

HOW TO REPLY TO A MOODLE FORUM POST

1. In the ACIVITY block click on Forums.



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

Subscribe to all forums
Unsubscribe from all forums

General forums

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

Learning forums


Topic	Forum	Description	Discussions	Subscribed
	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. To Reply to a Forum post, click on a title under Discussion.

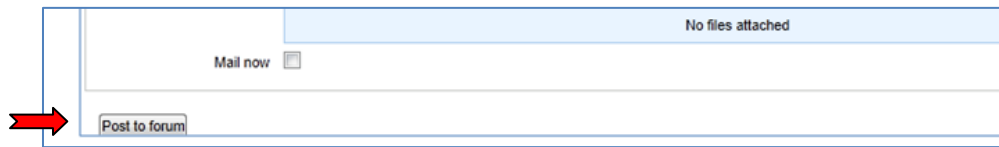
Please Introduce yourself to fellow classmates.

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

[Add a new discussion topic](#)

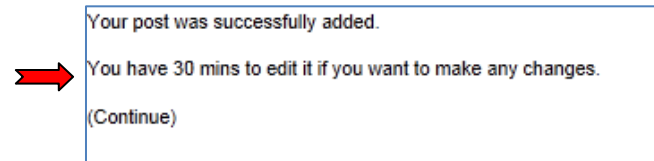
Discussion	Started by	Replies	Last post
My Intro	 Frank Centeno	0	Frank Centeno Sun, 24 Jun 2012, 11:09 PM

6. Click on Post to Forum to save and complete Reply.



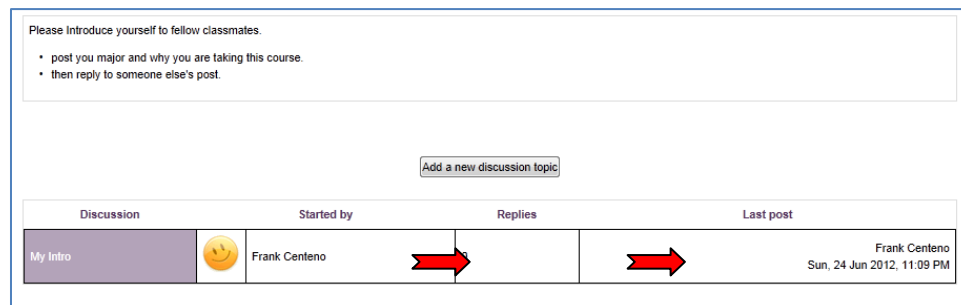
5. After you Reply to the Post.

a. You have thirty minutes to edit your Reply.



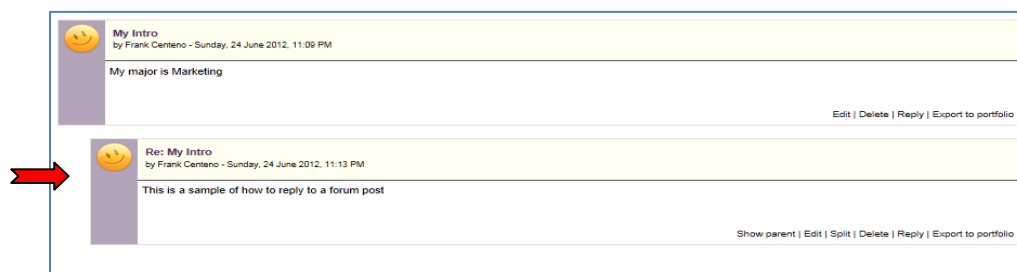
6. The page will then redirect, displaying the Discussions.

- Replies section displays number of Replies to discussion.
- Last Post section displays who posted last information.
- At this point you have successfully Replied to a Forum posting.
- To view Reply click on the title of the post under Discussion.



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

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



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