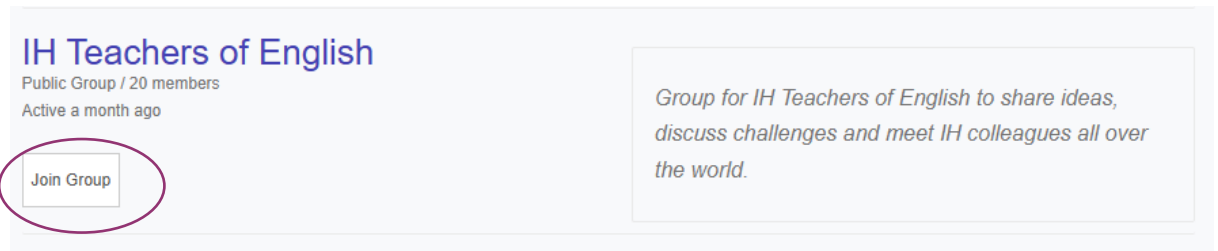
How to Join a Group

[On the main page](#), you can see the list of all groups. Some groups are open to everyone and others have restricted access to certain groups.



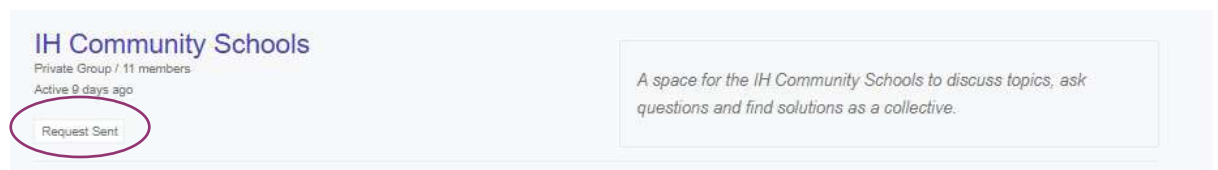
For Open Groups

Simply select “Join Group” and you will have access.



For Restricted Access Groups

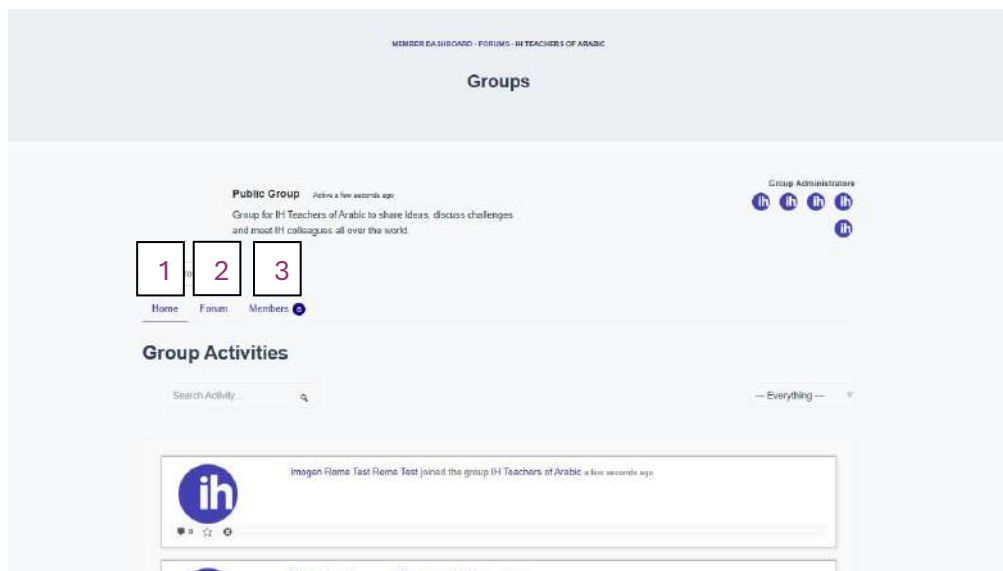
Select “Request Membership” and the button will then change to “Request Sent”. The moderator will review your request and accept/deny within 48 hours.



