

How to Discord

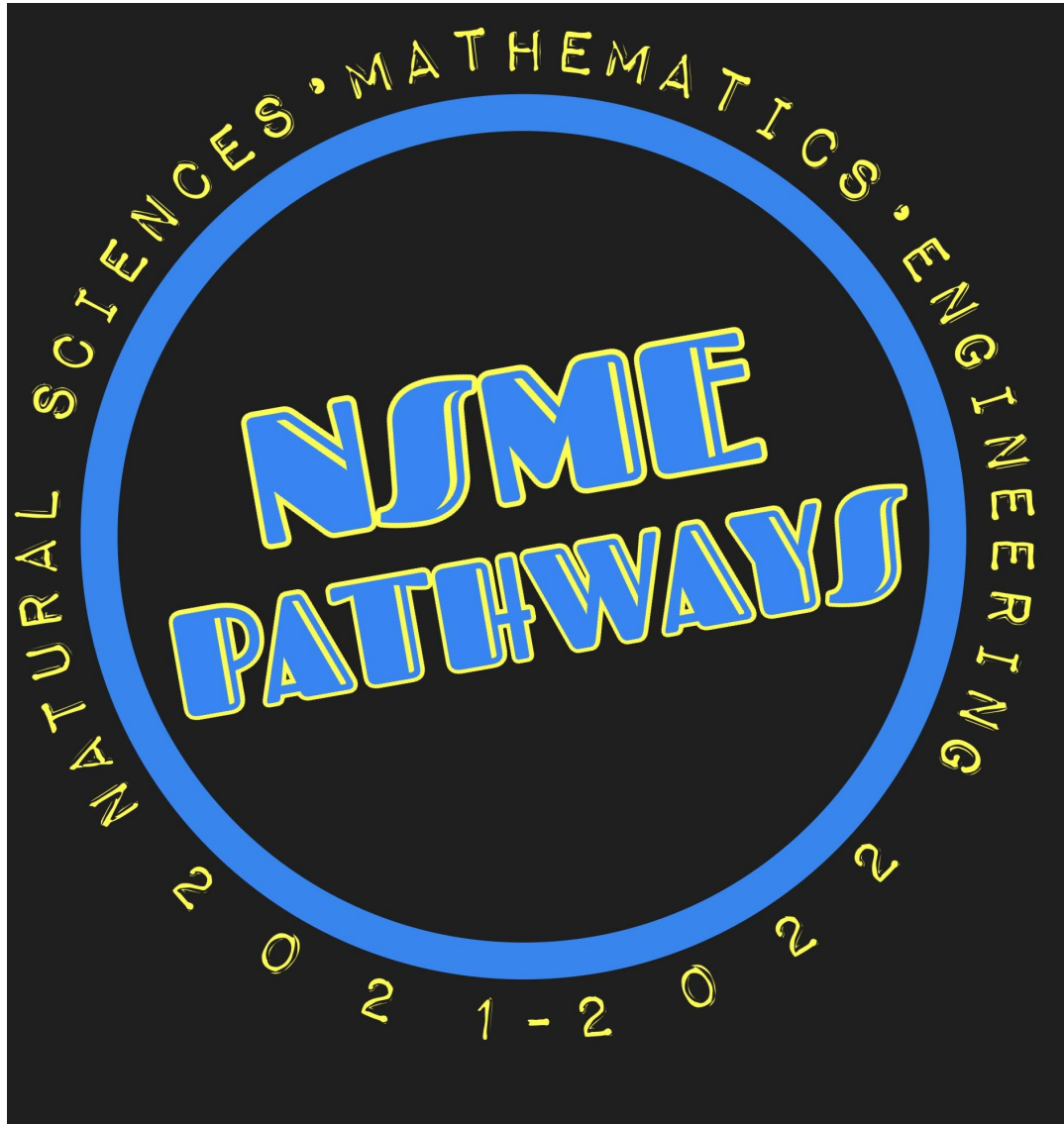
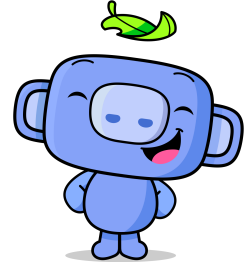


Table of Contents

Table of Contents	2
What is Discord	3
Why We Chose Discord	3
How To Get Started	5
The Creation of a Server	5
The New Server	6
Creating a Discord Environment	7
Appearance of your server	7
Server looks	7
Channels within Discord	9
Improving Channels	10
Server Roles	11
Common/Suggested Roles	12
Server Owner	12
Admins	12
Moderators	12
Member Roles	13
Channel Permissions with Roles	13
Additional Role Recommendations	14
Custom Server Profile	16
Server Profile with Nitro	17
Discord Do's and Don'ts	19
Do's	19
Theming your server	19
Emoticons	19
Rules and Announcements	19
Pathways Ruleset	20
Bots	21
Automation	22
Don'ts	23
Over Moderation	23
Channel Oversaturation	23
Channel Timing	23

What is **Discord**

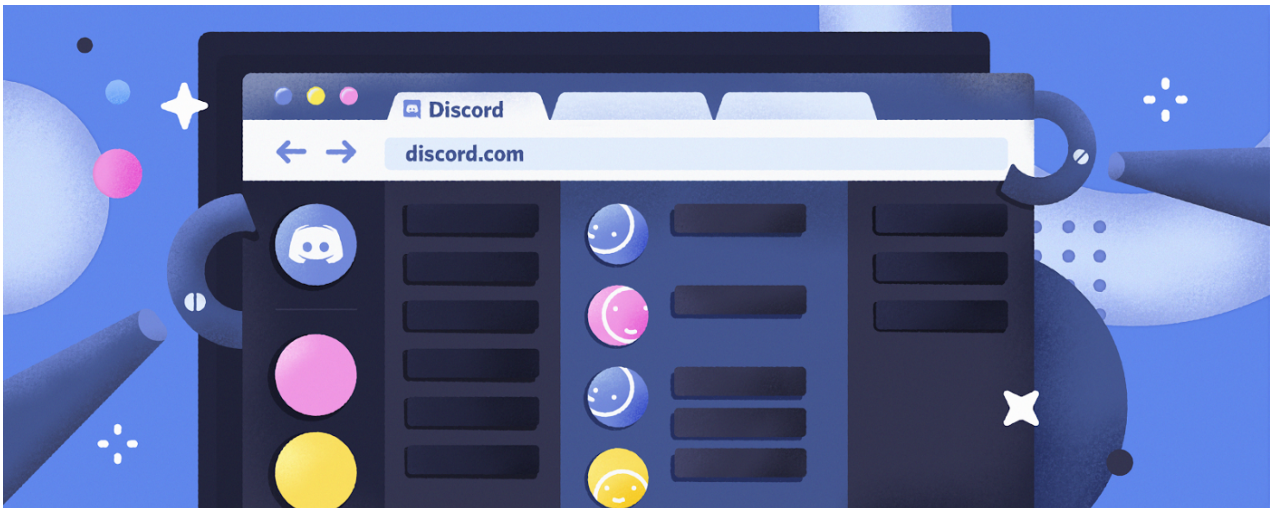
Discord is a free-to-use platform where users can communicate via Text Chat, Voice Chat, and/or Video Chat. Additionally, Discord serves as a media distribution application where users can share videos, files and other types of media such as pictures.



