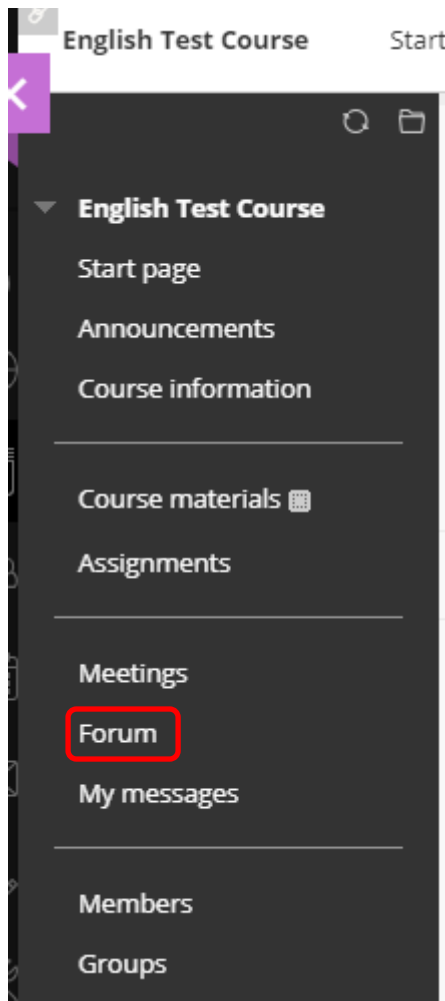# Discussions in Forum

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.

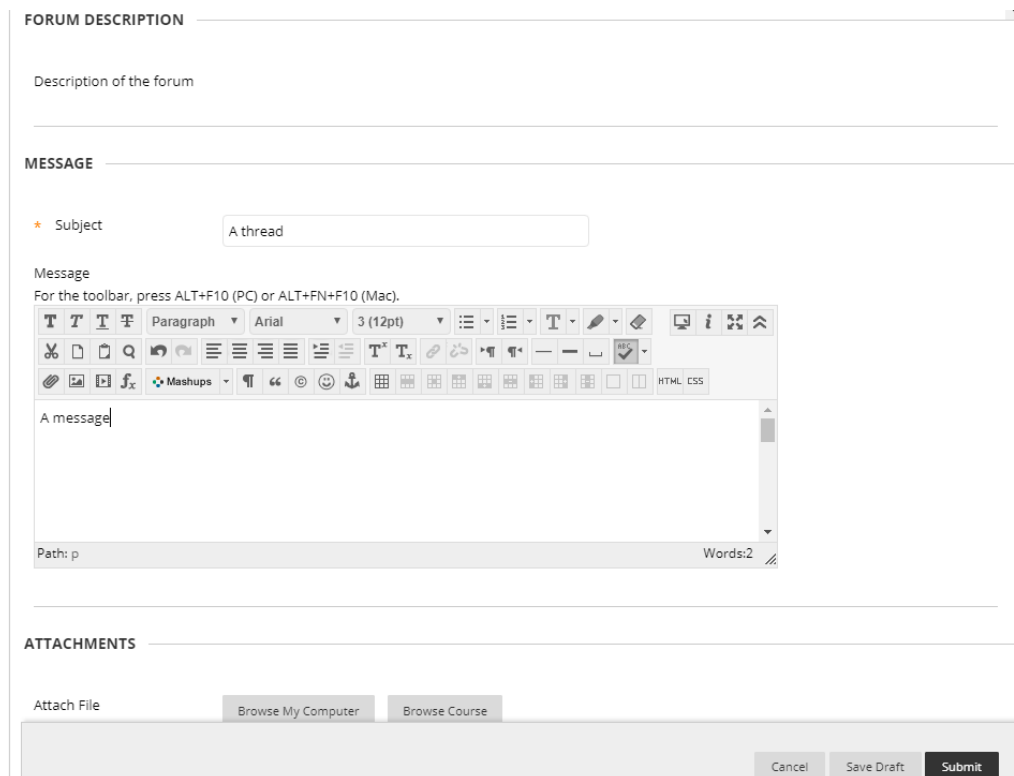## Create a Thread

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.