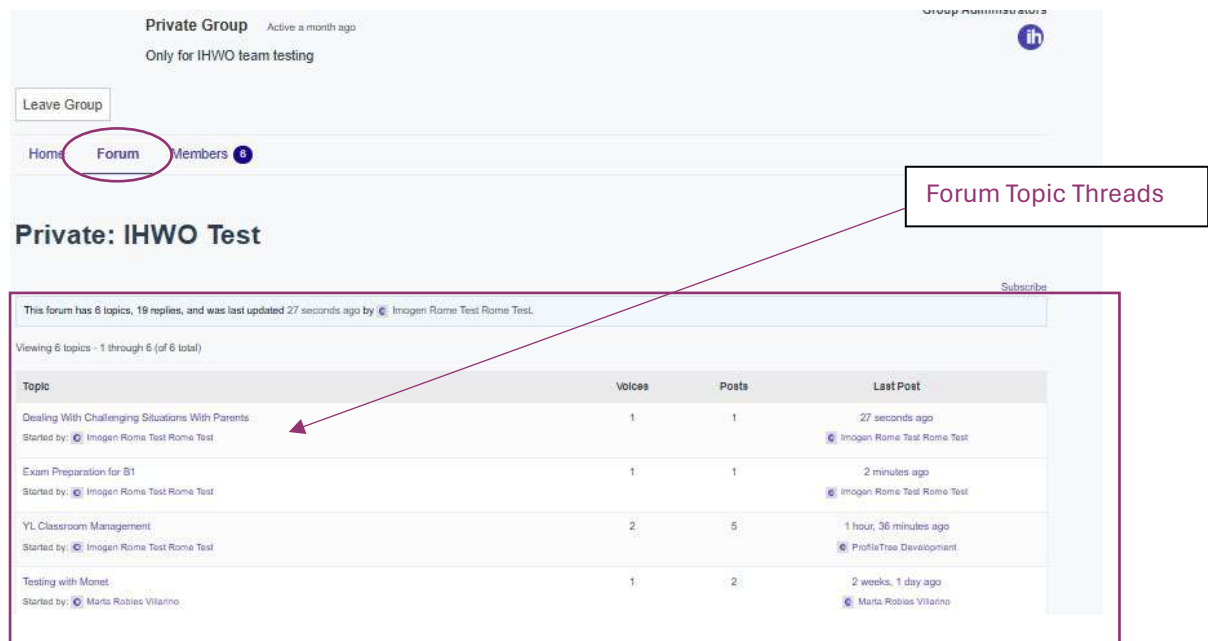
How the Forums Work

Within the different groups, the name and email of your moderator can be found in the description. You can find three tabs at the top to navigate the features:

1. **The Homepage** – here is a summary of all activity in the group
2. **The Forum** – containing different topic threads
3. **The Members**



Select "Forum" to explore the topic threads



Private Group Active a month ago
Only for IHWO team testing

Leave Group

Home **Forum** Members 6

Forum Topic Threads

Private: IHWO Test

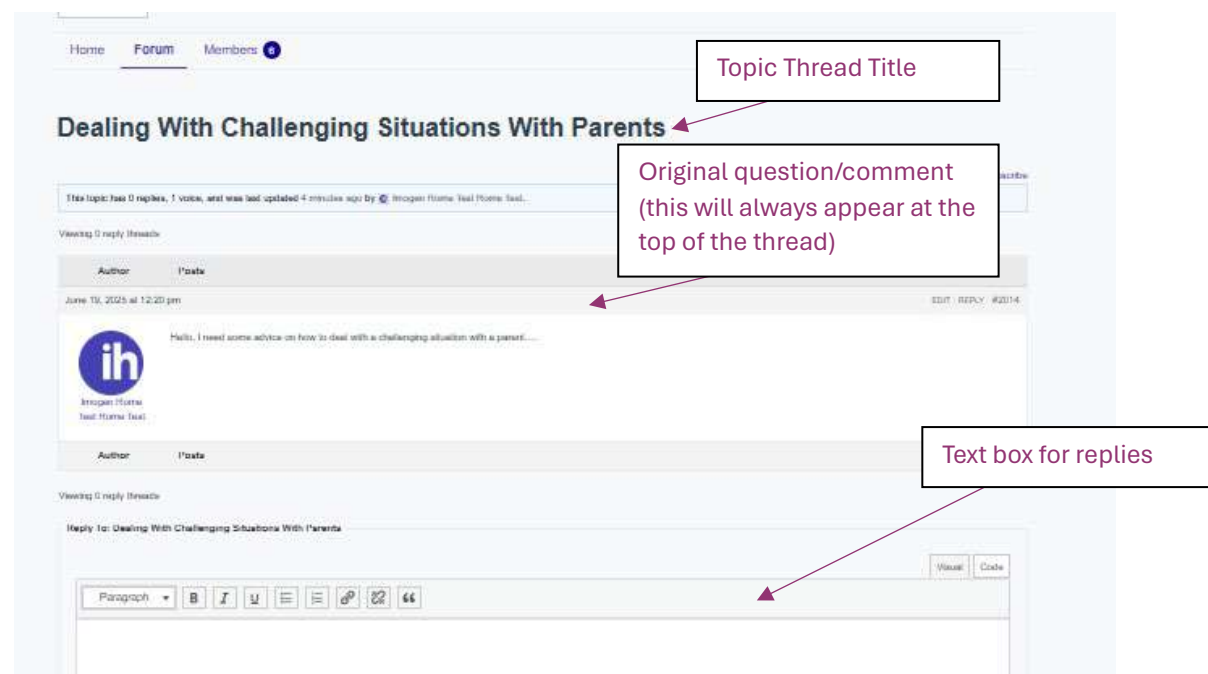
This forum has 6 topics, 19 replies, and was last updated 27 seconds ago by Imogen Rome Test Rome Test.

