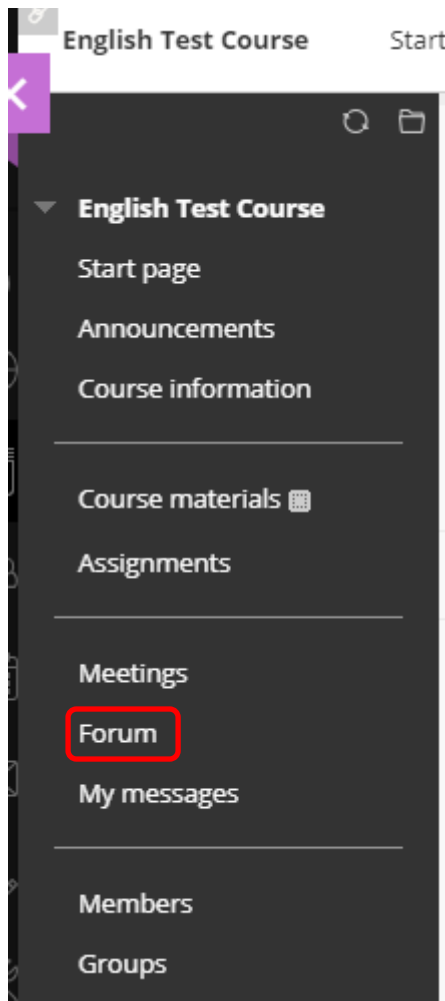


Discussions in Forum

In your course room, you will find "Forum" in the left-hand menu. This is empty at the start of the course.



Set Up a Forum

Only teachers (not students) can set up a forum.

Create a Thread

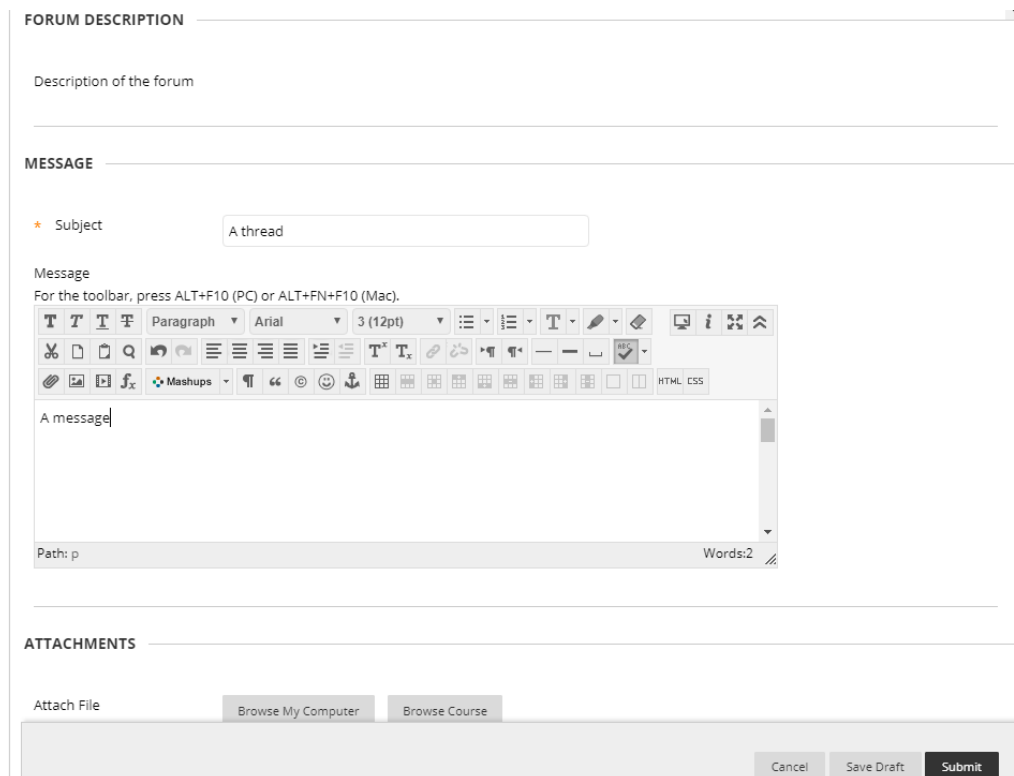
Once a forum has been set up, students and teachers can create threads. Click on "Create Thread" to do this.