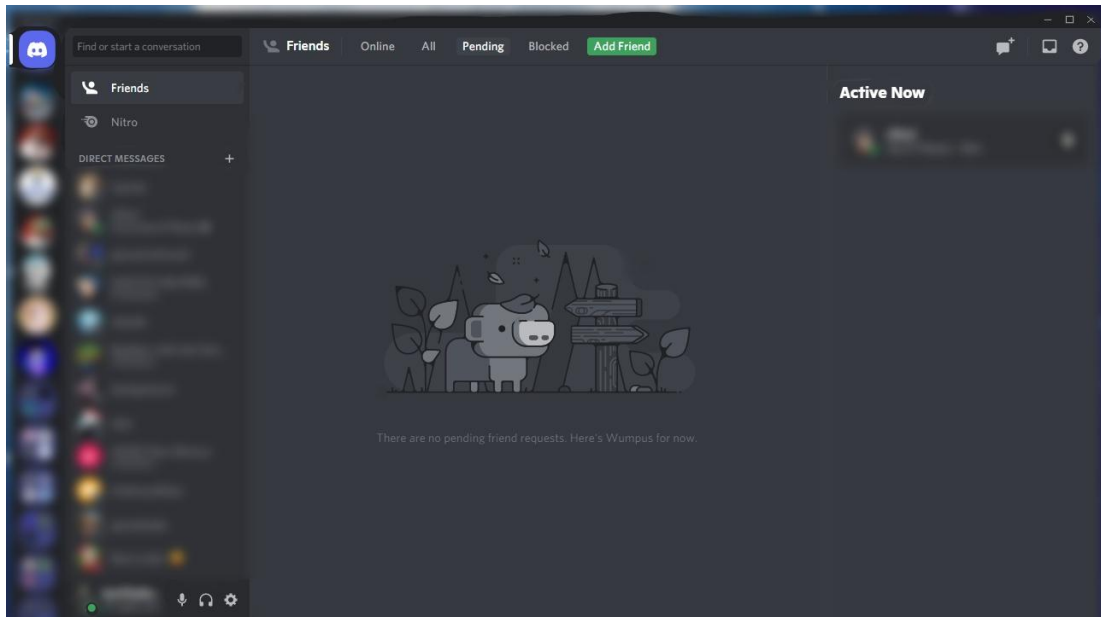
Why We Chose **Discord**

When customized, the tools provided can create an academic, personalized environment where our students can communicate with others and form a sense of community. The server can be created and altered to fit whatever theme is desired for the environment. Discord is easily accessible on desktop as a download, phone apps for both IOS and Android or by using a browser; all which **sync flawlessly**, so you have access to your servers anytime, anywhere.

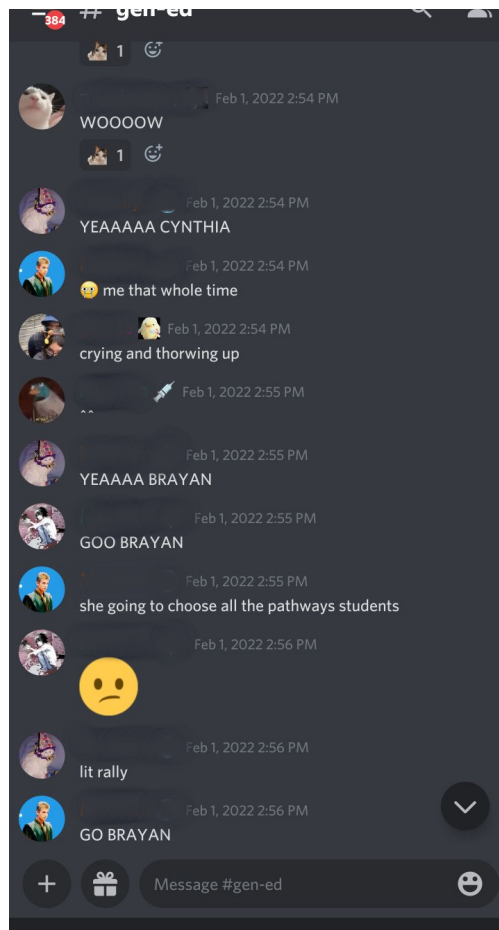
Browse at discord.com



Desktop App



Mobile App on both iOS and Android platforms

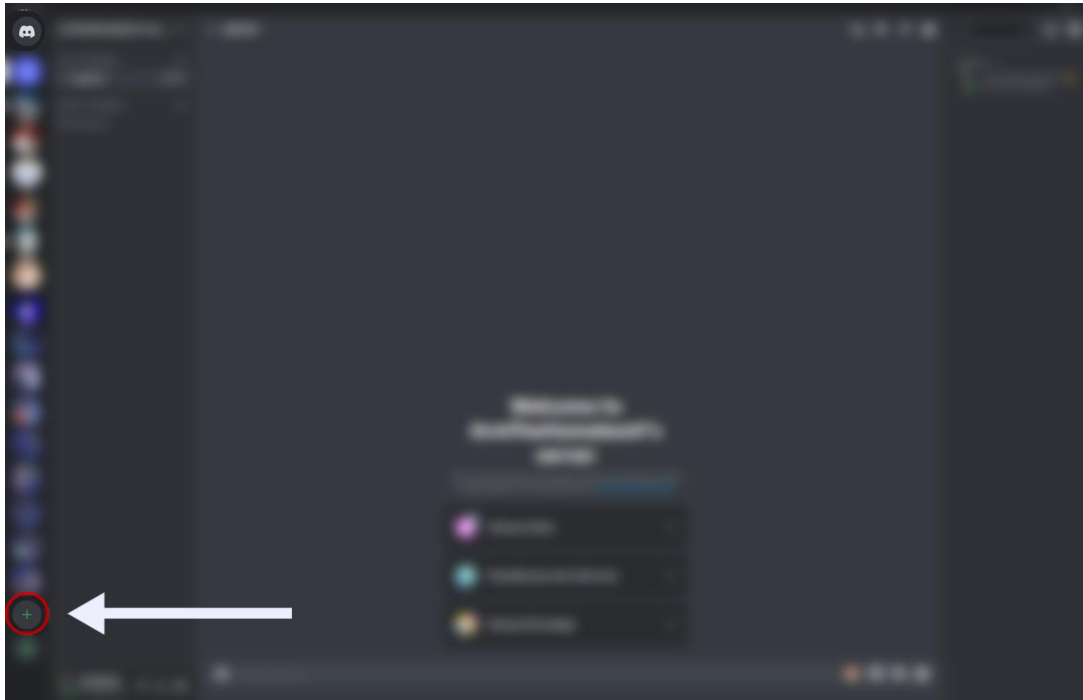


How To Get Started

The first step in creating your desired environment is to create the server itself

The Creation of a Server

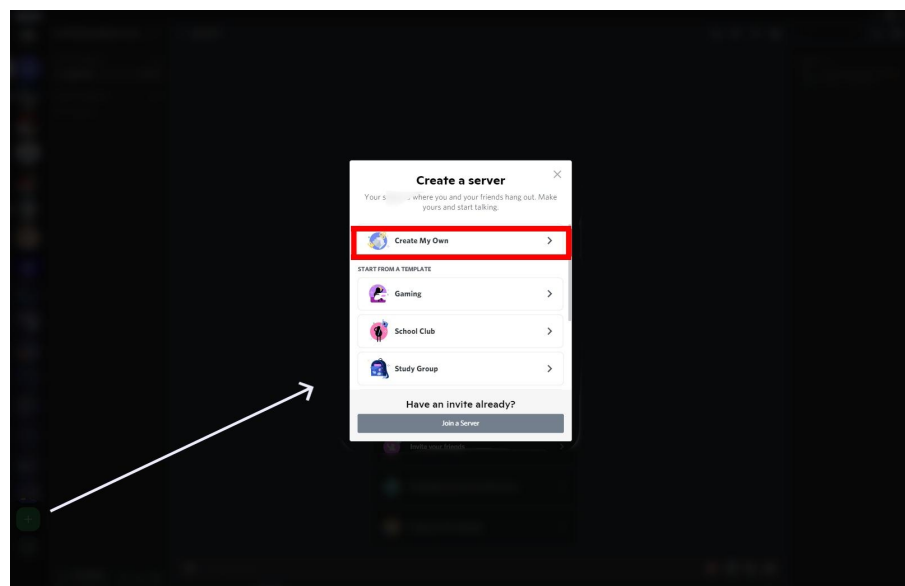
To create a server, go to the bottom left side of any discord client. Look for the [plus sign](#) and click it!



