

HOW TO POST TO A MOODLE FORUM

1. In the ACIVITY block click on Forums.



2. From Forum Index Page, click on the name of the Forum you want to post to under the Learning Forums section.

The screenshot shows the Moodle Forum Index page. At the top right, there are links for 'Subscribe to all forums' and 'Unsubscribe from all forums'. The page is divided into two sections: 'General forums' and 'Learning forums'. A red arrow points from the 'Learning forums' section to the 'Introduction Forum'.

Forum	Description	Discussions	Subscribed
News forum	General news and announcements	0	Yes
Student Lounge	This forum provides an opportunity for students to interact asynchronously.	0	No

Topic	Forum	Description	Discussions	Subscribed
Topic 1	Introduction Forum	Please Introduce yourself to fellow classmates. <ul style="list-style-type: none"> • post you major and why you are taking this course. • then reply to someone else's post. 	0	No

3. The FORUM PAGE will appear.
 - a. Read and follow the Forum instructions.
 - b. To post to the Forum, click Add a new discussion topic.

The screenshot shows the Moodle forum page for the 'Introduction Forum'. The page contains the following text:

Please Introduce yourself to fellow classmates.

- post you major and why you are taking this course.
- then reply to someone else's post.

[Add a new discussion topic](#)

(There are no discussion topics yet in this forum)

4. After you click on Add a new discussion topic:
 - a. The Forum text editor will appear.

Please Introduce yourself to fellow classmates.

- post you major and why you are taking this course.
- then reply to someone else's post.

Your new discussion topic

Subject*

Message*

Font family | Font size | Format

B *I* U ABC x₂ x₁ | [List Icons] | [Link Icon] | [Image Icon] | [Table Icon] | [Code Icon] | [HTML Icon]

Path:

Subscription Send me email copies of posts to this forum


Attachment Add... Maximum size for new files: 500KB

No files attached

Mail now

5. You will be asked to type in a SUBJECT NAME. (subject name is the title to your post) and type in a MESSAGE. (message is what you are posting)

Your new discussion topic

 Subject* My Intro

Message*


Font family | Font size | Paragraph

B *I* U ABC x₂ x₁ | [List Icons] | [Link Icon] | [Image Icon] | [Table Icon] | [Code Icon] | [HTML Icon]

My major is Marketing|

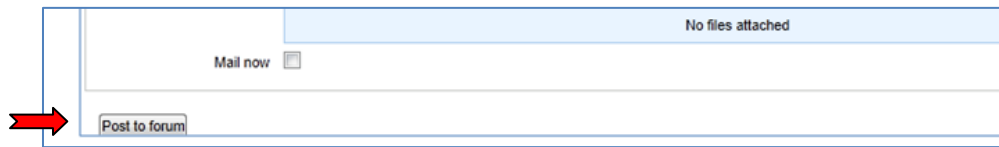
6. **SCROLL DOWN THE PAGE:** Change this setting for Subscription to "I DONT WANT EMAIL COPIES OF POSTS TO THIS FORUM". If this setting is not changed, you will recieve emails, everytime a someone posts to this forum.

Path: p

 Subscription I don't want email copies of posts to this forum

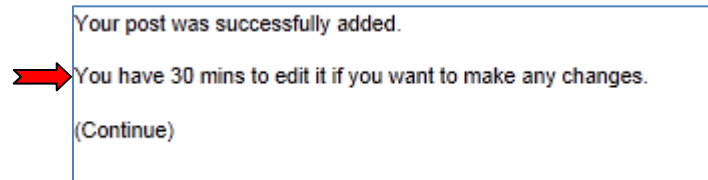
Attachment Add... Maximum size for new files: 500KB

7. Click on Post to Forum to save and complete posting.



5. After you Post to Forum.

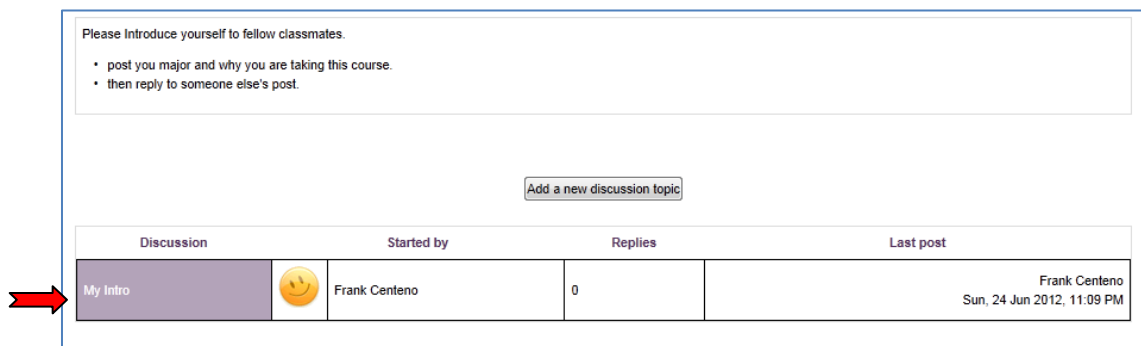
a. You have thirty minutes to edit your Forum post.



6. The page will then redirect, displaying the post.

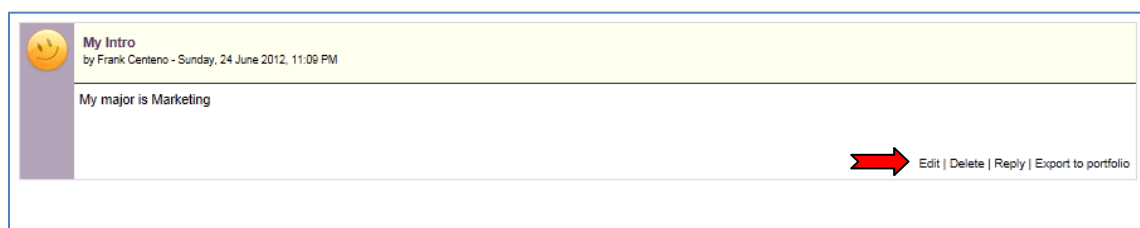
a. At this point you have successfully posted a Forum.

b. To view post click on the title of the post under Discussion.



7. The page will redirect, displaying the actual post.

a. If the time allowed to edit has not expired, Edit, Delete options will be visible allowing you to edit your post.



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