

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”

► O-EEG107 ► ► Discuss the Toronto Star Article: Hep B Spread by ...



Search forums

Discuss the Toronto Star Article: Hep B Spread by EEG Tech

In the Forum post your thoughts after reading the article and answer the following questions:

Why is infection control so important in the Neurodiagnostic Lab?

What are your responsibilities as a technologist to protect your patients against infection, disease and harm?

Is it the physician responsibility alone to protect patients?

What standards of infection control will you establish in your lab?

What will you take away from having read this article?

After posting, read some of the comments on the subject.

This is an important article because it has within it some very teachable lessons in infection control, professional responsibility, codes of conduct, compassion toward patients, and personal integrity.

Add a new discussion topic


Next, list the forum title as the “Subject” then type your message in the message box.

There are required fields in this form marked *

▼ Your new discussion topic

Subject*

Message*

Paragraph ▼ **B** *I*       

Path: p



Or ...you can enter (click & drag)a file that contains your forum post.


Subscription ?

Send me notifications of new posts ▾

Attachment ?

Maximum size for new files: 500KB, maximum attachments: 1

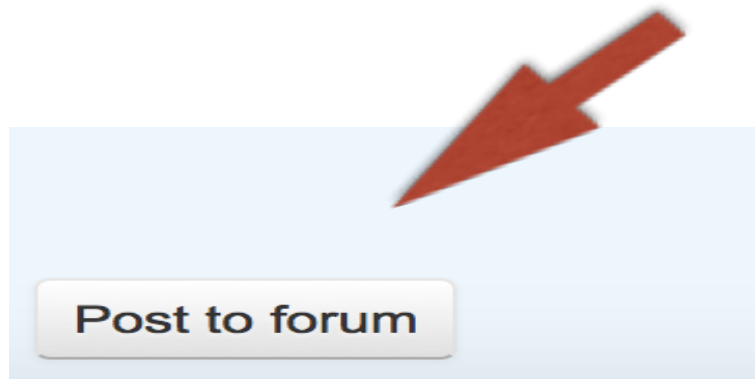
▶  Files



You can drag and drop files here to add them.

Post to forum

Then click “Post to forum”



Replying 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.

O-EEG107 ► ► Discuss the Toronto Star Article: Hep B Spread by ... Search forums




Discuss the Toronto Star Article: Hep B Spread by EEG Tech

In the Forum post your thoughts after reading the article and answer the following questions:

Why is infection control so important in the Neurodiagnostic Lab?
What are your responsibilities as a technologist to protect your patients against infection, disease and harm?
Is it the physician responsibility alone to protect patients?
What standards of infection control will you establish in your lab?
What will you take away from having read this article?