You will be greeted by a menu that showcases pre-made templates on the type of server you want to create! This [How To](#) will use a brand new template!

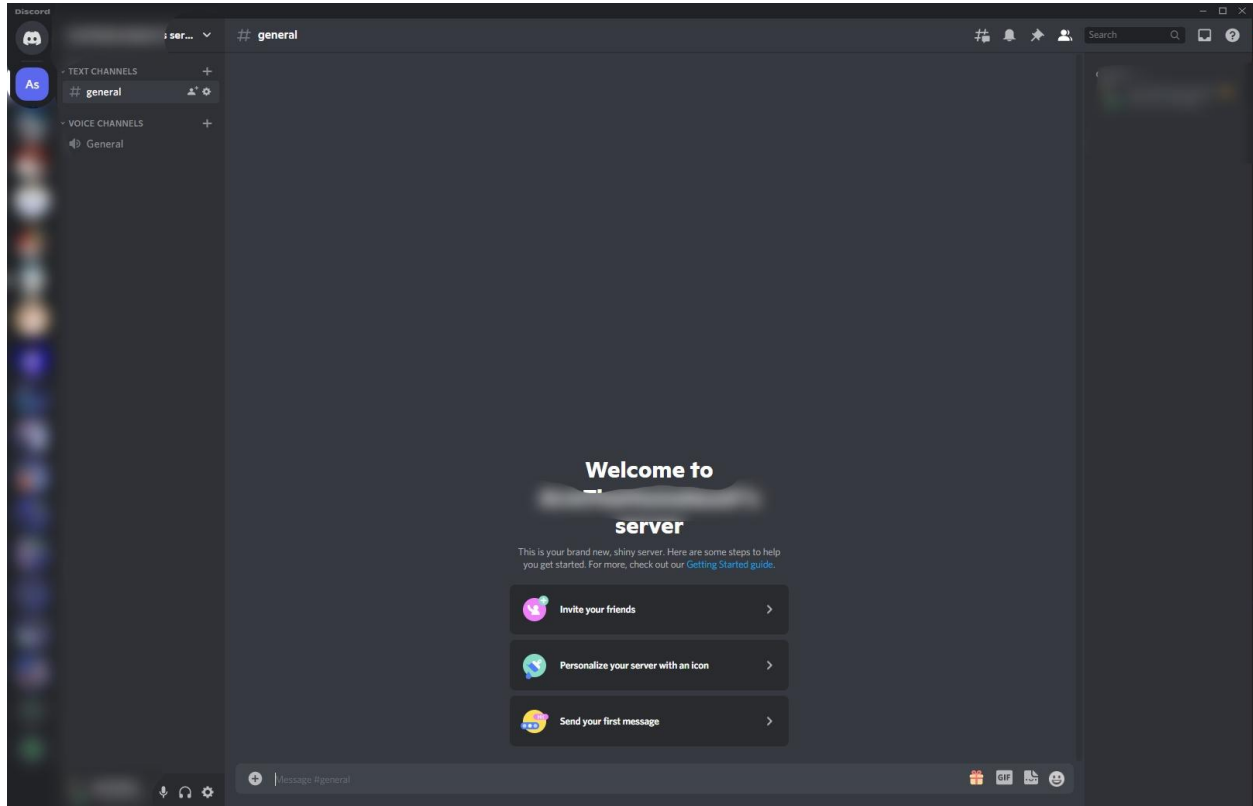
The New Server

After completing the aforementioned steps, there



should now be a new barebones server!

Since this is a new server, there is only one [general default text chat channel](#), as well as a [general voice channel](#). Additionally, the only member in the server is the owner, which will be the creator of the server.



Now we can customize this server to become the desired community we want!

This is where the fun begins



Creating a Discord Environment

Introducing new platforms to your peers or coworkers can be intimidating. Creating your desired community can take some brainstorming to ensure all your desired community goals are represented.

Appearance of your server

First impressions are important! Whether you want to create a fun and playful server, an academic and educational server, or even a professional more formal server, the appearance is crucial because it sets the tone!

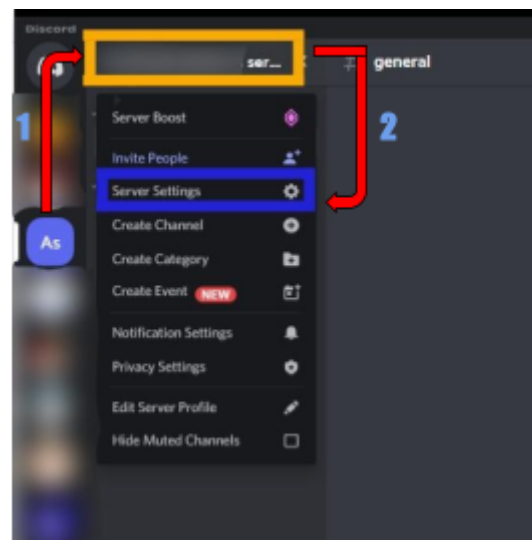
Server looks

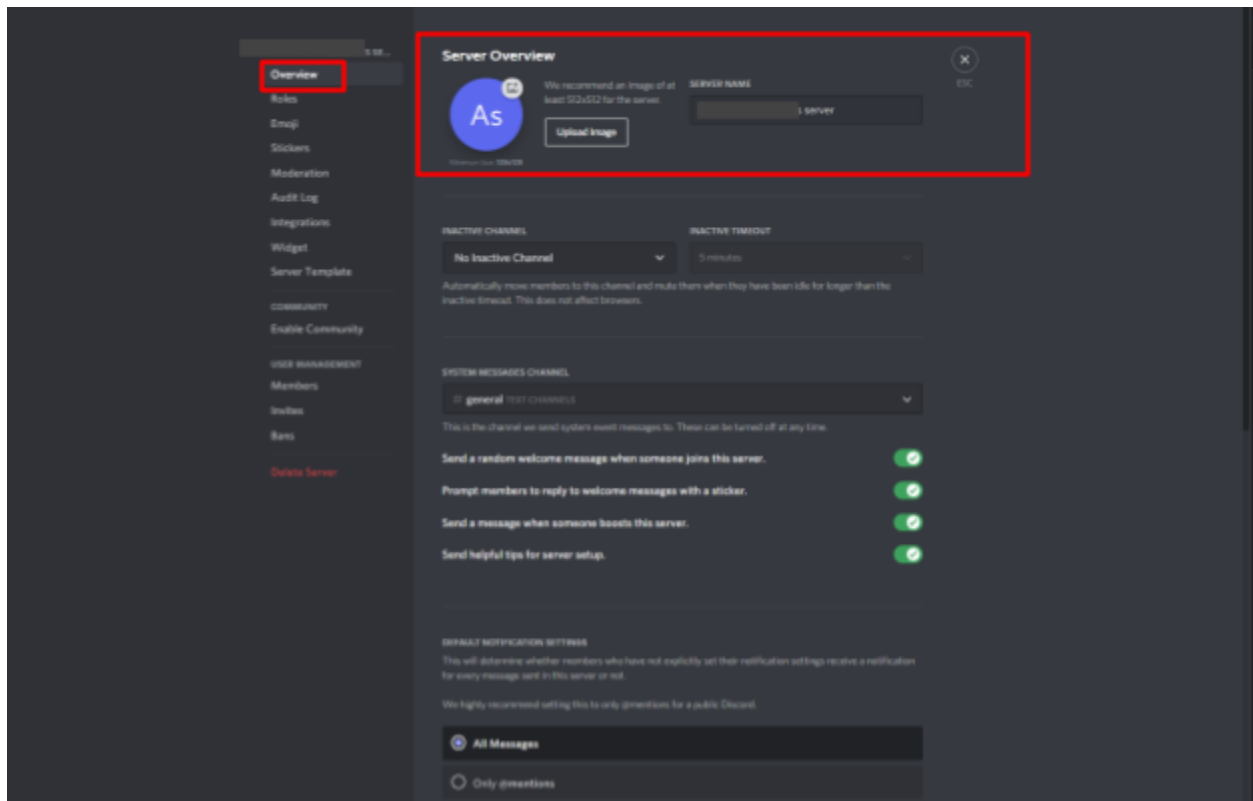
When a server is first created there is a default picture with the first initial of the username that created it and an 'S' that stands for 'server'. This can be changed very easily when you go to the server settings! Here we have the Default Server picture:



