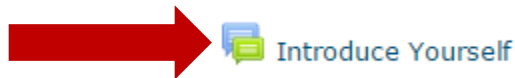


Submitting a Standard Forum Posting in Moodle

Submitting a Standard Forum Posting in Moodle

In your online classroom you will find the presence of forums. Forums (discussion boards) will be utilized throughout your online classes. The forums in Moodle allow you to respond to discussion assignments created by your instructors and to comment on other student's responses. This guide will demonstrate ways to interact with the Moodle forums.

Forums in Moodle are indicated by the following icon.



To enter a forum, click on the title of the forum. After you click on the forum's title you will see the forum window:

A screenshot of a Moodle forum window titled "Introduce Yourself". The window contains a list of questions for the user to answer, such as "Please introduce yourself. Include the following:", "Your name", "Where you're from", "Why are you taking this class?", "What are your career goals?", "Tell us where you work and what you do.", "What are some of your interests?", and "What are you good at and what do you need assistance with?". Below the list is a blue button that says "Add a new discussion topic". A red arrow points from the bottom-left box to the top of the forum window, and another red arrow points from the bottom-right box to the "Add a new discussion topic" button.

Forum topic, question, assignment, or directions: this space will contain directions about the forum. Your instructor may also choose to post the actual forum assignment in this space.

Add a new discussion topic button: use this command to add your discussion topic or response to the discussion question.

Adding a New Discussion Topic:

1. To add a new discussion topic, click the **Add a new discussion topic button**.

Please introduce yourself. Include the following:

Your name

Where you're from

Why are you taking this class?

What are your career goals?


Tell us where you work and what you do.

What are some of your interests?

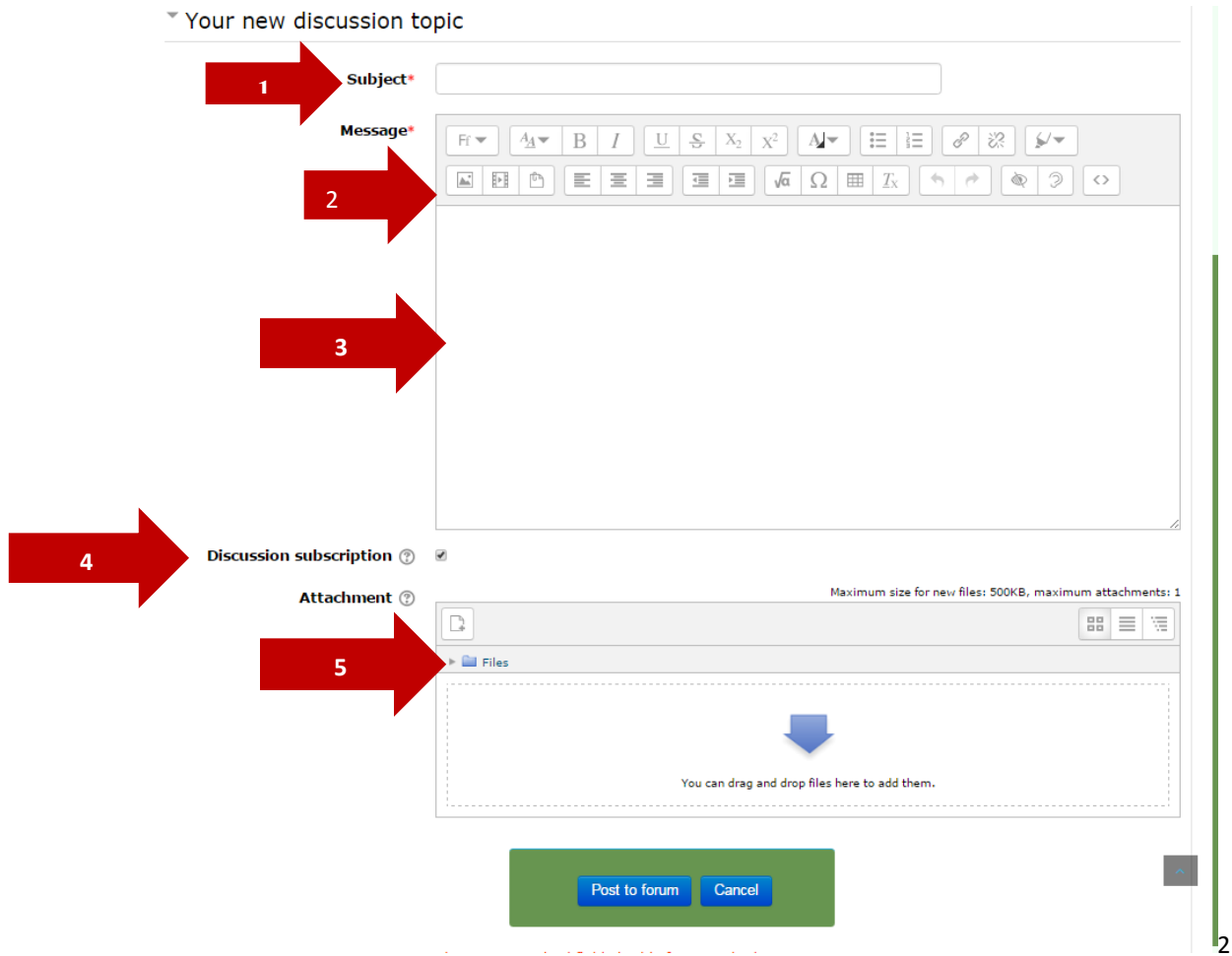
What are you good at and what do you need assistance with?