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.
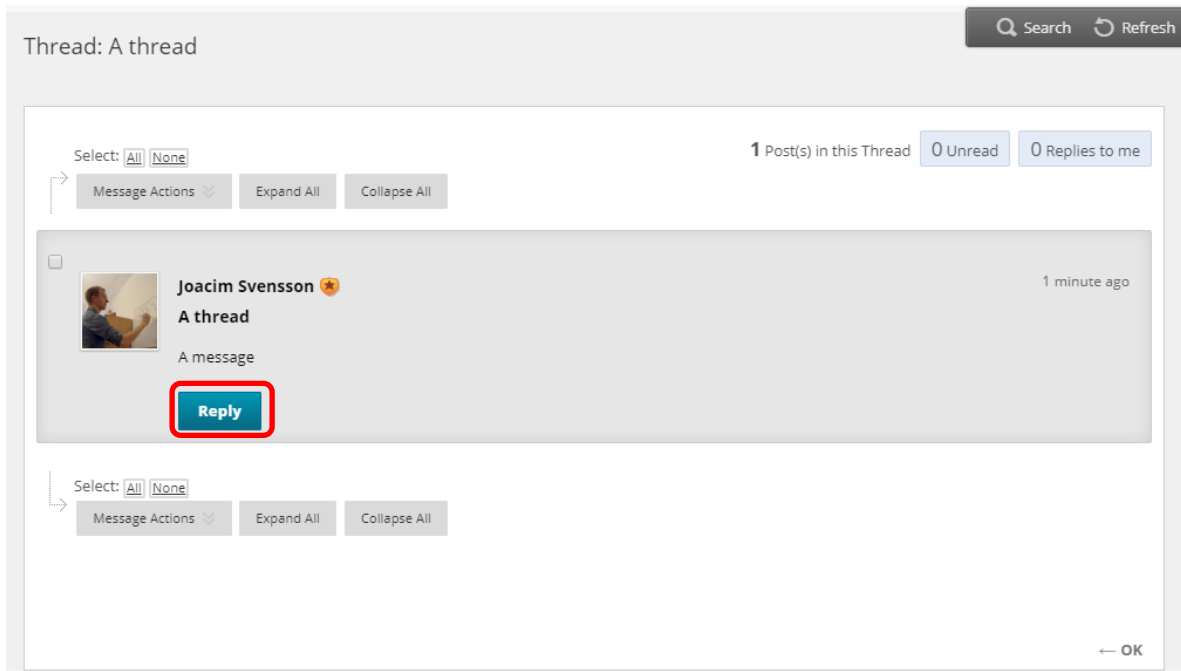