Go to the Server Settings using this steps:

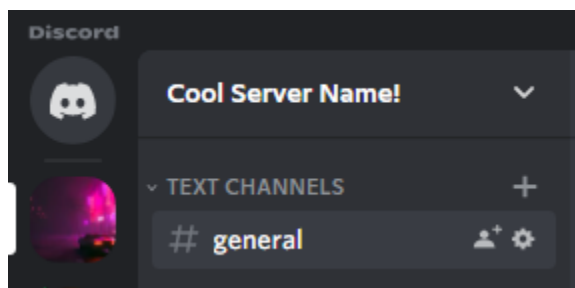
1. Click on the server name, where the orange box is located. This drop down menu will appear.
2. Click on server settings
3. You will then be taken to the Server Settings Page!





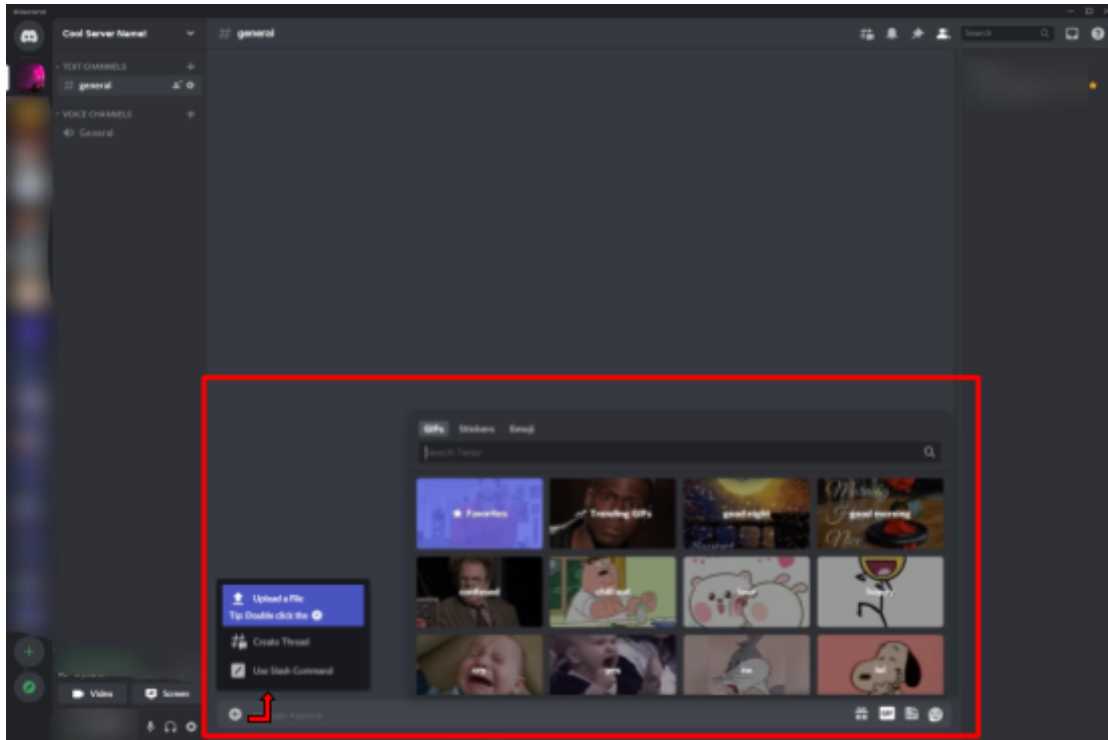
- This is the editor where we can change the server profile picture and the server name!
- Keep in mind that there is a **recommended size** to ensure the best quality picture for the server
- Additionally, the server name can be customized to whatever your server theme is! It also doesn't need to have “server” in the name.

Now we have our updated picture and server name that will be visible to all members!

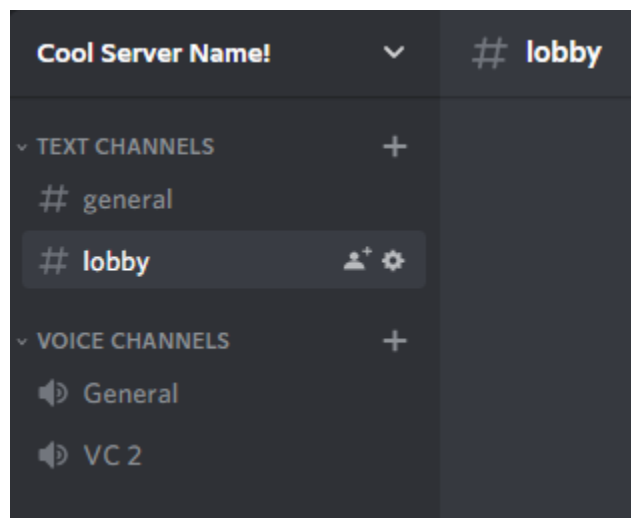


Channels within Discord

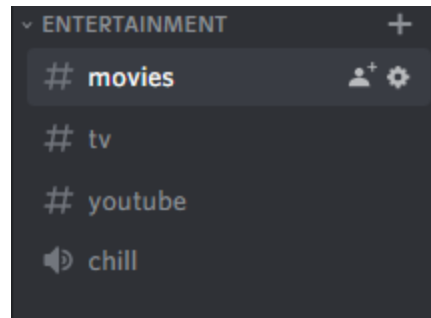
Channels are the main form of communication between members! Channels provide an easy and quick resource for users to type and get involved with discussions and other members by using text, pictures, gifs and even media share!



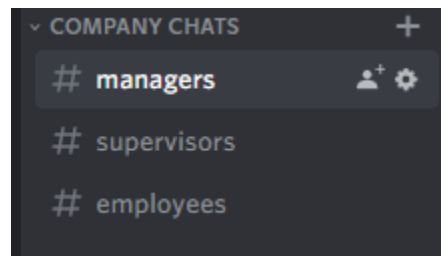
There can be many channels that fit the server needs as well such as general lobby channels for random discussions.



Dedicated channels for certain topics like all forms of entertainment like movies and television.



Also dedicated work channels for professional discussions!



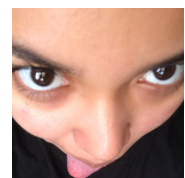
These are great channels and a good starting point. **HOWEVER**, they can be improved.

Improving Channels

We want to create a **welcoming and fun environment**. Even in a professional setting, we want the server to look lively and fun to interact with.