Subject Name of the thread.

Message A longer text that describes the discussion in more detail.

Click on "Submit" to create the thread.



The screenshot shows the thread creation form. It has several sections: "FORUM DESCRIPTION" with a text area containing "Description of the forum"; "MESSAGE" with a "Subject" field containing "A thread" and a "Message" text area containing "A message"; and "ATTACHMENTS" with "Attach File" buttons for "Browse My Computer" and "Browse Course". At the bottom right, there are "Cancel", "Save Draft", and "Submit" buttons. The word count at the bottom right of the message area is "Words:2".

If the teacher has allowed it, you can also attach a file to your thread.

All Course Members See the Forum

All course members can access "Forum" and find respective forums. The picture below shows just one forum.

Discussion Board

Create Forum Search ↕

| FORUM | DESCRIPTION | TOTAL POSTS | UNREAD POSTS | REPLIES TO ME | TOTAL PARTICIPANTS |
|---------------------------------------|--------------------------|-------------|--------------|---------------|--------------------|
| <input type="checkbox"/> A test forum | Description of the forum | 1 | 0 | 0 | 1 |

Displaying 1 to 1 of 1 items | [Show All](#) | [Edit Paging...](#)

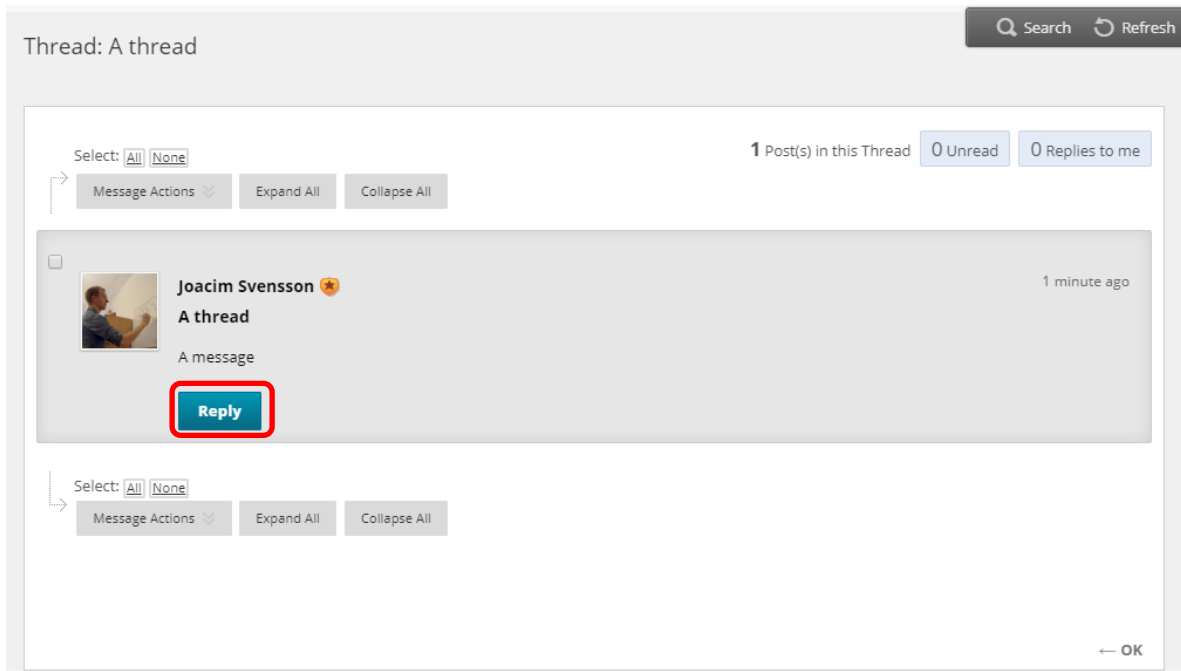
Here, you can create your own feed by clicking on "Create Thread" or answer in the existing threads by clicking on the text under "Thread" (in this case "A thread").

