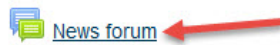


## News forum

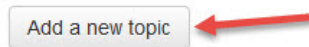
The News forum is a versatile and effective communication tool for teachers. Not only are messages from the teacher archived in a chronological list typical of any discussion forum, but new postings are also emailed to students and posted prominently on the Latest news block on the course home page.

### Posting a Message in the News forum

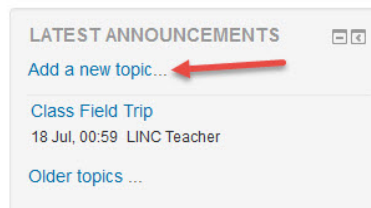
1. Click News forum near the top of the course home page.



2. Click Add a New Topic.



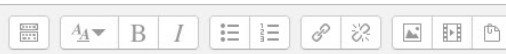
Note: Another option is to click Add a new topic in the Latest announcements block on the course home page.



3. Type the Subject and Message in the appropriate areas.

▼ Your new discussion topic

Subject\*

Message\* 

4. Click Post to forum



5. A message appears advising how long you have to edit the message. After that time, it will be emailed and available to students.

Note: You can always go back and edit or delete the message.

Your post was successfully added.  
You have 30 mins to edit it if you want to make any changes.

## Editing or deleting a forum posting

1. Click the forum on which you want to edit or delete a posting.



2. Click the subject of the posting you would like to modify. It is in the Discussion column.

Add a new topic

Discussion	Started by	Replies	Last post
<a href="#">Guest Speaker Thank You Letters</a>	LINC Teacher	0	LINC Teacher Mon, 18 Jul 2016, 1:12 AM
<a href="#">Class Field Trip</a>	LINC Teacher	0	LINC Teacher Mon, 18 Jul 2016, 12:59 AM

3. The message appears. The options Permalink, Edit, Delete, Reply and Export to portfolio are located in the lower right corner of the posting.

**Guest Speaker Thank You Letters**  
by [LINC Teacher](#) - Monday, 18 July 2016, 1:12 AM

Hi Class,

I wanted to pass along the thanks I received for your wonderful thank you letters from our guest speaker last week.

She said that she had a great time and that you all asked very interesting questions.

Well done everyone!

Thank you very much,

Linc

[Permalink](#) | [Edit](#) | [Delete](#) | [Reply](#) | [Export to portfolio](#)

4. If you click Edit, you can change the message:

▼ Your new discussion topic

**Subject\***

**Message\***

Hi Class,

I wanted to pass along the thanks I received for your wonderful thank you letters from our guest speaker last week.

She said that she had a great time and that you all asked very interesting questions.

Well done everyone!

Thank you very much,

Linc

Click on the Save changes button after you finish.



If you click Delete in Step 3 above, you will be asked to confirm you want the message deleted by clicking Continue.

Are you sure you want to delete this post?

Continue

Cancel

### News forum Help links

[Moodle Documents: The News Forum](https://docs.moodle.org/31/en/Using_Forum#The_News_Forum)

<[https://docs.moodle.org/31/en/Using\\_Forum#The\\_News\\_Forum](https://docs.moodle.org/31/en/Using_Forum#The_News_Forum)>

[Moodle Documents: Forum Posting](https://docs.moodle.org/31/en/Using_Forum#Forum_Posting)

[http://docs.moodle.org/31/en/Using\\_Forum#Forum\\_posting](https://docs.moodle.org/31/en/Using_Forum#Forum_posting)