Here, you can create your own feed by clicking on "Create Thread" or answer in the existing threads by clicking on the text under "Thread" (in this case "A thread").
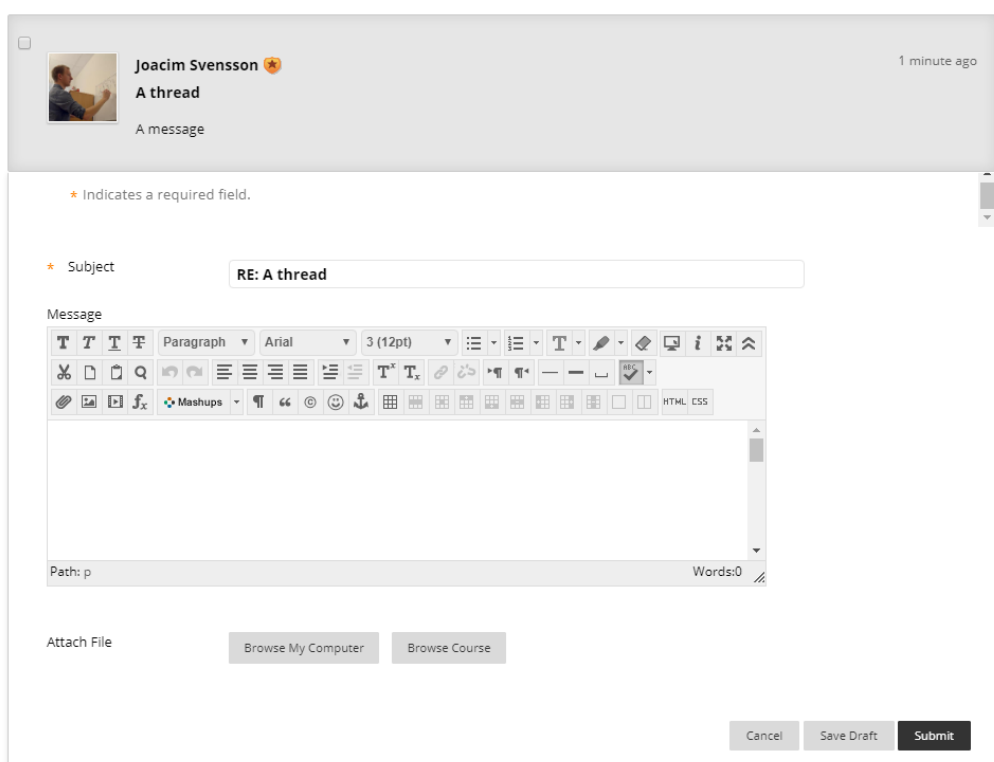
Here you can see what the teacher has written, and you can click on "Reply" to answer.
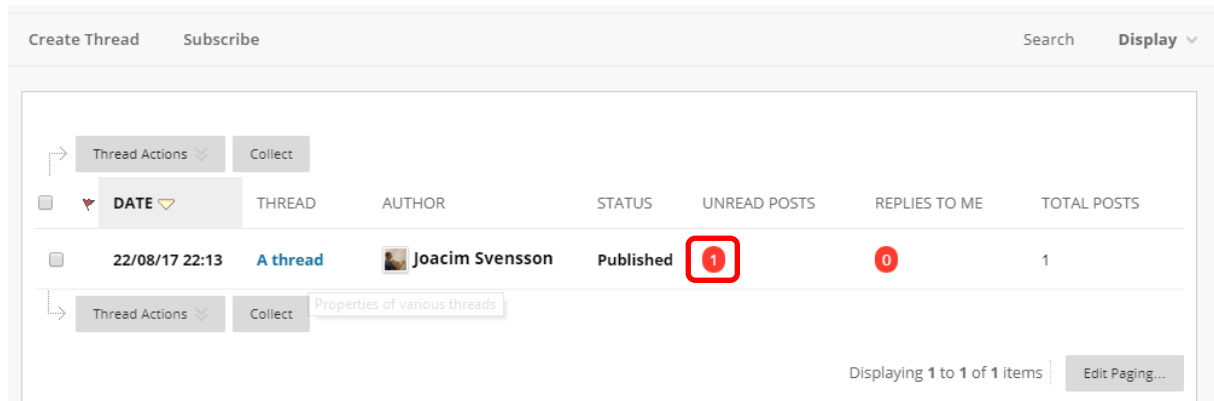

You can answer in the same way and then click on "Submit" to send your post to the thread.

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".