Create Thread Subscribe Search **Display** ▾

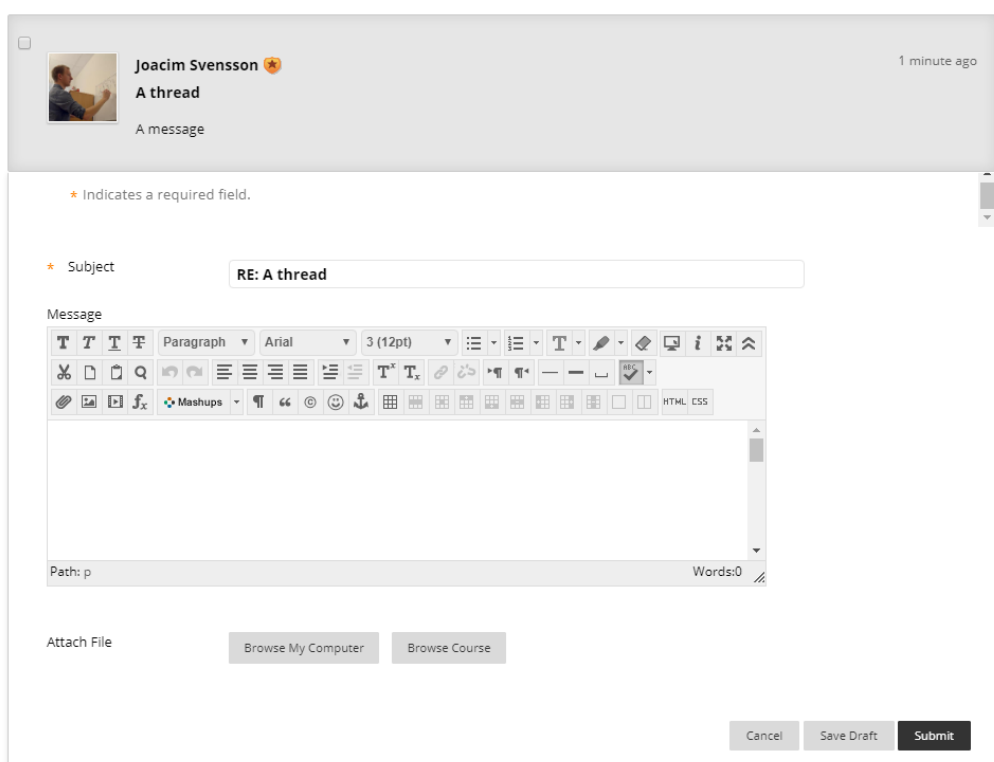
| DATE | THREAD | AUTHOR | STATUS | UNREAD POSTS | REPLIES TO ME | TOTAL POSTS |
|----------------|--------------------------|-----------------|-----------|--------------|---------------|-------------|
| 22/08/17 22:13 | A thread | Joacim Svensson | Published | 0 | 0 | 1 |

Displaying 1 to 1 of 1 items | [Edit Paging...](#)

Here you can see what the teacher has written, and you can click on "Reply" to answer.

