# USING MOODLE FORUMS

* Overview
* What is an online forum?
* Accessing forums
* Drafting your response
* Posting your response
* Editing your post
* Reading a post
* Replying to a post
* Subscribing to forums
* Types of forums
* Announcement forums
* Tips for posting

## 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 by clicking on the forum name or click on Moodlerooms Forums in the Activities block (if available), then click on the forum title.

## Drafting your response

Open the forum link and click on **Add a new discussion** to start a conversational thread. Insert a snappy subject line, then draft your response. Use the advanced editor to format your post. Long responses can be drafted in Word, then copied and pasted into your post.

Click on **Choose file** to attach a file to your post. Note: Photos appear in their original size, so be sure to resize that 16"x20" photo before you post it!

## Posting your response

When you have finished drafting your response, click on **Submit** to make it available to others.

## 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.

Click on the gray envelope to the right of your subject line to “subscribe” to your thread—you’ll get an email any time someone replies to your post.

## Reading a post

New posts are flagged for you. Click on the subject line to read a post. Click on the person’s name to view his/her profile.

## Replying to a post

With the other person's post open, 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 the gear icon in the upper right corner of the forum to open the forum admin menu. Click on **Subscribe to this forum** to receive an email each time someone posts to the forum. Click on **Manage forum subscriptions** to subscribe or unsubscribe to or from multiple forums.

## Standard Forums

Most forums are set up in the “standard, general” format: each topic posted by a course participant appears as a separate link. 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.)

## Simple Forums

In a “single, simple” forum, all responses are visible when you open the forum. New posts will be flagged for you. Use the fields provided to answer the instructor's prompt or click on **Reply** to respond to a classmate.

## 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.

**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](https://inside.sou.edu/assets/policies/docs/Computer_Account_Policy.pdf) 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!