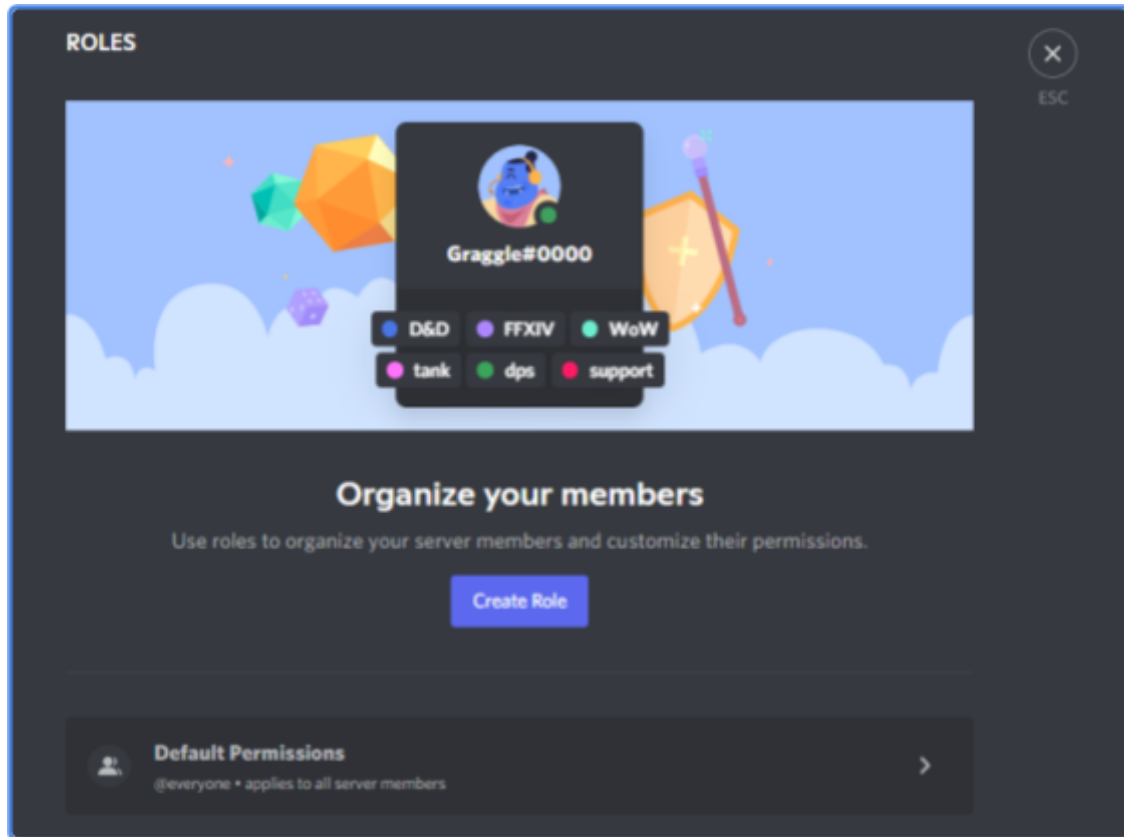
An easy way to improve channel names is with emojis!

Emojis are an extremely simple way to just make channels pop and allow for people to associate emojis with channels for easier access!



Server Roles

Roles are a crucial, powerful, fun, and integral part of any successful Discord server.



Assigning Roles allow for the differentiation between various members:

Server Owner



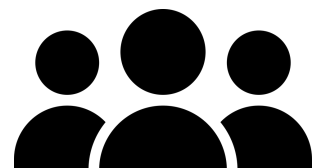
Admins



Moderators



Members



Roles can be used to grant a specific group of members access to designated channels. For example, anyone with the “Biology Major” role would automatically gain access to the “Biology” Chat Channel. Additionally, permissions are tied to the various server Roles created. This allows the Server Owner to establish a hierarchy of access/control along with creating a system for management.

Common/Suggested Roles

Server Owner: This role does not need to be created as it exists by default. There can only be one server owner, indicated on Discord by a gold crown next to the server owner's name. The server owner can do whatever they want to the server without any restrictions unless it's unavailable to do on discord.

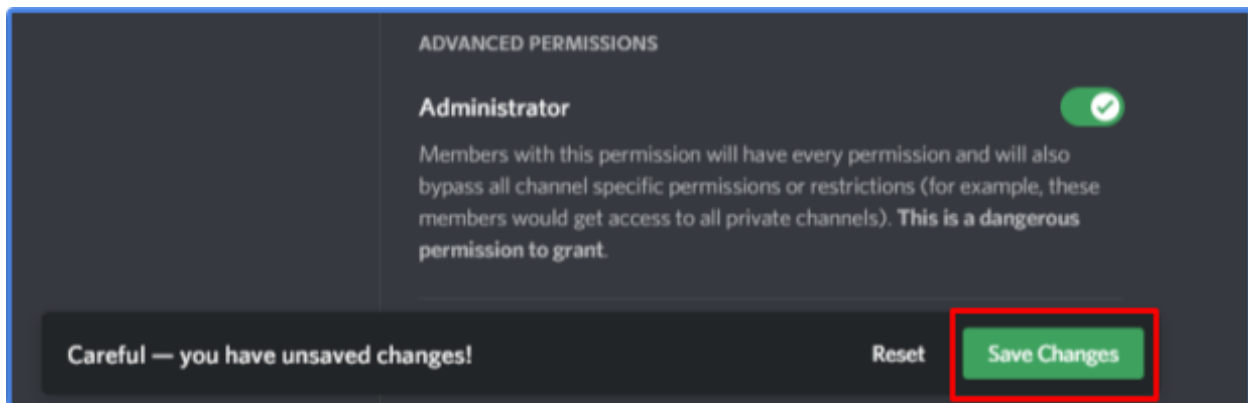
Admins: Help oversee the entire server, second only to the Server Owner.

THIS ROLE SHOULD ONLY BE GIVEN TO TRUSTED MEMBERS

Some duties include:

- View Channels (including private channels)
- Manage Server, Channels, and Roles
- View Audit Log

*Note: Can use built-in administrator permission



Moderators: Help manage members by monitoring chat and Discord usage.

Some duties include:

- Manage Messages (delete or pin any message)
- Kick, Ban, or Timeout Members
- Relay issues to Admins

*Note: While this role does not hold as much power as the Admin role, they are able to edit messages; therefore, it should only be given to trusted members.

Roles are customizable in terms of color and font. Leader Roles should stand out by giving them hard bright colors like Gold, Yellow, Bright Green, etc.

Member Roles: Member roles can vary from server to server.

On an academic server, roles can be designated based on factual classifications such as professors, advisors, mentors and students. Students can further be broken down into roles based on majors or specific classes they are taking. The same holds true for non academic environments.

When using Discord in a work environment, roles can be assigned for a supervisor, manager, or employee to reflect the workplace. The employee role can be further broken down by department or other desired factors or specializations.

Permissions for these roles can vary BUT should never include any Admin or Moderator type permissions for regular members.

Channel [Permissions](#) with Roles

Roles allow for the opportunity for certain channels to be locked and only accessible to certain roles! This is a powerful and useful tool because it creates spaces for Leader Roles to chat with privacy. **Keep in mind, the Server Owner and Admins have automatic access to ALL private channels.**

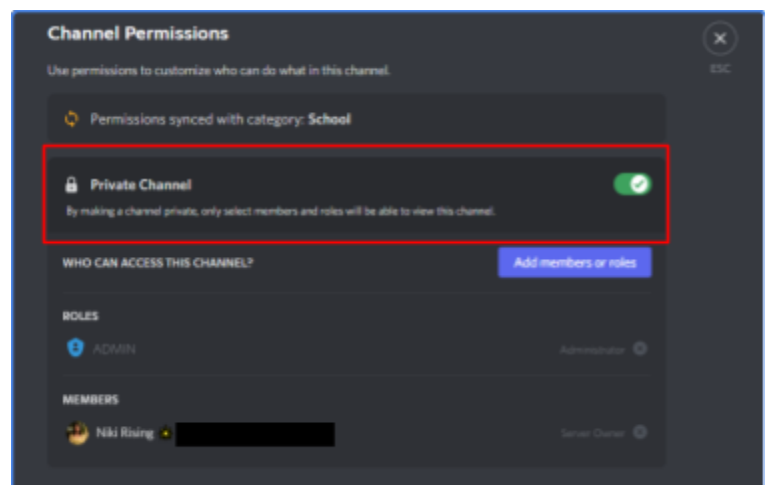
This creates spaces for any type of role to have dedicated channels and voice channels to themselves.

