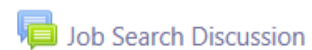


## Discussion Forums

Discussion forums can be a very effective way for course participants to interact outside of the classroom. These can be helpful to students as well as the instructor. The course instructors should moderate forums to keep the discussions focused, to answer any questions that may arise, and to make sure postings are appropriate and do not misinform. This help file explains how to participate in a forum discussion and how to edit or delete student postings.

### Students Adding a New Posting to a Forum

1. Click on a **discussion forum** activity on your course page.



2. The **forum discussion prompt** is displayed.

### Job Search Discussion ⚙️

Explain how you found your last job (for example, maybe you saw an advertisement, or maybe a relative told you about it). If you have never had a job, explain how someone in your family found a job. Also, read what others have written and comment on two postings.

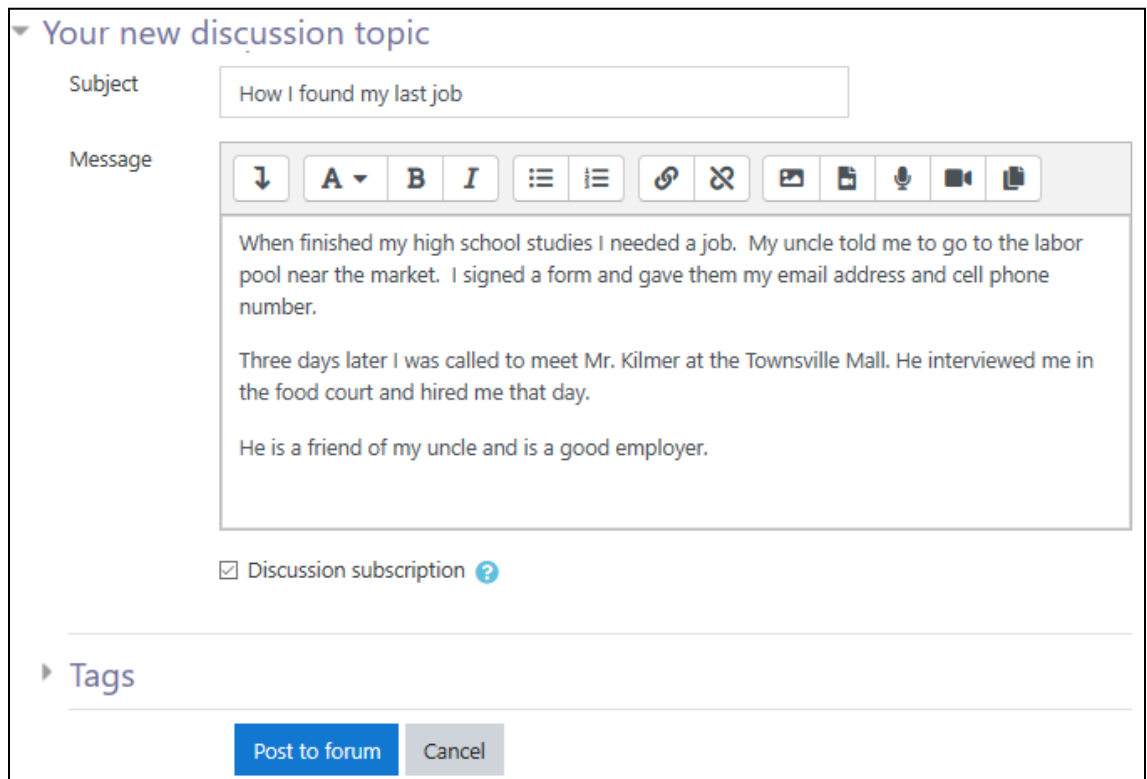
Add a new discussion topic

3. Click the **Add a new discussion topic** button.

The **Add a new discussion topic** window appears.

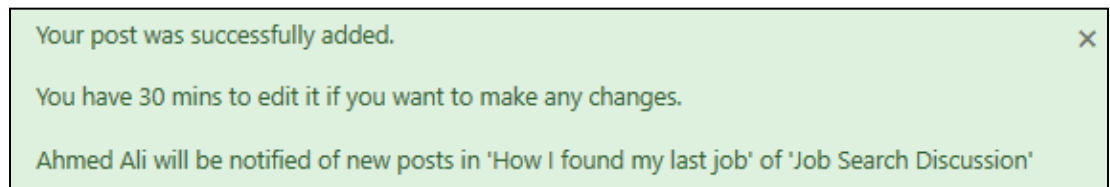
4. Type a **subject** for the posting in the text box next to **Subject**.
5. Type the message of the posting in the text box next to **Message**.

6. Click the **Post to forum** button.



The screenshot shows a form titled "Your new discussion topic". It includes a "Subject" field with the text "How I found my last job". Below it is a "Message" field with a rich text editor toolbar containing icons for bold, italic, list, link, unlink, image, video, and audio. The message text reads: "When finished my high school studies I needed a job. My uncle told me to go to the labor pool near the market. I signed a form and gave them my email address and cell phone number. Three days later I was called to meet Mr. Kilmer at the Townsville Mall. He interviewed me in the food court and hired me that day. He is a friend of my uncle and is a good employer." There is a checkbox for "Discussion subscription" which is checked. At the bottom, there is a "Tags" section and two buttons: "Post to forum" and "Cancel".

