


## Discussion Forums

Discussion forums are online bulletin boards where you post messages along with your peers and instructor. Often participation in a discussion forum will form part of your grade.

Discussion forums can be found on the main course page along with the forum icon . They will appear something like this:



## Composing and Formatting a Post

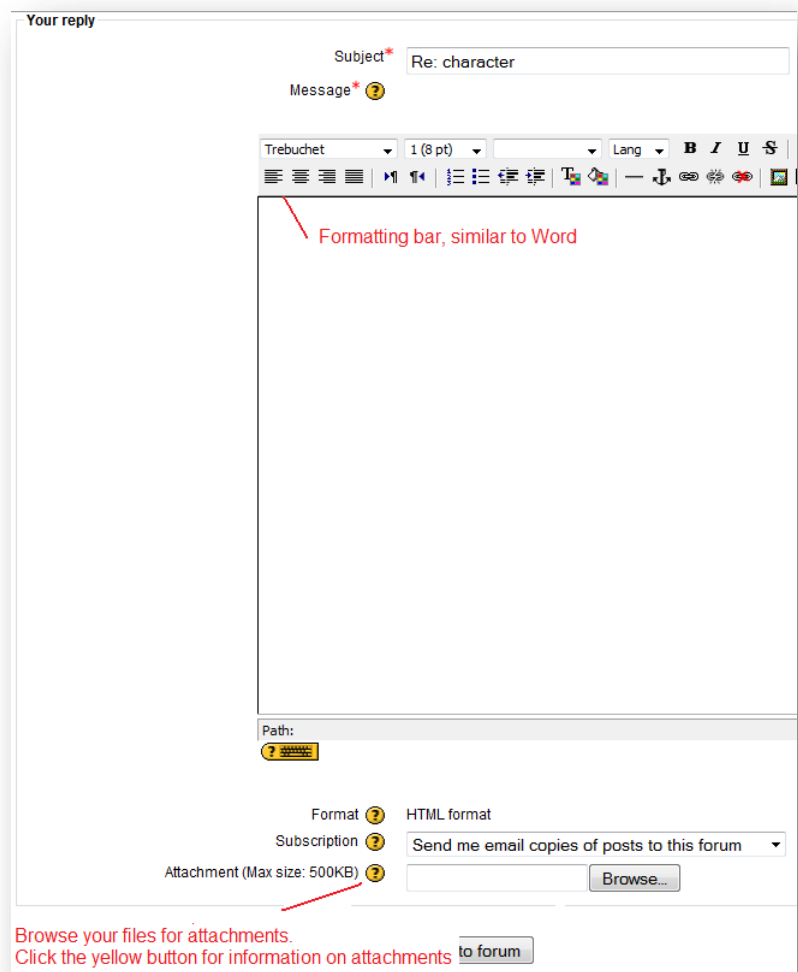
When you enter a discussion forum, you will see a page containing instructions provided by instructor, followed by a button to post a new topic, followed by a listing of topics already posted by your peers.

Clicking the subject of any existing topic will take you to that discussion. In the bottom right of each posting is a link to reply.

Be sure to reply to the correct topic!

Once you have created a posting, click the  button.

**You will have 30min to change or delete your posting.** After 30mins, only the instructor can delete the message.

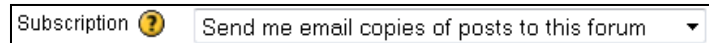


The screenshot shows the 'Your reply' form in Moodle. At the top, there is a 'Subject\*' field with the text 'Re: character'. Below it is a 'Message\*' field with a help icon. A rich text editor toolbar is visible, with a red arrow pointing to it and the text 'Formatting bar, similar to Word'. Below the editor is a 'Path:' field with a help icon. At the bottom, there are three dropdown menus: 'Format' set to 'HTML format', 'Subscription' set to 'Send me email copies of posts to this forum', and 'Attachment (Max size: 500KB)' with a 'Browse...' button. A red arrow points to the 'Attachment' dropdown. At the very bottom, there is a red text box that says 'Browse your files for attachments. Click the yellow button for information on attachments' and a 'to forum' button.

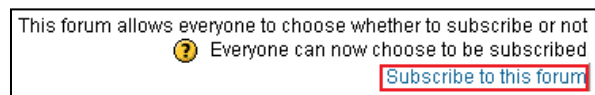
## Subscribing to Forums

You have the option to subscribe to forums or not, unless the instructor has made subscription mandatory. When you subscribe to a forum, you can choose whether to receive email notifications of new posts or not.


Once place you can subscribe is when you are make a posting to a forum, you have the option of subscribing before submitting a new post.



Another place you can subscribe and control subscription settings is from the main forum page, In the upper right-hand corner of the screen. Here, you can subscribe or unsubscribe from the forum. You can also see the subscription settings and whether or not the instructor has made subscription mandatory.

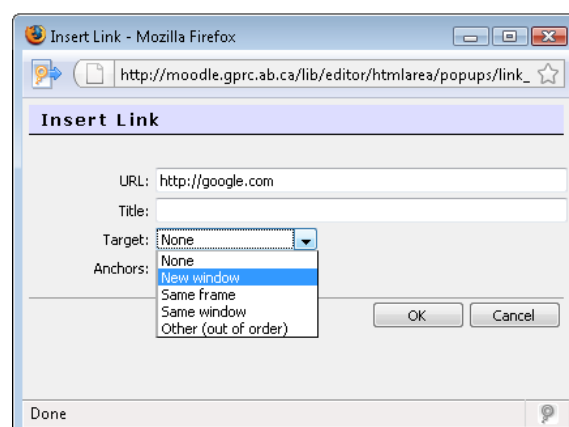


## Inserting Web Links in Posts

If you wish to add a link to a website as part of your discussion forum posting, then use the link icon  located in the formatting toolbar.



It is easiest to copy the URL of the website from your browser's address bar and paste it into the **URL** field. If you know the address then you can type it in instead. In the **Target** field, choose **New Window** so the site opens in a new browser window.



## Netiquette

Remember the same etiquette applies to communicating online, as to communicating in person. For information of Netiquette, the do's and don'ts of online communication, see the link below:

<http://www.albion.com/netiquette/index.html>