

How to Participate in a Discussion Forum

1. Go to your course.
2. Click on the hyperlink with the forum topic; the icon is two speech balloons.

 [Example of a Discussion Forum](#)



What excites you about online learning? What concerns do you have?

This opens the Discussion Forum window.

3. If there are no topics in the forum, or if you want to create a new topic, click the **Add a new discussion topic** button.

Example of a Discussion Forum



What excites you about online learning? What concerns do you have?

 [Add a new discussion topic](#)

(There are no discussion topics yet in this forum)

4. This opens the topic screen; enter the Subject and your Message, both of which are required.
5. When you are finished, click the **Post to forum** button.

Subject !

Message !

Rich text editor toolbar with icons for: Undo, Font color, Bold, Italic, Bulleted list, Numbered list, Link, Unlink, Image, Document, Video, and a small icon.

Large empty text area for the message content.

Post to forum Cancel [Advanced](#)

There are required fields in this form marked ! .

6. After you have added the Subject and Message, you will see the following message, noting that your post was added.

Your post was successfully added. ✕

You have 1 hour to edit it if you want to make any changes.



Rev. Jessica Hughes will be notified of new posts in 'Flexibility' of 'Example of a Discussion Forum'



Example of a Discussion Forum

What excites you about online learning? What concerns do you have?



Add a new discussion topic

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ Flexibility	 Rev. Jessica Hu... 15 Sep 2020	 Rev. Jessica Hu... 15 Sep 2020	0	<input checked="" type="checkbox"/>

◀ [Elearning Support](#) [What is the effect of...](#)


7. To add a new discussion topic to the forum, click on the **Add a new discussion topic** button.

8. To comment on a discussion topic in a forum, click on the hyperlink.

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ Flexibility	 Rev. Jessica Hu... 15 Sep 2020	 Rev. Jessica Hu... 15 Sep 2020	0	<input checked="" type="checkbox"/>

9. To reply on a discussion topic, click the **Reply** hyperlink.

Display replies in nested form


**Flexibility**
by [Rev. Jessica Hughes](#) - Tuesday, 15 September 2020, 1:56 PM

I am very much looking forward to the flexibility that online learning will bring; I can work full-time and study.

[Permalink](#) [Edit](#) [Delete](#) [Reply](#)

10. This expands the window so that you can enter your reply. When finished, click the **Submit** button.

Display replies in nested form

 **Flexibility**
by [Rev. Jessica Hughes](#) - Tuesday, 15 September 2020, 1:56 PM

I am very much looking forward to the flexibility that online learning will bring; I can work full-time and study.

[Permalink](#) [Edit](#) [Delete](#) [Reply](#)

Write your reply...

Submit Cancel [Advanced](#)