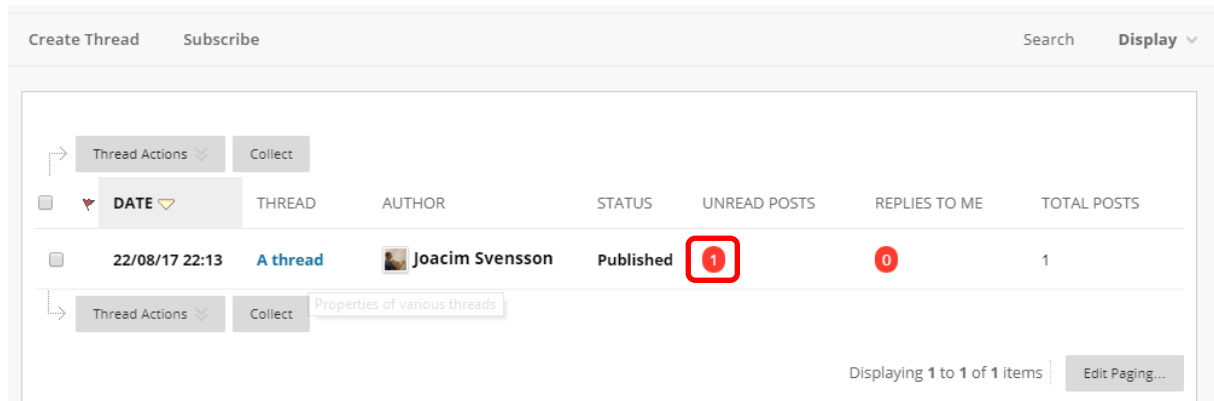


You can answer in the same way and then click on "Submit" to send your post to the thread.



Posts That Have Not Been Read

If you have not read all posts, you will see a number beneath the heading "Unread Posts".



See All Threads

At the top-right (see picture below), you can see "List View" and "Tree View".

List View All threads, one after the next (standard).

Tree View All threads, one after the next – but here you will see a small plus sign (+) to the left of the threads. Click on the plus sign to see posts in this thread. There is also a minus sign (-) that you can use to hide posts.

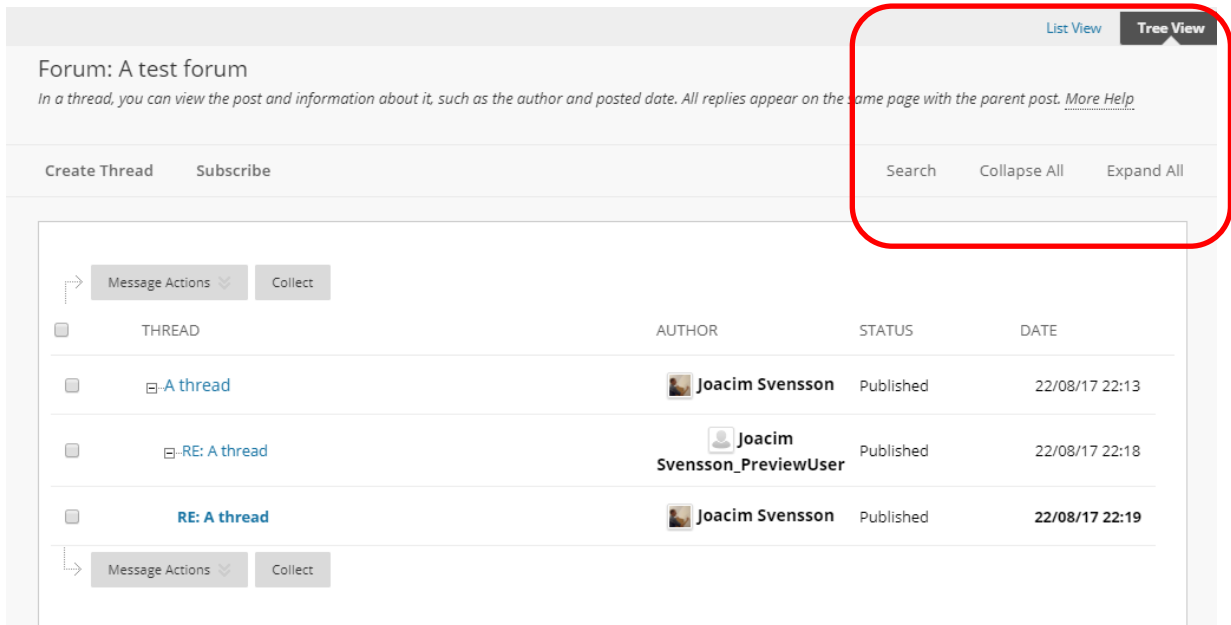
Just below "List View" and "Tree View", there are the options "Search", "Collapse All" and "Expand All". If you have chosen "List View", then you will see "Search" only.

Search To look for a key phrase or post written within a certain timeframe.

Collapse All Hide all answers to the threads.

Expand All Show all answers in the threads.

This picture shows a forum after you have selected "Tree View" and "Expand All".