Viewing 6 topics - 1 through 6 (of 6 total)

Topic	Voices	Posts	Last Post
Dealing With Challenging Situations With Parents Started by: Imogen Rome Test Rome Test	1	1	27 seconds ago Imogen Rome Test Rome Test
Exam Preparation for B1 Started by: Imogen Rome Test Rome Test	1	1	2 minutes ago Imogen Rome Test Rome Test
YL Classroom Management Started by: Imogen Rome Test Rome Test	2	5	1 hour, 36 minutes ago ProfileTree Development
Testing with Morrel Started by: Marta Robles Villarino	1	2	2 weeks, 1 day ago Marta Robles Villarino

How Topic Threads Work

Topic threads are a place to ask questions and discuss ideas on a specific topic such as "Classroom Management for YLs" or "Design Ideas for Pop-Up Banners". Explore the features of a topic thread below:



Home **Forum** Members 6

Dealing With Challenging Situations With Parents

This topic has 0 replies, 1 voice, and was last updated 4 minutes ago by Imogen Rome Test Rome Test.

Viewing 0 reply threads

Author	Posts
June 19, 2025 at 12:20 pm	EDIT REPLY #2014
ih Imogen Rome Test Rome Test	Hi, I need some advice on how to deal with a challenging situation with a parent....

Viewing 0 reply threads

Reply to: Dealing With Challenging Situations With Parents

Visual Code

Paragraph B I U L M P G

Topic Thread Title






Original question/comment (this will always appear at the top of the thread)

Text box for replies

YL Classroom Management

This topic has 4 replies, 2 votes, and was last updated 22 hours, 34 minutes ago by Profile Free Development

Viewing 3 reply threads

Author	Profile
June 19, 2025 at 9:25 am	REPLY #2012
 ih Krispen Flame Test (Name Test)	Hi, I'm having a bit of trouble with my class of Y.L. They won't follow my instructions and I need some ideas of different strategies to keep their attention and get them to follow instructions. Thanks, Krispen
June 19, 2025 at 9:26 am	REPLY #2013
 ih Krispen Flame Test (Name Test)	Have you tried creating a routine with them at the beginning of each day?
June 19, 2025 at 9:37 am	REPLY #2014
 ih Krispen Flame Test (Name Test)	Oh that's a good idea!
June 19, 2025 at 9:48 am	REPLY #2010
 ih Krispen Flame Test (Name Test)	Have you tried getting different learners to be in charge of tasks so they feel responsible? <ul style="list-style-type: none"> • Introducing • What do others think? • Check out the link.
June 19, 2025 at 10:44 am	REPLY #2012
 ih Profile Free Development	Have you tried getting different learners to be in charge of tasks so they feel responsible? <ul style="list-style-type: none"> • Introducing • What do others think? • Check out the link.