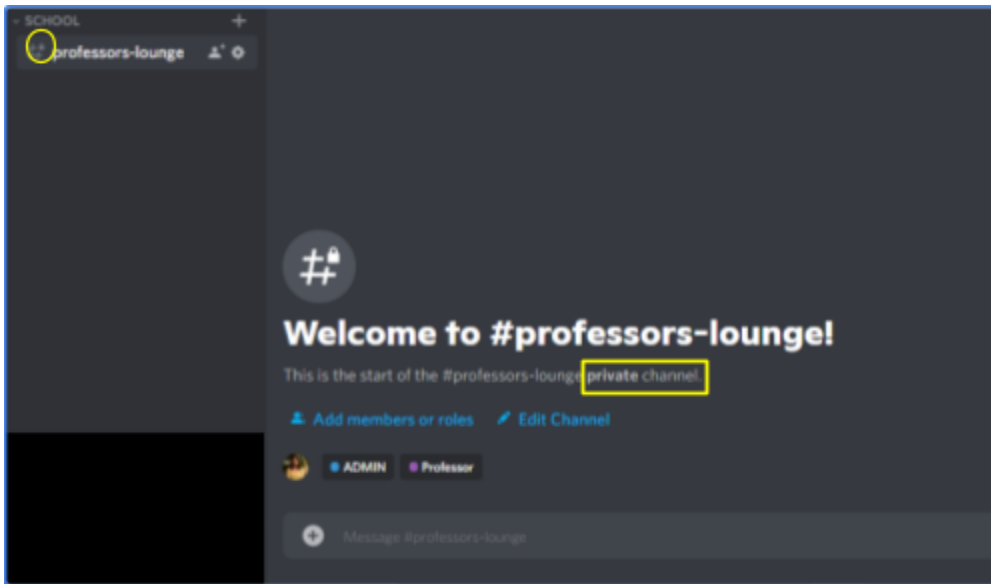
In an academic setting, perhaps Professors would like to have a channel to discuss amongst themselves without student knowledge. That is possible with roles!

To do this, you would create a channel as previously shown. But this time, make it private!

Channel privacy is a setting you can select upon the creation of the channel OR by going to the channel settings.

Once a channel has been set to private, we can now allow access to specific roles and members!





In our Academic Example, there is now a channel available to all professors with the professor role as well to the Server Owner and Admins.

Discord shows a locked icon on the server name to show members that it is a locked channel only available to certain roles.

This is just one example on how its possible to manipulate both Role and Channel Permissions to fit any server needs. Going into the Channel settings and to the Permissions tab will show many permissions that can be applied to the channel overall as well as certain permissions for roles.

Additional Role [Recommendations](#)

Here are some tips on how roles can be improved and look cleaner within your server.

Tip 1: Hierarchy

The Role Hierarchy is an important feature. This organizes the roles so that the server knows how to display roles, and how roles interact with each other. If an important role is below a normal role in the Hierarchy, then the roles have a chance of not working as intended due to how the Hierarchy is set.

Rule of Thumb: Lay out which roles are important first and then to go from most important to least important role.

In a server with many roles, usually the Hierarchy only matters with Leader roles and other important roles you may have set for your server. Miscellaneous roles that are only for cosmetic purposes usually do not matter in the grand scheme of things IF they are all below the Leader Roles.

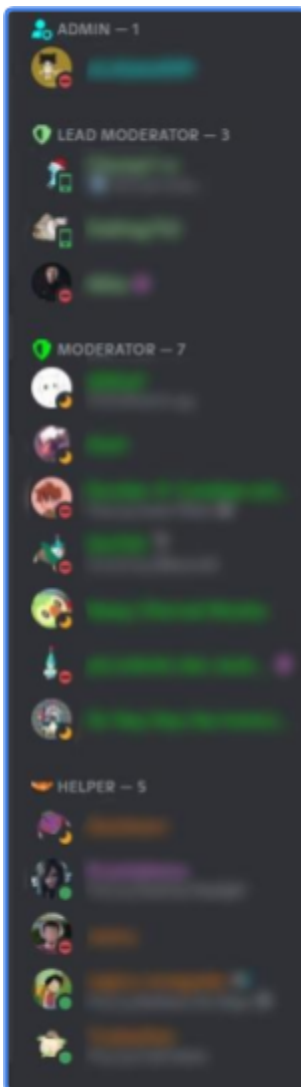
In the Hierarchy:

- Admins should always be placed first, if not second in the Hierarchy.
- Following this should then be Moderator roles.
- Then any other important roles should be under these roles.
 - The misc. roles should always be under these.
 - Fun roles like role colors do not need to have a Hierarchy in place unless it matters for your specific server.

Tip 2: Role Display

Discord has a built in feature for all Roles that allow for the separation of roles when members with roles are online.

Display role members separately from online members



Enabling this Feature will then organize the Hierarchy of Roles from Top to Bottom!

The picture here showcases this feature.

Note: It is not always important to enable this feature if it is not necessary.

Only the roles you would like your members to be displayed should have this feature enabled.

If a member has multiple roles that have this feature enabled, the role higher in the Hierarchy will be displayed on the member list.

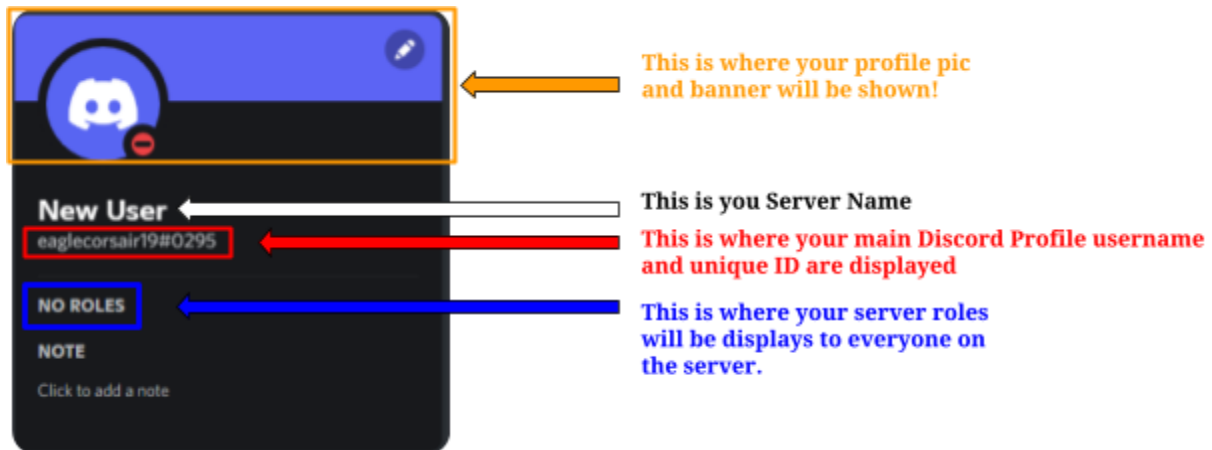
Adjust the Role Hierarchy accordingly to fit the desired Role Display needed for the server.

