

Discussion Forums

Discussions can take place day or night and there's no need for everyone to be logged in at the same time. Rather, these discussions take place asynchronously - or, independently of each other.

Discussion forums typically have rules and guidelines for the types of things you can post and the types of vocabulary you use. Please be sure to check your syllabus or check in with your instructor to ensure you are following the class discussion guidelines.

Participating in a Discussion

The thing you first write in a discussion forum is called a "post". Your teacher may ask that you "post" once and "reply" twice. That means you have to put your original thoughts down once, and reply to two other students posts. Your teacher will provide you with clear directions on just what they want in a discussion forum assignment.

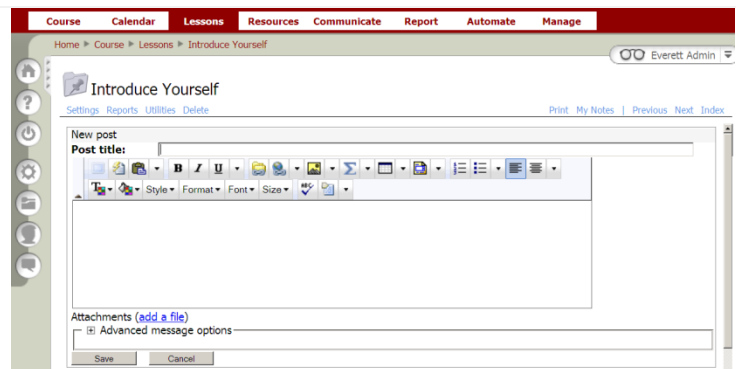
To post in a discussion forum:

1. Click on the link that takes you to your discussion forum. The link will be either in your Lessons Tab or under the Communication Tab.

2. Click on **New Post** button near the top of the page.



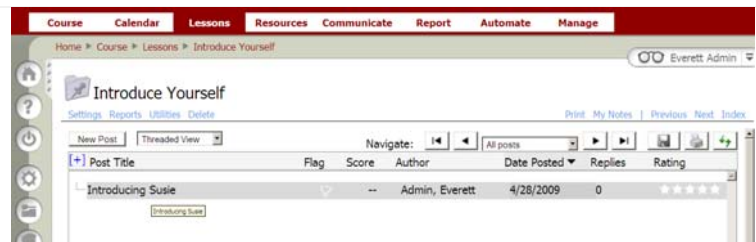
3. Type a title.
4. Then the contents for your post.
5. Click the **Save** button.



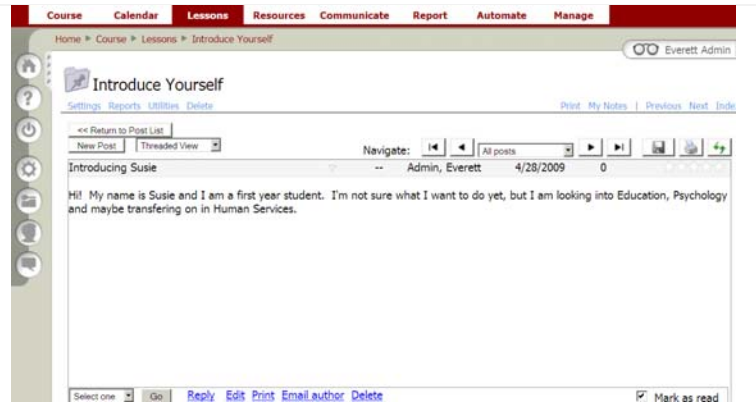
To reply to someone else's post

1. Click on the link that takes you to your discussion forum.

2. Click on someone else's post.

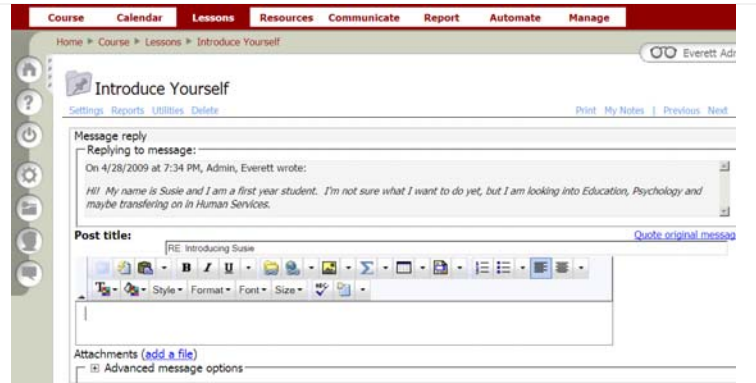


3. Click the **Reply** link (in blue) at the bottom of the page.



This screenshot shows a forum post in a web browser. The page title is "Introduce Yourself" and the post title is "Introducing Susie". The post content reads: "Hi! My name is Susie and I am a first year student. I'm not sure what I want to do yet, but I am looking into Education, Psychology and maybe transferring on in Human Services." At the bottom of the post, there is a row of links: "Select one", "Go", "Reply", "Edit", "Print", "Email author", and "Delete". The "Reply" link is highlighted in blue. There is also a "Mark as read" checkbox on the right.

4. Type the contents of your reply.
5. Click the **Save** button.



This screenshot shows the reply editor for the forum post. It features a "Message reply" section with a text area containing the original post's content: "On 4/28/2009 at 7:34 PM, Admin, Everett wrote: Hi! My name is Susie and I am a first year student. I'm not sure what I want to do yet, but I am looking into Education, Psychology and maybe transferring on in Human Services." Below this is a "Post title:" field with the text "RE: Introducing Susie". A rich text editor toolbar is visible, including options for bold, italic, underline, font color, background color, font size, and text color. At the bottom, there are "Attachments (add a file)" and "Advanced message options" checkboxes.