

# Discussion Forums, For Students

The Forums tool is the tool course site members can post messages, organized by topics and threads

## Viewing Forum Messages

Forums contain topics where you can post and reply to messages.

1. From the list of tools on the left, **Click Forums**
2. **Click the forum title** (Figure 1, "Encryption")
3. **Click on the title of the topic within a forum** (Figure 1, "Rip van Winkle")
4. **Click the title of a forum message** (Figure 2, "Cool")

Figure 1 shows the 'Forums' page. At the top, there is a 'Watch' button. Below that, the 'Forums' section is displayed. The 'Encryption' forum is highlighted, with a description: 'A discussion forum for statements and feeling:'. Below this, the 'Rip Van Winkle' thread is listed with 4 messages and 1 unread. The thread title is 'Good, Useless, or just cool?'. Figure 2 shows the 'Rip Van Winkle' thread page. At the top, there is a 'Display Entire Message' button and a printer icon. The thread title is 'Rip Van Winkle ( 4 messages - 1 unread )' with a 'Post New Thread' link. The thread content is 'Good, Useless, or just cool?'. Below this, there is a 'Thread' section with a 'New! Cool ( 1 message - 1 unread )' link and a 'New messages' link.

Figure 1

Figure 2

## Posting a New Thread

In a topic, you can start a new conversation by posting a new thread.

1. **Click the Post New Thread link.**
2. **Type a title.**
3. In the *message editor* **Type your message.**
4. If you wish to add an attachment, such as a picture, word document, sound, or other file, **Click Add Attachment.**
  - a. **Click Browse.**
  - b. **Select the file → Click Open.**

The file will appear in a list at the top of the screen.
  - c. To add additional attachments, **Repeat the previous two steps.**

You can also attach Resources, which is covered in the Student Least You Need to Know document *Using Resources.*
  - d. **Click Continue;** then you return to the editing page.
5. When you are satisfied with the message and any attachments, **Click Post Message.**

## Replying to a Message

You can reply to forum messages other people have posted.

1. **Click Reply.**

The message you are replying to appears below the message editor.
2. **Edit the title as appropriate.**
3. If you wish to quote from the message you are replying to, **Click Insert Original Text.**
4. **Continue as you would with posting a new thread.**

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