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Add a new discussion topic

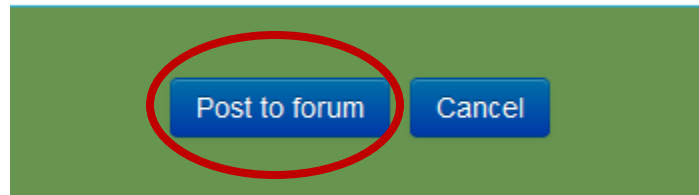


2. You should see the screen where you can respond to the discussion forum assignment. The numbers on the picture correspond with the descriptions below.

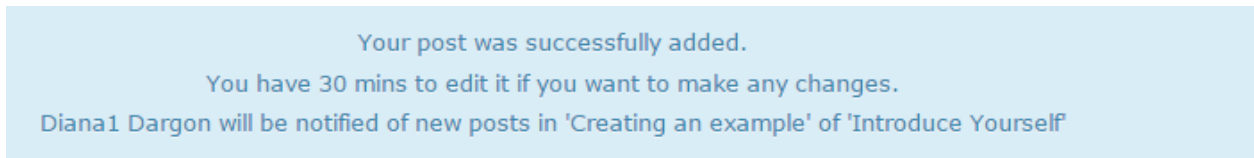


1. **Subject:** This space is where you will type the subject of your discussion forum posting.
2. **Formatting Toolbars:** You can customize your forum responses and have options to change the font style and size. You can also upload images, videos, and tables to your discussion forum postings. A built in spellchecker exists for you to check the spelling of your responses. Options also exist to add bullets and numbering.
3. **Discussion Forum Typing Area:** This space is where you will type your actual discussion forum response.

4. **Discussion subscription:** You can subscribe to discussion forums and receive notifications of when someone responds to a forum or responds to your individual responses. (This setting may or may not be enabled and varies on each individual course).
5. **Forum File Upload Area:** This space allows you to upload files via the add file method or the drag and drop method.
3. Once you are ready to post your forum response, type in a subject to your response and type in the body of your response. Once you have completed and proofread your response, click the **post to forum button**.



4. You will see the **forum confirmation screen** for your response. This screen will be displayed every time you make a forum posting. Notice that you have 30 minutes from the time you post a response to edit or change your response. **Click continue.**



(Continue)



5. Your response will now show up in the forum window.

EDU 119-NW1 & EDU 119-NW2



Introduce Yourself [Return to: Section 1 ↗](#)

Please introduce yourself. Include the following:

- Your name
- Where you're from
- Why are you taking this class?
- What are your career goals?
- Tell us where you work and what you do.
- What are some of your interests?
- What are you good at and what do you need assistance with?

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[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
Creating an example	 Diana1 Dargon	0	Diana1 Dargon Thu, Aug 25, 2016, 10:11 AM 

[Return to: Section 1 ↗](#)