Custom Server Profile

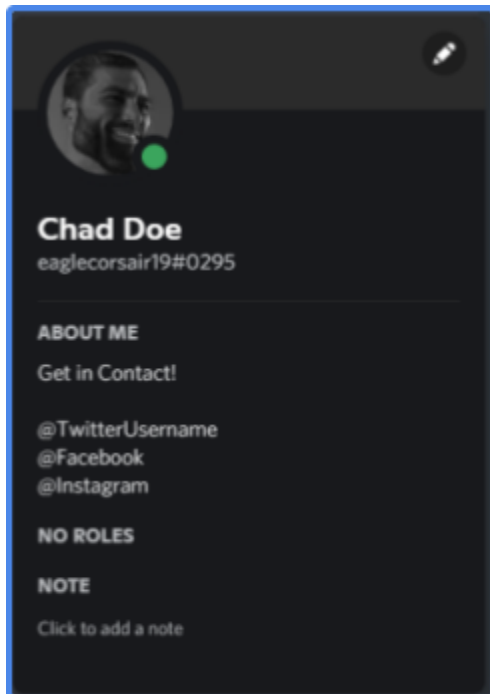
Discord allows you to [customize your Profile](#) by allowing you to add a custom Profile Avatar and a Small Biography!

This is a chance to allow all members to express creativity about themselves or provide them an opportunity to display a formal profile that shows how members can get connected with them.

Default Profile



Customized Profile



We have a personal profile pic that shows either our person, or it can be a Logo or something that associates with the user.

One of the main improvements of this profile is the Biography! This is where you can provide your contact info like it is shown in the picture to the left, OR you can put a small biography about yourself.

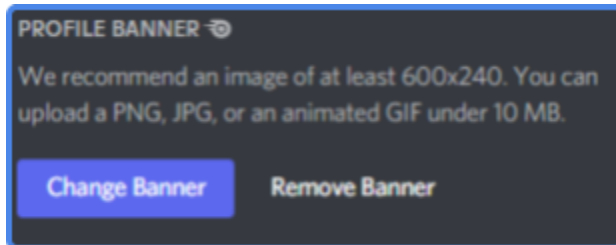
If you want to stand out you can put something fun like song lyrics or anything you feel like sharing!

Server Profile with Nitro

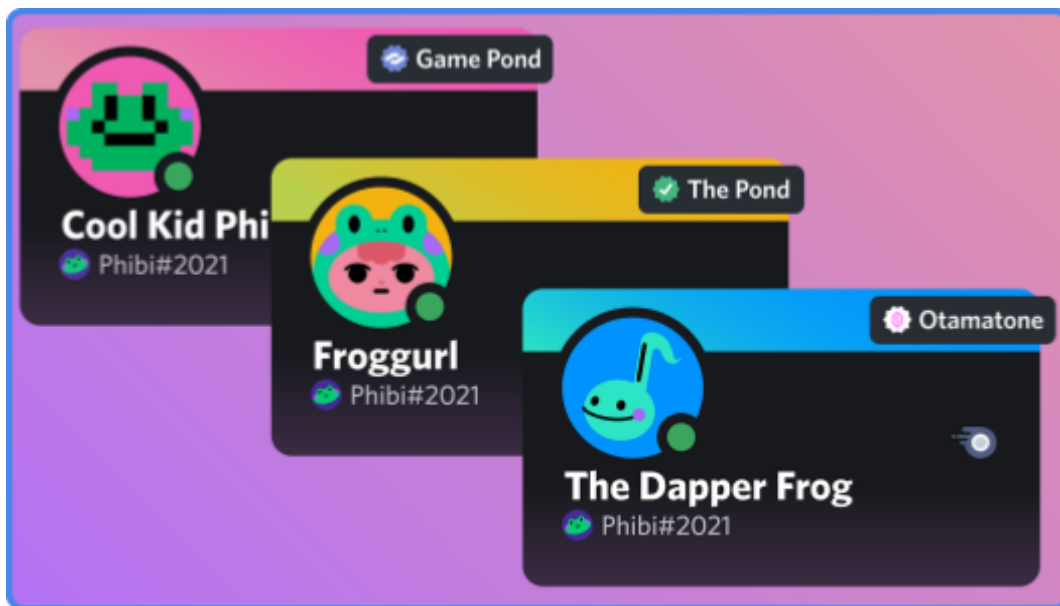
Discord provides an **optional** subscription service known as Discord **Nitro** where users can pay either 5\$/monthly or 10\$/monthly for extra features such as increased media file share, customization of user profiles, and much more.

Such Features Include:

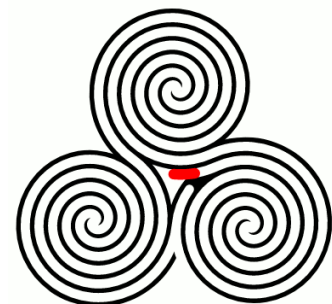
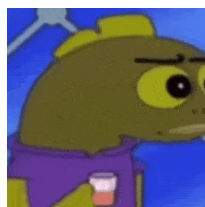
Custom Profile Banner



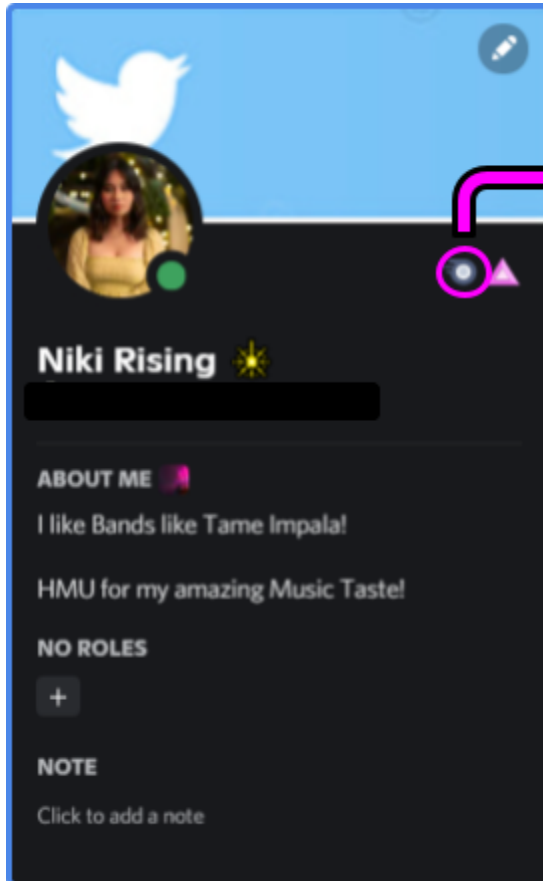
Different Server Profiles within other discords:



Gifs as Profile Picture and Server Banner.



These are all great customizations that will definitely increase your profile aesthetic as well to make it pop when users click on it! Profile Banners can provide visualization to users personality as well as an extra opportunity to share any social media connections!



This is the **NITRO** Icon that appears on a profile who is a **NITRO** subscriber.

Discord Do's and Don'ts

Do's

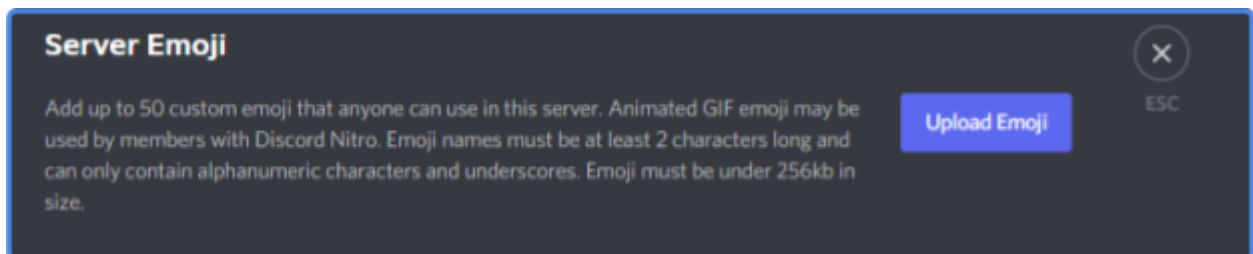
Theming your server

Theming your discord server to fit current themes such as holidays or any special events is a fun way to keep your server members entertained! Changing Profile pictures and banners also livens the server environment up!

