How To Use An Online Forum

Reading messages
• When your instructor or fellow students post a message in any of the discussion forums, you can read the messages in two places:
  1. In the course itself on the discussion forum page when you are logged in
  2. In your email box if you are subscribed to the forum (see next slide on how to subscribe and unsubscribe)
Posting a Message via Your Course Page

• Note the icon for the online forum. When you are in your course page you can enter the forum by clicking on the icon/forum title. This will open up the discussion page.
Read the forum so you know the instructions to post your work then...

Click “Add a new discussion topic”
Next, list the forum title as the “Subject” then type your message in the message box.
Or ...you can enter (click & drag)a file that contains your forum post.
Then click “Post to forum”
Repling to a message

- To view a discussion, click on the title of the discussion in the left column (Discussion). You will then see all the postings within this discussion.
- Click on the discussion/subject title listed to the left of the student’s post you wish to comment on/reply.
The next screen will contain that particular student’s post. To comment/reply click on “reply” (bottom right)
Type your reply in the message box or...
Or ...you can enter (click & drag)a file that contains your reply, then click “post to forum”
Posting a message via email

• To reply to a course message that you receive in your email box, use the Reply link in the bottom Right corner of the window. When you click on this link you will be asked to log into your course page. Try to remember not to use the reply function in your email software, as this will not reply to the whole group; just to the individual.

• You also have the option to view the entire discussion before you decide to reply. Click on “See this post in context” to go directly to the course page and the discussion.

• If you don’t wish to have forum messages in your email inbox, you can decide to ‘unsubscribe’ from the forum. Click on the link ‘Unsubscribe from this forum and follow the instructions. You will still be able to see the discussions but you will need to log into the course page to see them.