USING MOODLE FORUMS
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What is an online forum?

An online forum is a discussion board where you can share your thoughts on questions posed by your instructor and fellow students.

Forums might feature:

- **Course Q&A**—a chance to ask questions about the course
- **Homework**—a place to discuss assignments and give each other help and hints
- **Analysis**—an opportunity to share reflections, thoughts, arguments, evidence, or ideas
- **Group work**—a work space for discussing a project and sharing files with small groups
ACCESSING FORUMS

Enter a forum from your home page or from links in the Activities block.

Click on the forum name in your course home page.

— OR —

Click on **Moodlerooms Forums** in the Activities block (if available), then click on the forum title.
Drafting your response

Click on Add a new discussion to start a conversational thread.

Insert a snappy subject line, then draft your response.

Long responses can be drafted in Word, then copied and pasted into your post.
When you have finished drafting your response, click on Submit to make it available to others.

Posting your response

Attach a file here. Note: Photos appear in their original size, so be sure to resize that 16"x20" photo before you post it!

Use the advanced editor to format your post.
Editing your post

During the 15 minutes after you post a response, you may edit or delete your post by clicking on the appropriate link. Note that if someone has replied to your post, you will not be able to delete it from the forum.
Reading a post

Click on the **subject line** to read a post.

New posts are flagged for you.

Click on the person’s name to view his/her profile.

**Going to Mars**

How would you like to be in charge of not one but **two** robots tootling around Mars?

For this forum, please **read about the man responsible** for leading this project team. As you read, think about the leadership qualities that he displays and the magnitude of the project he’s been assigned. Have you ever encountered this kind of leader? Would you be comfortable with his style? What kind of risks can you identify for this project?

1 discussion

Add a new discussion

What a project!

18 hours ago

Student One
Replying to a post

« Going to Mars

What a project!
I can't imagine being responsible for the Rover project, but it would have been amazing to be on the project team...

Add your reply

Type (or paste) your reply in the textbox, then click on Submit.

Use the advanced editor to format your post.
Subscribing to forums

When you are “subscribed” to a forum, you’ll receive an email copy of every post made by all forum participants.

Click on Manage forum subscriptions to subscribe or unsubscribe to multiple forums.
Moodle calls this a “standard, general” forum. Variations on this type include “Q&A” forums that require you to post a response before you can read anyone else’s post. (You’ll be able to read their responses after the 15-minute editing period ends.)
Moodle calls this a “single, simple” forum. Use the fields provided to answer the prompt or click on **Reply** to respond to a classmate.

All responses are visible when you open the forum. New posts will be flagged for you.
Announcement forums

Everyone is always subscribed to the **Announcements** forum. Your instructor uses this forum to share important information about the course, so you will receive an email each time an announcement is posted.

**Info**

Note: This is not a true forum—it's a one-way tool for instructors to make announcements. You cannot reply to an Announcements forum posting.
Tips for posting

• Forums are considered homework—
  ◦ Good writing counts!
  ◦ Post early to maximize your contribution to the discussion.
  ◦ Always review your posts for spelling and grammar.

• Be careful with your tone and language—the online environment lacks the visual cues that help us interpret intentions when we discuss face-to-face.

• SOU policies relating to appropriate use and language are also enforced in Moodle.

• Consider drafting a longer response in a Word document, then copying and pasting it into your discussion textbox using Ctrl+C and Ctrl+V.
Have fun using Moodle forums!