Renaming channels to fit current events as well as renaming your server name is fun and refreshing! Remember to keep the channel names consistent so that the original names channels are still present.

Emoticons

Discord provides Non-Boosted servers to upload up to 50 custom emoticons! Uploading custom emoticons that relate to your server is a good way for all your server members to have access to fun and hilarious emotes to use on each other and possibly other servers if members have Discord **NITRO**.



Rules and Announcements

Each Server should have a dedicated "Rules and Announcement" channel where only the Server Owner, Admins, and Moderators have access to perform alterations and edit. This ensures the integrity of the rules are kept while also providing everyone access to view them at any moment.

Pathways Ruleset

General Pathways Discord Rules.

- ❖ Please use your Real Name. (e.g. John Doe or John D.)
- ❖ No inappropriate, sexually explicit, or offensive profile pictures.
- ❖ Please do not be rude, disrespectful, or make fun of other Mentors, and Pathways staff in this server and outside of this server. *Please just be kind.* Keep your opinions amongst yourselves.
- ❖ Be cautious about your links. Make sure you know where your link is going.
- ❖ If you have an issue with another student, please contact a mentor or advisor privately.
- ❖ Please do not invite other students who are not involved in Pathways onto this server.
- ❖ Be mind full of your Discord Custom Status as they are **universal**.
- ❖ The Mentors and Advisors can and will enforce additional rules that are not explicitly listed here in order to keep order.
- ❖ Be Smart with your posts.
- ❖ No illegal content.
- ❖ No publishing of personal information (addresses, emails, passwords, bank account and credit card information, etc.)

In our Pathways Server, we wanted to ensure that all students within the program retained professionalism. We inform all users that harassment of any form is not tolerated. These rules are to ensure a safe, welcoming, and fun environment for everyone.

- ❖ No personal attacks.
- ❖ No harassment.
- ❖ No sexism.
- ❖ No racism.
- ❖ No hate speech.
- ❖ **-ABUSE, RACISM, SEXISM, HOMOPHOBIA AND OTHERS OF THE SORT ARE NOT ALLOWED IN ANY WAY SHAPE OR FORM!**
- ❖ Keep Political and Religious Discussions to a minimum.
- ❖ Agree to disagree.

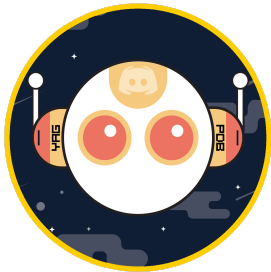
Bots

Discord Bots are one of the most useful features discord has. Third Party bots can provide a server full coverage automation as well as moderation tools to help the moderators keep server order.

Some of the most popular bots are:



MEE6 Bot: <https://mee6.xyz/>



YAGPD Bot: <https://yagpdb.xyz/>



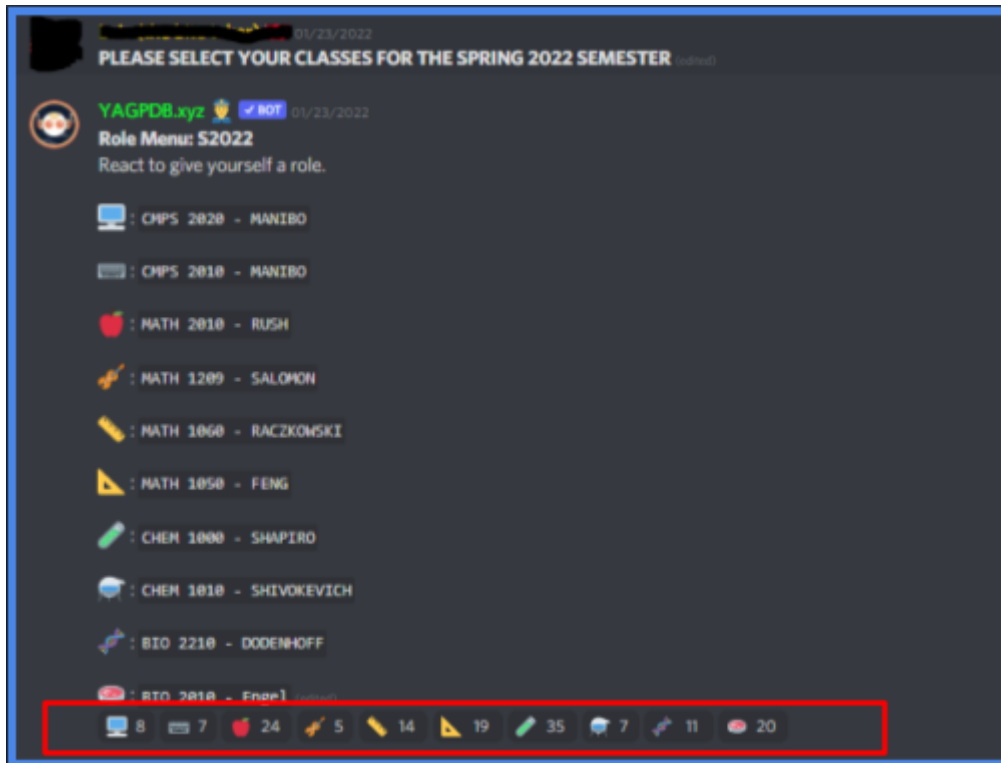
Stat Bot: <https://statbot.net/>

Automation

Automation of your server is allowed with Bots. This is incredibly useful for role selection! Bots like MEE6 and YAGPD allow you to create Role Menus that allows your server users to choose roles on their own!

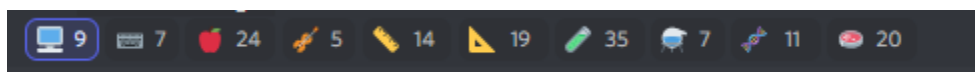
This allows for easy and accessible channel access for all your server users without having to assign them manually!

Here is an example of YAGPD Role Menu being used to allow students with the Pathways Server to access Class Channels!

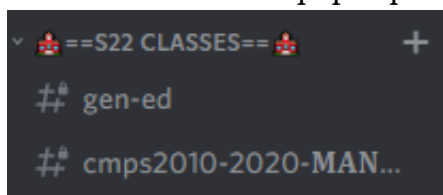


With any Role Menu, all a member would need to do is click on those reactions at the bottom of the message. Once clicked, it will be highlighted and then you will have access to those channels that you reacted to.

Highlighted Role



Then the channel I reacted to pops up on the channel list on the left hand side of the client



Don'ts

Over Moderation

Do not over-moderate. Heavy Moderation on a server where you want to create a fun environment can be harmful by discouraging participation and demoralizing users.

Moderation, however, must still occur. Each server member needs to follow the rules set forth by the Server Owner and Admins. If any of these rules are broken, infractions should be addressed accordingly.



Consider using warnings for corrective action before escalating to a more severe discipline. Penalizing for a small mistake is not a good idea - students will be quick to disengage.

On bigger servers with multiple members, heavy moderation can be considered but warnings should be given out first.

Channel **Oversaturation**

Channels are a great way to encourage participation where students can engage in conversations based on similar interests. However, be mindful - creating too many can be overwhelming and cause students to disengage.

It is recommended that Channels be added based on server member interests. Additionally, moderators should monitor activity. Inactive channels means space is not being used and it might be possible to merge some together.

Channel **Timing**

It is important to be conscious about when you are launching your server. In an academic setting, it is best to start it as early as possible before the semester begins. This is so that students can get acquainted and settled in with their roles before the first day of classes.

The same can be said about professional settings. Within teams and project groups, it is best to set up early communications within groups. Starting a server mid-project will discourage use because group members will prefer previously established methods of communication.