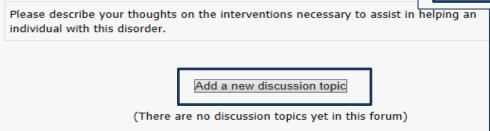
Moodle Forums / Discussion Boards

Discussions / Forums can be identified by an icon similar to this -



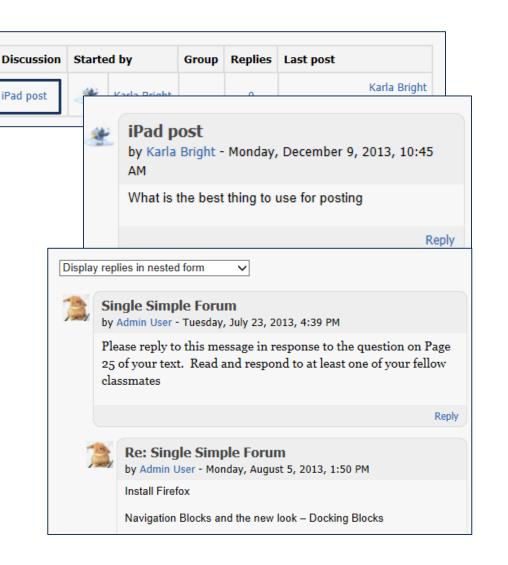
- 1. Click on the Title of the Discussion/Forum
- 2. You will see the instructions inside the forum
- 3. Click on "Add new discussion topic" to post your response to the professor's prompt/question.





To read and respond to a fellow students post, you need click on the **subject** of the post and on the right-side of the post you will see the **Reply** link.

For some forums, the professor will have started the "discussion thread" and you need to reply to this post to post your response.



Forum Subscriptions

When a user is subscribed to a forum it means that they will receive notification of each new posting. By default, posts are recorded about 30 minutes after the post was first written. Depending upon the email settings of each forum member, they may be notified immediately after the 30 minute edit window is closed, or in a batch at a time fixed by the site administrator.

People can usually choose whether or not they want to be subscribed to each forum. However, the teacher can choose to force subscription on a particular forum then all course users will be subscribed automatically, even

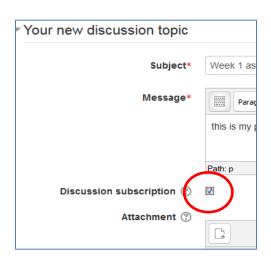
those that enroll at a later time. All course members are automatically subscribed to the Announcements forum.

Subscribe to or Unsubscribe from a Forum

There are several ways to subscribe to a forum, the easiest way is when you are "creating a new discussion topic" make sure the discussion subscription box is left checked.

You can also subscribe or unsubscribe by clicking the link in the administration panel.









You can choose which discussions/threads to subscribe to by clicking the 'dot' icon to the right of the discussion.

An envelope tells you are already subscribed. Clicking the envelope to unsubscribe.

How can I easily see which posts I have read and not read?

- 1. Go to the user menu top right and select 'Preferences'.
- 2. Click 'Forum preferences' and for 'Forum tracking' select: Yes; highlight new posts for me
- 3. Unread posts will now display on your Dashboard and in a forum itself you will be see which posts are read and unread.

