

# Tips for Discussion Forums

## Overview



Discussion Forums in Moodle have one of the icons at the left. Each instructor may use forums differently, but many instructors grade these as assignments. So, be sure you read the instructions your instructor provides and reply accordingly.



Many courses have a forum in the top section for course announcements called the




**News forum** or **Announcements**. Your instructor may rename this, but it will probably appear similar to the left. You'll see brief updates to the News Forum in the **Latest News** block on the right side of the course home page window, if available. These postings will also be sent to your email address.



Your instructor may also choose to use a Question & Answer Forum (again, they might name this differently). The purpose of this forum is to ask general course questions. By posting your question here, other students may benefit from the answer. It serves as a Frequently Asked Questions page. If your instructor uses this feature, always read those to see if someone else posted a question similar to yours and see what the answer may have been before you make a posting.

## How to Post

For assigned forums, instructors may give brief instructions as shown in the window below. You will see these instructions when you click the link for the forum. For most discussions, you will need to make an initial posting for your response. In that case, click the **Add a new discussion topic** button. READ the instructions carefully to see whether you are to add a new topic or to reply to one already posted.

 **"Shoe" Stopper**  
Please post three times to earn all the points.

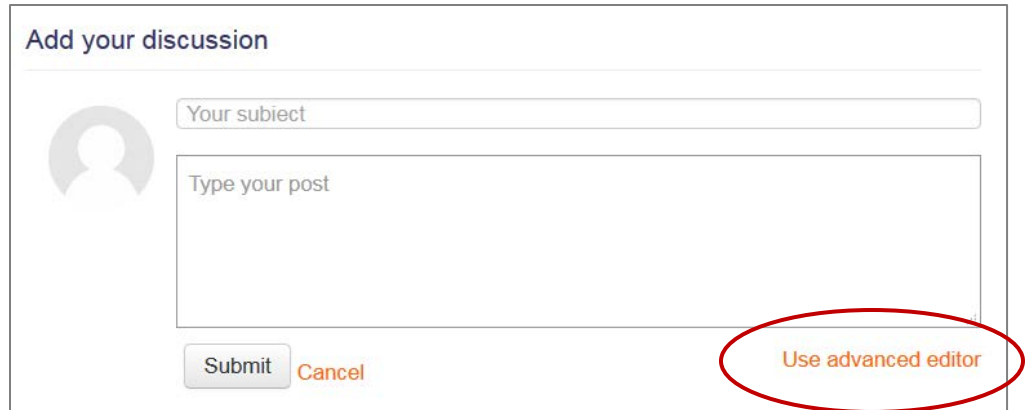
- The first post should state which celebrity you feel has the best **shoe** sense.
- The second post should state which **shoe** brand is your favorite.
- The third post should be a response to another students' celebrity post, and explaining in a short 1 to 2 sentences why you agree or disagree with their choice.

**1 discussions**

When you add a new discussion topic, your discussion box will appear similar to the one to the right. Note, a subject is required. Type the content of your post in the Message box. Click the Submit button when you are done.

If you want to use any text formatting, you need to click the **Use advanced editor** button. If you do this, click the link to use the Advance editor BEFORE you begin composing your post, because this takes you to a new web page (and you will lose what you typed in the default editor box). With the Advanced editor, you can use the tools provided to format your text. Click the Toolbar Toggle button (button on the left) if you need to see more toolbar options for formatting. You may also be allowed to attach files.

You can choose to have forum posts emailed to you or not with the Subscription drop-down box. When you have completed your forum post, click the **Post to forum** button. You might be allowed a minute to edit your post, but that is generally all the system will allow.



