

Forums: How to Post to a Forum

Forums in Moodle provide essential student-to-student and instructor-to-student communication within a course. Posting to a forum varies, depending on the forum type. Forums default to **Standard forum for general use**, but instructors have several different forum types available to them.

A Single Simple Discussion

This forum is a single discussion topic in which everyone can reply to. It cannot be used with separate groups.

1. Click on the forum assignment link.
2. Click **Reply**.
3. Type the response in the **Message** textbox.
4. Scroll to the bottom of the page and click the **Post to forum** link.

Each Person Posts One Discussion

Each student can post one new discussion topic in which everyone can then reply to.

1. Click on the forum assignment link.
2. Click **Add a new discussion topic**.
3. Type the title and response in the **Subject** and **Message** textboxes.
4. Scroll to the bottom of the page and click the **Post to forum** link.

Note: After one discussion topic is posted, no other discussions can be added by that user. (If a student tries to post a second discussion topic, he or she will receive the following message: "You do not have permission to add a new discussion topic for all participants.") However, students can still reply to other peers' posts.

Q and A Forum

The instructor will post the initial forum, and students will then reply to that post instead of starting their own prompts. This ensures that the students post their perspectives independently before they are allowed to view other students' responses.

Instructor Directions

1. Click on the forum assignment link.
2. Click **Add a new question**.
3. Type the title and response in the **Subject** and **Message** textboxes.
4. Scroll to the bottom of the page and click the **Post to forum** link.

Student Directions

1. Click on the forum assignment link.
 2. Click the discussion post made by the instructor.
 3. Click **Reply** and type the response in the **Message** textbox.
 4. Scroll to the bottom of the page and click the **Post to forum** link.
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Standard Forum Displayed in a Blog-like Format

This is an open forum that allows anyone to start a new discussion at any time; it displays discussion topics on one page with **Discuss this topic** links.

1. Click on the forum assignment link.
2. Click either **Add a new topic** or **Discuss this topic**.
 - a. **Add a new topic**: Type the title and response in the **Subject** and **Message** textboxes.
 - b. **Discuss this topic**: Click **Reply** and type the response in the **Message** textbox.
3. Scroll to the bottom of the page and click the **Post to forum** link.

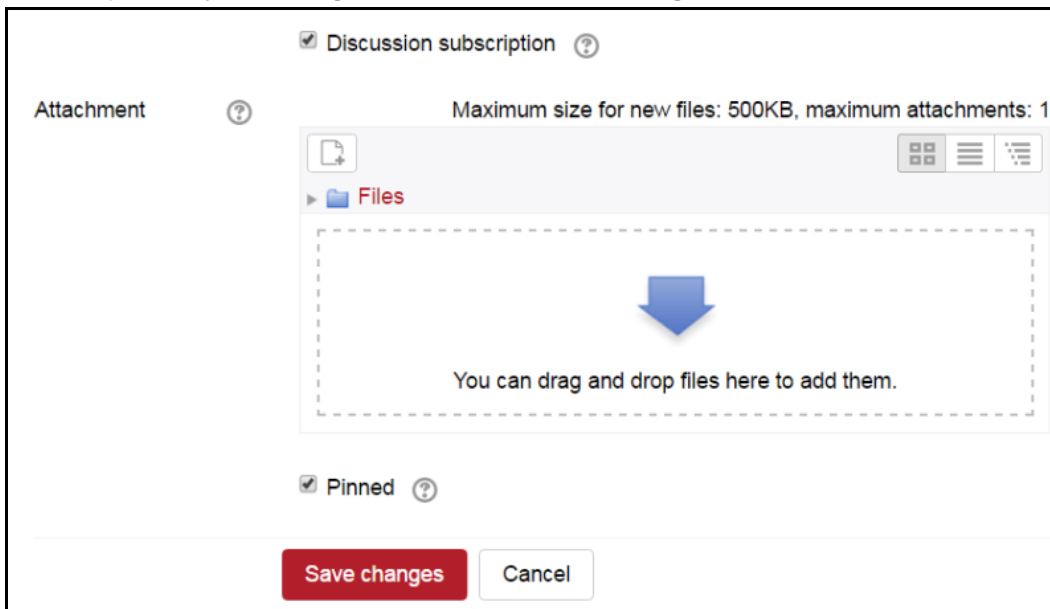
Standard Forum for General Use

This is an open forum where anyone can start a new discussion at any time.

1. Click on the forum assignment link.
2. Click **Add a new discussion topic**.
3. Type the title and response in the **Subject** and **Message** textboxes.
4. Scroll to the bottom of the page and click the **Post to forum** link.

Pinned Posts

When adding a new discussion post as an instructor, you can pin the discussion to the top of the list of discussion posts by checking the **Pin** box when adding a discussion.



The screenshot shows a web form for creating a new discussion post. At the top, there is a checkbox labeled "Discussion subscription" with a question mark icon. Below this, on the left, is the label "Attachment" with a question mark icon. To the right of this is the text "Maximum size for new files: 500KB, maximum attachments: 1". The main area of the form is a file upload interface. It features a "Files" section with a dashed border and a large blue arrow pointing downwards. Below the arrow, the text reads "You can drag and drop files here to add them." At the bottom of the form, there is a checkbox labeled "Pinned" with a question mark icon. Below the checkboxes are two buttons: "Save changes" (in a red box) and "Cancel" (in a white box with a grey border).

All other forum discussion posts will come after the post that has been pinned.

Forums: How to Edit a Forum Post

A time limit exists for editing posts (usually 30 minutes). Please contact your instructor if the time limit has expired.

