

How to Post to a Forum

Forums in Moodle provide essential student-to-student and instructor-to-student communication within a course. Posting to a forum varies, depending on the forum type. Forums default to **Standard forum for general use**, but instructors have several different forum types available to them.

A Single Simple Discussion

This forum is a single discussion topic in which everyone can reply to. It cannot be used with separate groups.

1. Click on the forum assignment link.
2. Click **Reply**.
3. Type the response in the **Message** textbox.
4. Scroll to the bottom of the page and click the **Post to forum** link.

Each Person Posts One Discussion

Each student can post one new discussion topic in which everyone can then reply to.

1. Click on the forum assignment link.
2. Click **Add a new discussion topic**.
3. Type the title and response in the **Subject** and **Message** textboxes.
4. Scroll to the bottom of the page and click the **Post to forum** link.
 - a. Note: After one discussion topic is posted, no other discussions can be added by user. (Message: You do not have permission to add a new discussion topic for all participants.) However, students can reply to other peers' posts.

Q and A Forum

The instructor will post the initial forum, and students will then reply to that post instead of starting their own prompts. This ensures that the students post their perspectives independently before they are allowed to view other students' responses.

Instructor Directions

1. Click on the forum assignment link.
2. Click **Add a new question**.
3. Type the title and response in the **Subject** and **Message** textboxes.
4. Scroll to the bottom of the page and click the **Post to forum** link.

Student Directions

1. Click on the forum assignment link.
2. Click the discussion post made by the instructor.
3. Click **Reply** and type the response in the **Message** textbox.
4. Scroll to the bottom of the page and click the **Post to forum** link.

Standard Forum Displayed in a Blog-like Format

This is an open forum that allows anyone to start a new discussion at any time; it displays discussion topics on one page with **Discuss this topic** links.

1. Click on the forum assignment link.
2. Click either **Add a new topic** or **Discuss this topic**.
 - a. **Add a new topic**: Type the title and response in the **Subject** and **Message** textboxes.
 - b. **Discuss this topic**: Click **Reply** and type the response in the **Message** textbox.
3. Scroll to the bottom of the page and click the **Post to forum** link.

Standard Forum for General Use

This is an open forum where anyone can start a new discussion at any time.

1. Click on the forum assignment link.
2. Click **Add a new discussion topic**.
3. Type the title and response in the **Subject** and **Message** textboxes.
4. Scroll to the bottom of the page and click the **Post to forum** link.