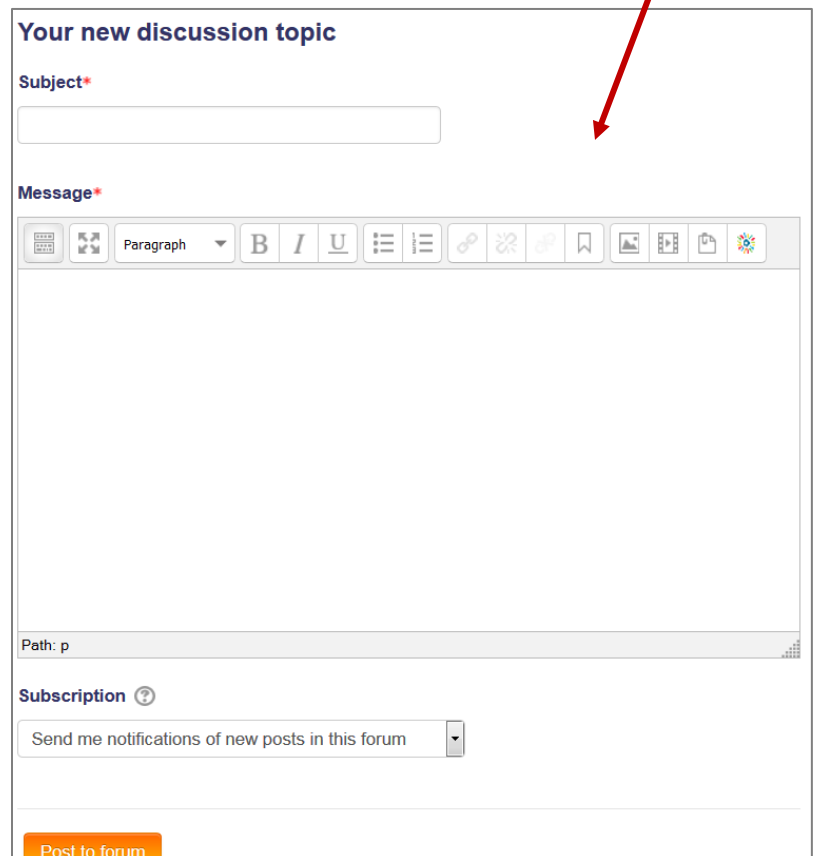
**Add your discussion**

Your subject

Type your post

Submit Cancel

Use advanced editor



**Your new discussion topic**

Subject\*

Message\*

Paragraph B I U List

Path: p

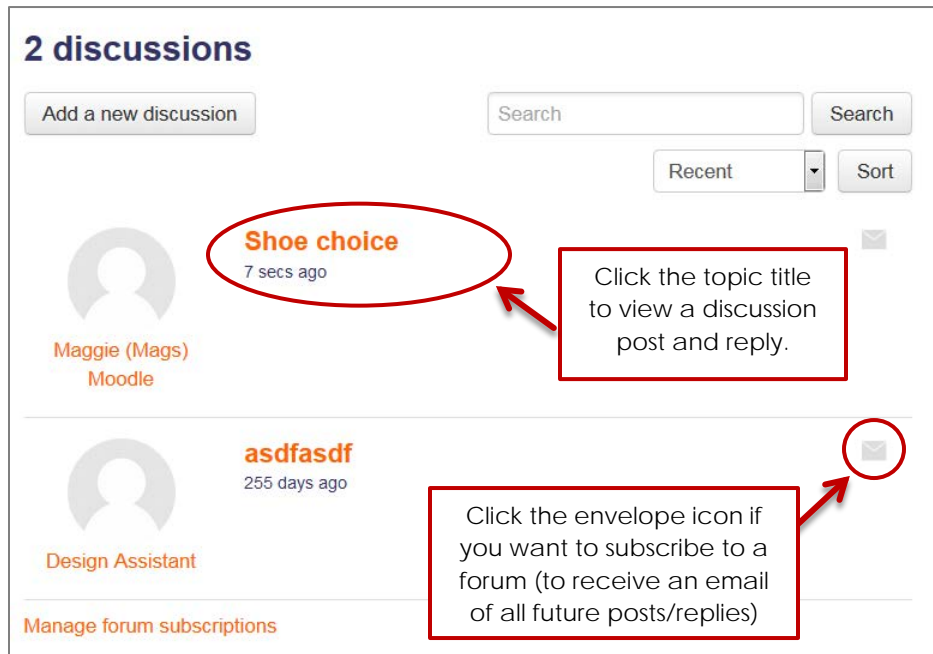
Subscription ?

Send me notifications of new posts in this forum

Post to forum

## How to Reply

If you are instructed to read another discussion topic and then reply, you'll see the topic(s) listed below the instructions as shown in the image to the right. You can click the discussion posting topic subject to read the post and see the replies. To view the topic, click directly on the discussion subject, not the person's name. Clicking the discussion subject will open the discussion. Clicking the person's name will take you to their profile.



After you click on the discussion subject, you should see the contents of the posting and any replies as shown on the image to the right. To reply to any posting or other reply, use the **Reply** link. There is a default **Add your reply** area at the bottom. That will reply to the main discussion post at the top of the page. If you see multiple replies already posted and you wish to reply to one of those posts, be sure to use the Reply link directly below the post. After you have typed a subject and a post, be sure to click the **Submit** button.