Forum: A test forum
In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post. [More Help](#)

Create Thread Subscribe

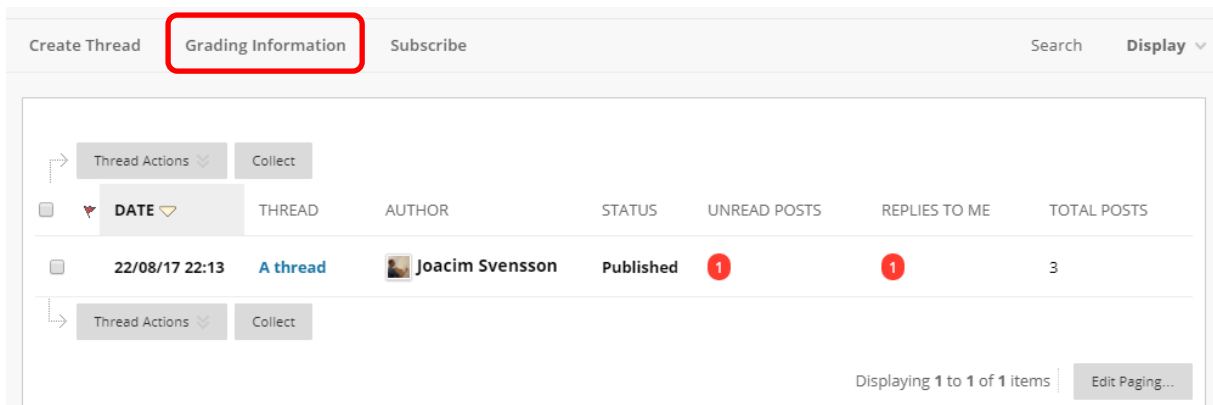
List View **Tree View**

Search Collapse All Expand All

| Message Actions | Collect | THREAD | AUTHOR | STATUS | DATE |
|-----------------|---------|------------------------------|---|-----------|----------------|
| | | A thread | Joacim Svensson | Published | 22/08/17 22:13 |
| | | RE: A thread | Joacim Svensson Svensson_PreviewUser | Published | 22/08/17 22:18 |
| | | RE: A thread | Joacim Svensson | Published | 22/08/17 22:19 |

Message Actions Collect

A forum can be a graded activity, meaning that the teacher can grade your participation in the forum. If the teacher has chosen to grade your participation in the forum, you can click on "Grading Information" to get more information.



Create Thread **Grading Information** Subscribe Search Display ▾

| Thread Actions | Collect | DATE | THREAD | AUTHOR | STATUS | UNREAD POSTS | REPLIES TO ME | TOTAL POSTS |
|----------------|---------|----------------|--------------------------|-----------------|-----------|--------------|---------------|-------------|
| | | 22/08/17 22:13 | A thread | Joacim Svensson | Published | 1 | 1 | 3 |

Thread Actions Collect

Displaying 1 to 1 of 1 items Edit Paging...

Collection

Users can collect posts into a printable, sortable format. Collections are a good way to organise posts for quick reading. A Collection must be created to tag posts. [More Help](#)

Print Preview Filter

Sort by Date of Last Post Order ▼ Descending


Select: All None

Mark ▼

Thread: A thread **Posted Date:** 22 August 2017 22:18

Post: [RE: A thread](#) **Status:** Published

Author:

 Joacim Svensson_PreviewUser


An answer

Reply Quote Mark as Unread

Select: All None

Mark ▼

Forum Statistics > ⌵ ⌶

 Svensson_PreviewUser Joacim (1)

GRADE

22/08/17 22:26 1.00 /1

Comments

Feedback to Learner

22/08/17 22:26

Your answer was detailed and on point, well done!

The teacher can also create a forum in which you must make your own thread in order to see any other threads. You will see clearly what applies, and you can click on "Create Thread".

Forum: Post First

Organise Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

This is a 'post-first' discussion forum.

There are currently 0 threads in this forum. Create a thread to help start the conversation!

[Create Thread](#)

FORUM DESCRIPTION

This is a "post-first" forum. You need to create your own thread before you can see any of the other threads

Once you have done this and you have written your text, the other threads in the forum will be visible.