Using Discussion Forums

Discussion forums allow you to express yourself, collaborate with others, and create shared knowledge. You can participate in discussions by following these easy steps. Discussion forums allow you to create discussion topics, reply to others’ topics, and respond to others’ posts. Please note that the discussion forums involve features that may or may not be used by every course.

Discussions generally appear in a course next to this icon: 

Accessing discussion forums
1. Login to your course
2. Locate a discussion forum link
   Note: the link may be named “discussions”, “forums”, chat”, or something similar.

Viewing discussion topics and replies
A discussion thread may be displayed in four ways. Use the pull down menu at the top of each forum discussion to select a display type.

- Display replies flat, with oldest first - the discussion will be displayed in one line and the chronological order from the oldest to the newest.
• **Display replies flat, with newest first** - the discussion will be displayed in one line and the chronological order from the newest to the oldest.

• **Display replies in threaded form** - Only the post starting the discussion will be displayed in its full form; replies will be reduced to the headlines (including information about its author and date of release) and organized chronologically; moreover, replies will be shifted towards the right so that only replies to the same post were in the same line.

• **Display replies in nested form** - All posts are displayed in their full forms; replies will be reduced to the headlines (including information about its author and date of release) and organized chronologically; moreover, replies will be shifted towards the right so that only replies to the same post were in the same line.

### Adding a new forum topic

1. Click the “Add a new discussion topic” button.

2. Enter a sensible and descriptive “Subject” for the forum.
3. Use the text editor to compose a brief “Message” describing the forums goals and expectations.

4. Use the “Subscription” field to determine whether or not you want to receive email copies of forum posts.

5. Optionally, drag and drop files into the “Attachment” box to attach the files to the topic, or click within the “Attachment” box to browse your computer and add the files.

6. Click the “Post to forum” button.
   *Note: the new discussion topic should appear on the forum page.*
Reading and Replying to a forum topic

1. Access the discussion forum.

2. Click the desired discussion topic.

3. The topic message will appear at the top of the page. Click “Reply” to respond to the message.

4. Enter a new “Subject” or leave the default subject.
5. Create your “Message” in the text editor.

6. Set whether or not you want to receive email copies of posts to the forum via the “Subscription” field.

7. Optional: drag and drop files into the “Attachment” box to attach the files to the topic, or click within the “Attachment” box to browse your computer and add the files.

8. Click “Post to forum” to submit your reply.

9. Your reply will now display indented beneath the topic message.

   *Note: the option to “Edit” the reply will only appear for 30 minutes after posting.*