Editing a Forum Post

1. From the main forum page, select the title of your discussion post.

Discussion	Started by	Group	Replies	Last post
<u>Beauty, Art and Analysis</u>	self-portrait	Vincent VanGogh	0	Vincent VanGogh Mon, 2 Sep 2013, 10:50 AM

2. Select the **Edit** hyperlink at the conclusion of your post. The editing time limit has expired if the **Edit** hyperlink is not available.

Beauty, Art and Analysis

by Vincent VanGogh - Monday, 2 September 2013, 10:50 AM

If you truly love Nature, you will find beauty everywhere.

Art is something a person loves to do or look at without being told to. Art involves passion creativity, and desire. Art is not being told what to do, nor is conforming to others art. If the thing a person has done or created was done with passion and love, then its beauty will shine through. If Marcel Duchamp loves looking at unique urinals and seeing the possibilities within them, then by all means that is art.

Claude Monet: Painting by the Edge of the Wood

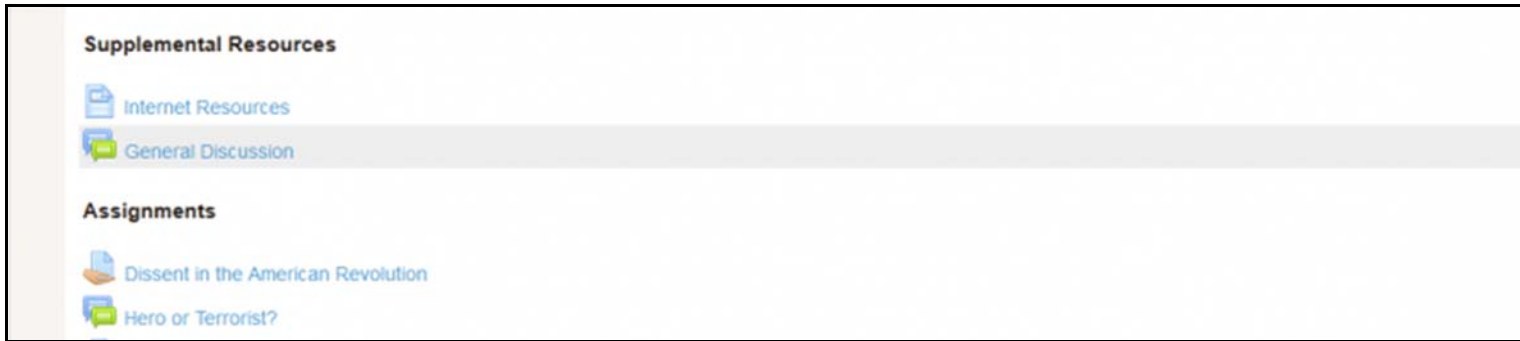
I remember discussing this painting with Monet. We rightly agreed that plein air drawing was a truly relaxing and inspiring way to create art. In this painting Claude has expertly depicted the freeness of sitting outside and painting whatever one sees. Thank goodness for portable paints.

[Permalink](#) | [Edit](#) | [Delete](#) | [Reply](#)

3. Make your revisions and select Save changes. Your forum response will update and the 30-minute window will restart.

Forums: How to Upload a File to a Forum Post

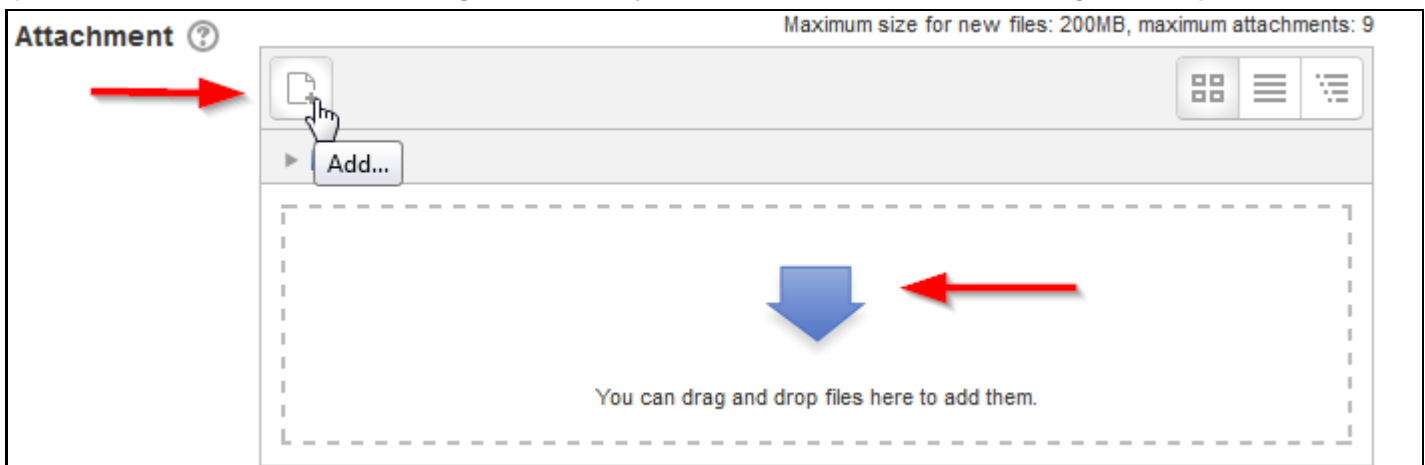
1. Click on the forum to which you will be posting.



2. Click **Add a new discussion topic** or **Reply**.

3. Complete the **Subject** and **Message** fields. You will not be able to post an attachment without filling out both fields.

4. Drag and drop the file from your computer or click **Add...** and browse to the file. The file should show up in the **File submissions** box regardless of if you browsed to it or used the drag and drop feature.



5. Click **Post to forum**.

Note: Forums do not always allow attachments. The **Attachment** box will not appear if your instructor has not enabled attachments. Please contact your instructor if you require an attachment submission and you do not see the box.