A message appears advising how long there is to edit the posting. The post continues to the forum page automatically.



Note that there is no time limit for a teacher to edit a posting; however, the posting will be emailed after the time limit expires.

## Replying to a Forum Posting

1. Click on a **discussion forum** activity.



2. Open a forum posting by clicking on the **subject** in the **Discussion** column.

A screenshot of a discussion forum table. At the top left is a blue button that says "Add a new discussion topic". Below it is a table with columns: "Discussion", "Started by", "Last post", "Replies", and "Subscribe". The first row has the subject "How I found my last job", started by "Ahmed Ali" on "3 Mar 2020", last post by "Ahmed Ali" on "3 Mar 2020", 0 replies, and a toggle switch for "Subscribe". A red arrow points from the "Discussion" column to the subject "How I found my last job".

A screenshot of a forum post. At the top left is a dropdown menu labeled "Display replies in nested form". To its right is a red box labeled "Display options" with a red arrow pointing to the dropdown. The post title is "How I found my last job" by "Ahmed Ali" on "Tuesday, 3 March 2020, 11:44 AM". The post text reads: "When finished my high school studies I needed a job. My uncle told me to go to the labor pool near the market. I signed a form and gave them my email address and cell phone number. Three days later I was called to meet Mr. Kilmer at the Townsville Mall. He interviewed me in the food court and hired me that day. He is a friend of my uncle and is a good employer." In the bottom right corner, there are two buttons: "Permalink" and "Reply". A red arrow points to the "Reply" button.

3. Click **Reply** in the lower right corner of the posting. Note the **Display options** drop-down at the top of the forum post.
4. The student types in their response to the forum post.

A screenshot of a reply form. The text area contains: "Ahmed:  
You are so lucky to have relatives who can help you find work. I hope you thanked your uncle. I have seen the labor pool sign but never thought that I could get a job there. I found my last two jobs by going to stores and filling out applications. It takes a long time but a job is worth it.  
Maria". At the bottom left are two buttons: "Submit" and "Cancel". At the bottom right is a link labeled "Advanced".

5. Click on the **Submit** button.
6. The **30-minute warning** to edit message shows automatically.





Your post was successfully added. ✕

You have 30 mins to edit it if you want to make any changes.


The **reply** post appears indented below the original posting.

## Editing and Deleting Postings

1. Click on a **forum** with student postings.

Discussion	Started by	Last post ↓	Replies	Subscribe
★ For an extra grade	 Beverly Davis 19 Feb 2020	 Beverly Davis 19 Feb 2020	1	<input type="checkbox"/> <span>⋮</span>
★ A Place to live	 Ahmed Ali 19 Feb 2020	 Beverly Davis 19 Feb 2020	1	<input type="checkbox"/> <span>⋮</span>

2. Click on the post you'd like to edit. Note that teachers can see the links in the lower right corner of any forum post.

**A Place to live**  
by Ahmed Ali - Wednesday, 19 February 2020, 9:32 PM

Is it ok if I rent out the second bedroom?

Is the balcony child safe?

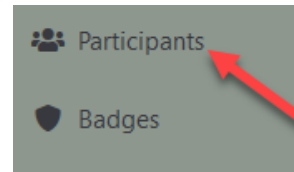
[Permalink](#) [Edit](#) [Delete](#) [Reply](#)

- **Edit** – allows a teacher to change a student's forum posting, e.g. correct any typo or misinformation.
- **Delete** – this will permanently delete a posting. There is a prompt to confirm the posting will be deleted.











## Viewing All Forum Postings for a Specific Student

It is possible for teachers to view all of a particular student's forum postings in the course on one page. If these blocks are not visible in a course, the teacher can add them selecting the **Participants** link in the **Navigation drawer**.

1. Click **Participants** in the **Navigation drawer**.



2. Locate and click the **target student's name**.

	First name				Last access to	
	Surname	Email address	Roles	Groups	course	Status
<input type="checkbox"/>	—	—	—	—	—	—
<input type="checkbox"/>	 Maria Guptez	mariaguptez@fakemail.ca	Student 	No groups	20 mins 44 secs	Active   
<input type="checkbox"/>	 Ahmed Ali	ahmedali@fakemail.ca	Student 	No groups	1 hour 26 mins	Active   

The student's **profile page** appears. In the **Miscellaneous** section you will find the forum posts link.

- **Forum posts** links to a page displaying all forum postings by the student that were replies to other student postings.
- **Forum discussions** links to a page displaying all discussions started by the student.

### Miscellaneous

[View all blog entries](#)

[Notes](#)

[Forum posts](#)

[Forum discussions](#)

## Forum Help links

[Moodle Documents: Forums](https://docs.moodle.org/39/en/Using_Forum)

<[https://docs.moodle.org/39/en/Using\\_Forum](https://docs.moodle.org/39/en/Using_Forum)>

[Moodle Documents: Forums FAQ](https://docs.moodle.org/39/en/Forum_FAQ)

<[https://docs.moodle.org/39/en/Forum\\_FAQ](https://docs.moodle.org/39/en/Forum_FAQ)>