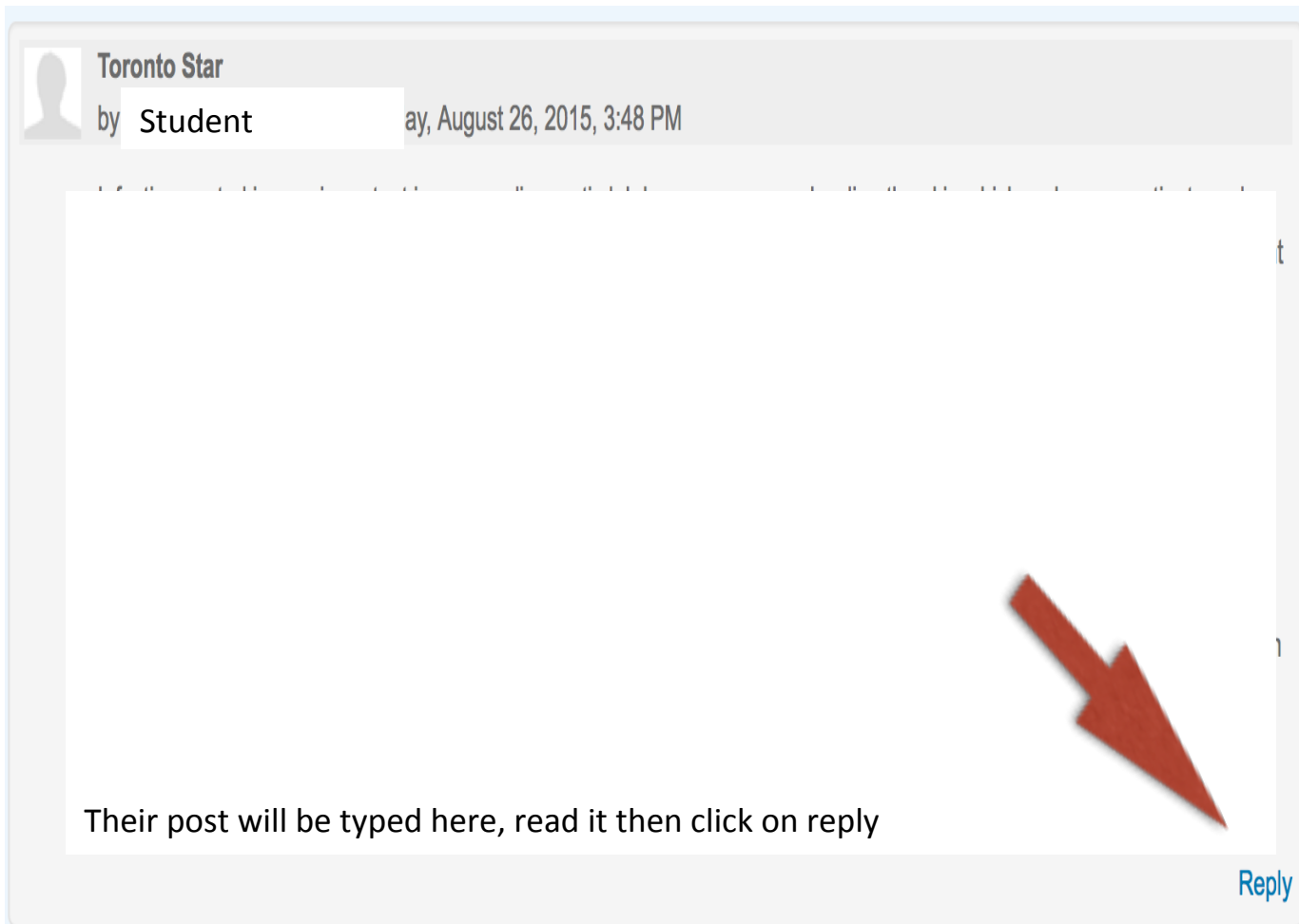
After posting, read some of the other posts on the subject.
This is an important article because it has within it some very teachable lessons in infection control, professional responsibility, codes of conduct, compassion toward patients, and personal integrity.

[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
Toronto Star	 Student #1 name	1	1
Toronto Star	 Student #2 name	1	1
Infection control	 Student #3 name	1	1



The next screen will contain that particular student's post. To comment/reply click on "reply" (bottom right)



Toronto Star

by Student ay, August 26, 2015, 3:48 PM

Their post will be typed here, read it then click on reply

Reply

A screenshot of a social media post interface. At the top, there is a header with a profile picture icon, the name "Toronto Star", and the text "by Student" followed by a date and time "ay, August 26, 2015, 3:48 PM". Below this is a large white rectangular area intended for the student's post. At the bottom of this area, there is a text prompt: "Their post will be typed here, read it then click on reply". In the bottom right corner of the post area, there is a blue "Reply" button. A large red arrow points from the bottom right towards the "Reply" button.

Type your reply in the message box or...

▼ Your reply

Subject*

Re: Toronto Star

Message*



Path: p



Or ...you can enter (click & drag)a file that contains your reply, then click “post to forum”

Subscription ?

Send me notifications of new posts ▾

Attachment ?

Maximum size for new files: 500KB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Post to forum

The image shows a screenshot of a forum's post creation interface. At the top, there is a 'Subscription' section with a dropdown menu set to 'Send me notifications of new posts'. Below that is an 'Attachment' section with a help icon and a note: 'Maximum size for new files: 500KB, maximum attachments: 1'. The main area is a file upload interface with a 'Files' header and a large dashed box for dropping files. A blue arrow points down into the dashed box, and a red arrow points from the top right towards the dashed box. At the bottom left, there is a 'Post to forum' button, with a red arrow pointing towards it from the right.

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.