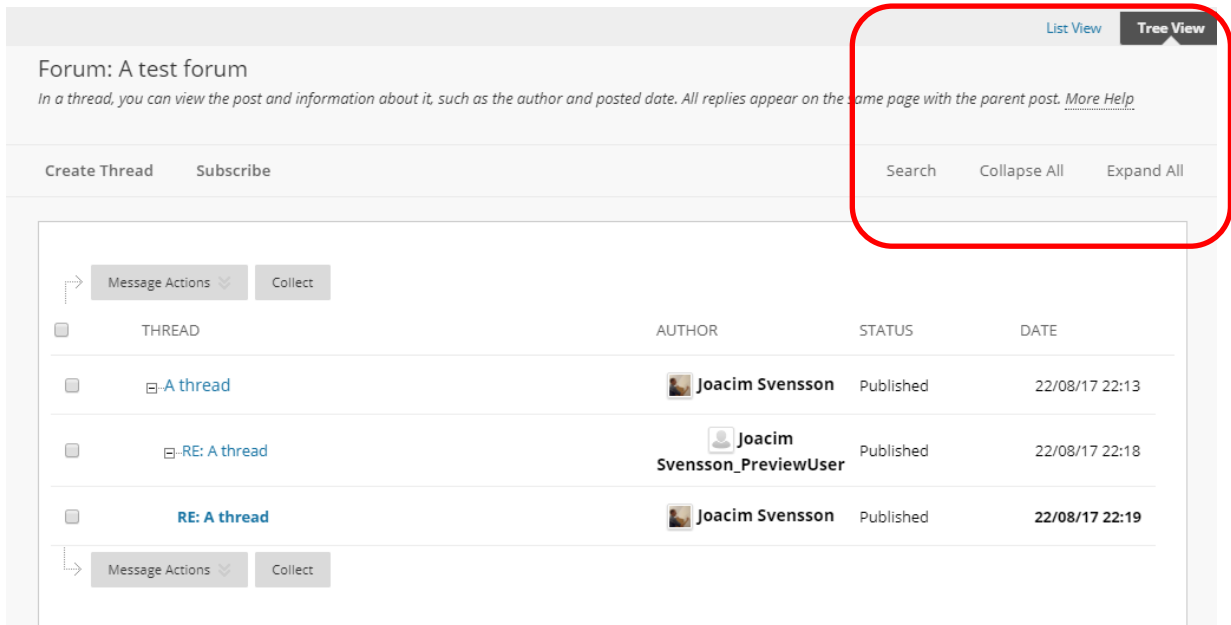|	
List View	All threads, one after the next (standard).
Tree View	All threads, one after the next – but here you will see a small plus sign (+) to the left of the threads. Click on the plus sign to see posts in this thread. There is also a minus sign (-) that you can use to hide posts.

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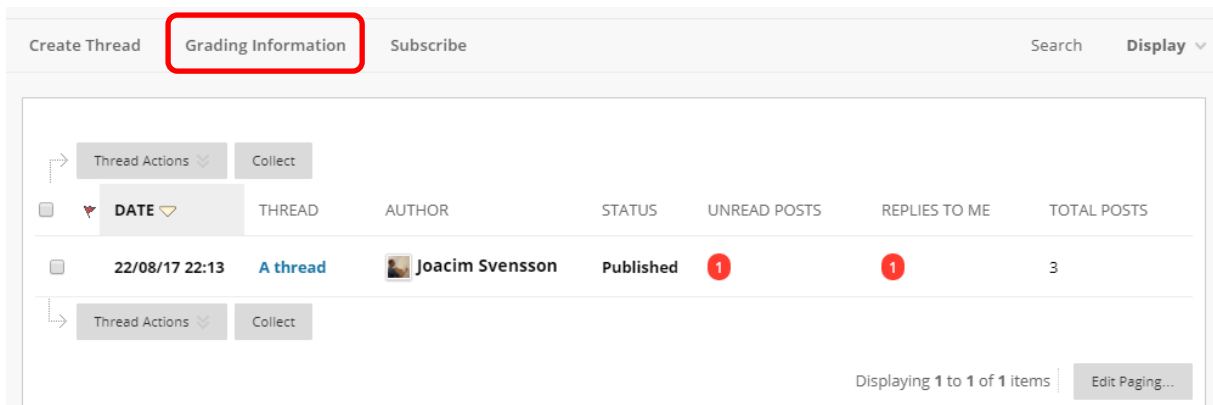
A forum can be a graded activity, meaning that the teacher can grade your participation in the forum. If the teacher has chosen to grade your participation in the forum, you can click on "Grading Information" to get more information.

Dalarna University

NGL Centre

HÖGSKOLAN
DALARNA

Telephone: 023 – 77 88 88

Email: support@du.se

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".

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