Viewing 3 reply threads

Original comment (points to the first comment)

Replies (points to the second and third comments)

Reply to a specific comment (points to the fourth comment)

How to Post a Thread

1. Select the group

MEMBERS | DEPARTS | FORUMS | GROUPS

Groups

All Groups | My Groups

Search Groups

Viewing 1 - 16 of 16 groups

- IH Teachers of Arabic**
Private Group | 11 members
Add a member
Leave Group
Group for IH Teachers of Arabic to share ideas, discuss challenges and meet IH colleagues all over the world.
- IH Community Schools**
Private Group | 11 members
Add a member
Leave Group
A space for the IH Community Schools to discuss topics, ask questions and find solutions as a collective.
- IHWO Test**
Private Group | 5 members
Add a member
Leave Group
Only for IHWO team testing.

2. Select the "Forum" tab within the group

Private Group | Add a member
Only for IHWO team testing

Group Administrators


View Group

Home | **Forum** | Members

Group Activities

Search Activity

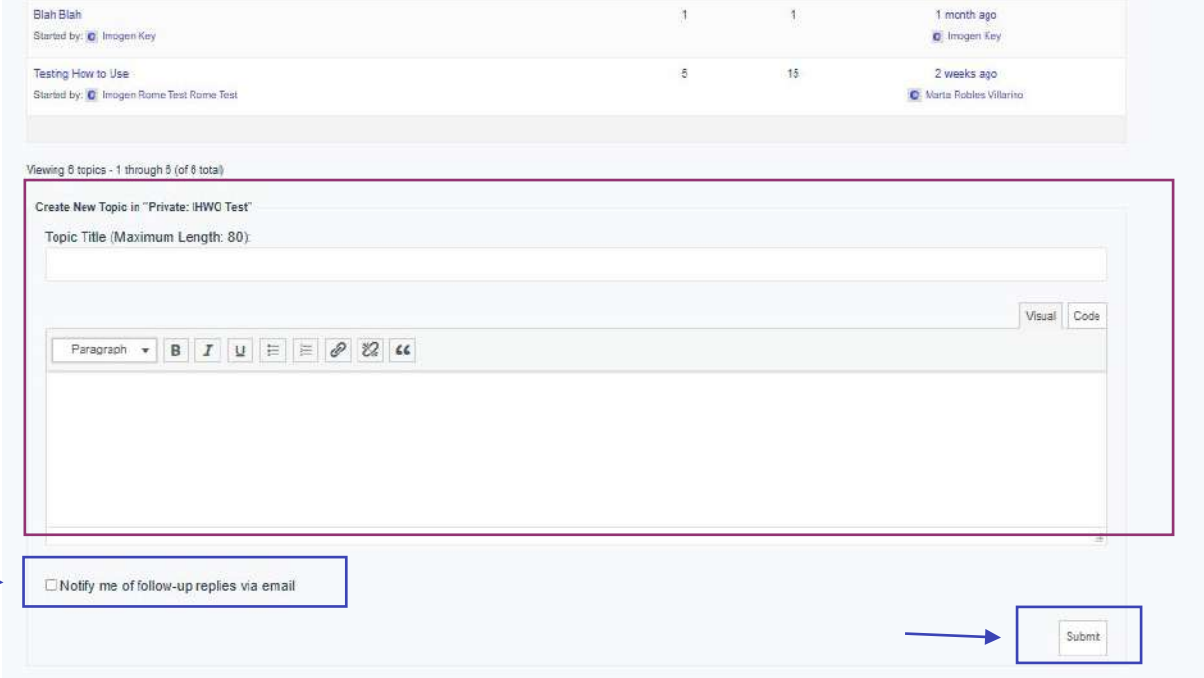
Everything

 Profile Free Development joined the group IHWO Test a month ago

3. Scroll down past the existing threads to the "Create New Topic in "Group Name"" text box.

Add a Topic Title in the first field (this cannot be edited later) and add your question/comment in the main text box.

Check the “notify me of follow-up replies via email” field.



Blah Blah 1 1 1 month ago
Started by: Imogen Key

Testing How to Use 6 15 2 weeks ago
Started by: Imogen Romie Test Romie Test

Viewing 6 topics - 1 through 6 (of 6 total)

Create New Topic in "Private: IHWO Test"

Topic Title (Maximum Length: 80):

Visual Code

Paragraph B I U Bulleted List Numbered List Link Unlink Quote

Notify me of follow-up replies via email

Submit

4. Press Submit!

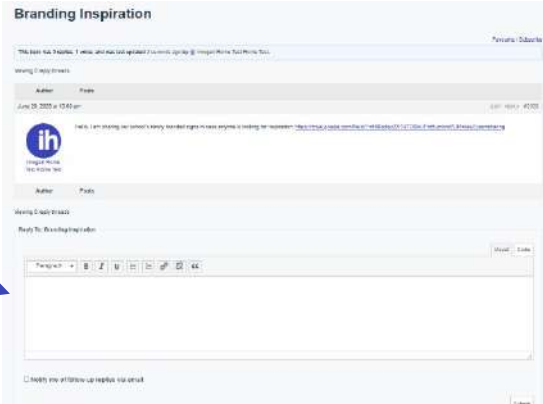
Please note:

- You cannot edit the name of a thread after it has been created.
- Inserting Images:** You cannot insert images directly into the text box. To add images, you need to upload the image to a Google drive and insert the link into the text box.
[See this video guide](#)

How to Reply to a Thread and How to Reply to a Specific Comment in a Thread

Replying to a thread

- Scroll to the bottom of the page to find the Text box for replies
- Write your reply in the text box and press submit.



Branding Inspiration

Author Posts

Viewing 6 replies (max)

June 28, 2023 at 12:45 pm

Author Posts

Viewing 6 replies (max)

Reply To: Branding Inspiration

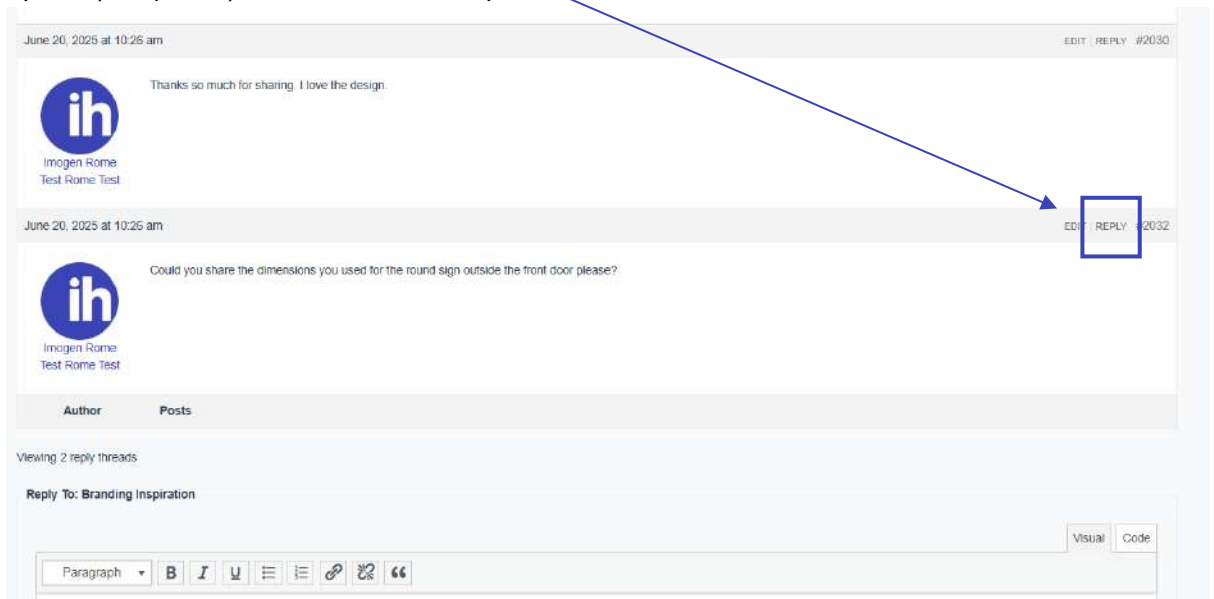
Paragraph B I U Bulleted List Numbered List Link Unlink Quote

Notify me of follow-up replies via email

Submit

Replying to a specific comment in a thread

1. In the right, top-hand corner of the comment you want to reply to, there is a “REPLY” option (see photo). Select the REPLY option.



2. Your reply will then appear indented below the comment you replied to.

