

# Student Tutorial: Moodle Forums (Posting)

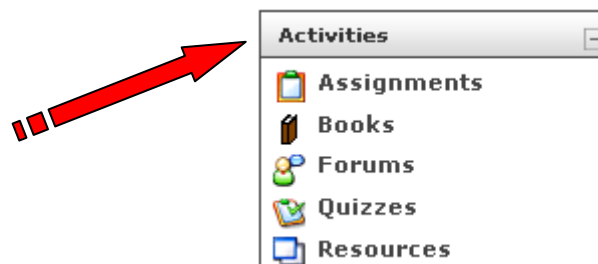
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1. Best Practice: Before you log into Moodle you must have cookies enabled. If you are using **Internet Explorer** the default setting is for cookies to be disabled and the result is the server will not record your answers and you will get ZERO credit. It is generally safer to use the **Firefox** web browser because it *normally* defaults to accepting cookies. \* DO NOT USE SAFARI WEB BROWSER \*

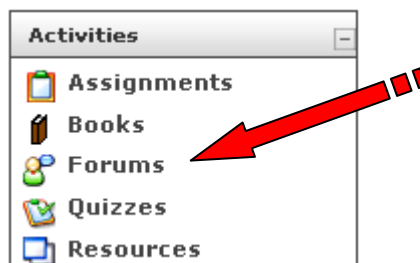
- **How to set your cookies:** Follow the directions on this web page:  
<http://www.google.com/cookies.html>
- For additional **Technical Help** visit these web pages:  
<http://moodle.lattc.edu/mod/resource/view.php?id=73063>  
<http://college.lattc.edu/online/technical-help>

2. Log in to your online class

3. On the left side of class room area look for the **Activities** Module





4. Click on **Forums**



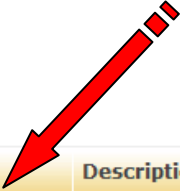
5. A new window will appear displaying all available **Forums**.



**Learning forums**

Section	Forum	Description	Discussions	Unread posts
1	<b>Assignments Discussion</b>	Post all your questions and suggestions about creating and using the <b>assignment</b> field in this forum.	0	0
2	<b>Chat Discussion</b>	Post your questions and suggestions about creating and using <b>chat rooms</b> in this forum.	1	1  
3	<b>Choice Discussion</b>	Post your questions and suggestions about creating and using the choice module in this	1	0

6. Under **FORUM** click on the forum you want to enter. **Read the directions carefully. Notice the due date; make sure you are posting in the correct forum.**

**Learning forums**



Section	Forum	Description	Discussions	Unread posts
1	<b>Assignments Discussion</b>	Post all your questions and suggestions about creating and using the <b>assignment</b> field in this forum.	0	0
2	<b>Chat Discussion</b>	Post your questions and suggestions about creating and using <b>chat rooms</b> in this forum.	1	1  
3	<b>Choice Discussion</b>	Post your questions and suggestions about creating and using the choice module in this	1	0

7. Once you have selected a forum a new window will appear displaying the selected forum.  
**Read the directions carefully. Notice the due date; make sure you are posting in the correct forum.**

***EXAMPLE: Introduction forum.***

**Introduction - Due June 22**

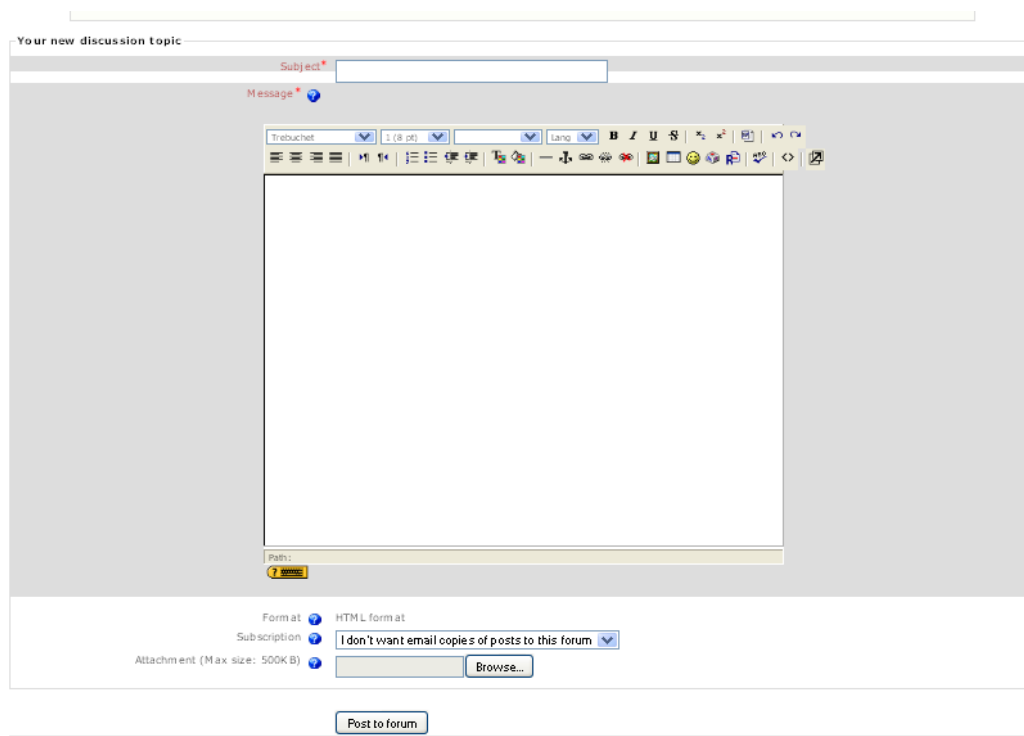
The purpose of the introductions is to help you learn who is participating in the class and to make everyone feel more comfortable in the virtual setting. You might find a common interest and meet a new friend!

1. Write an introduction on paper or using your word processor. Include the following items:
  - o Your Name
  - o What made you decide to take this class online. Have you taken other classes online in the past and how if so, what advice do you have for students who are new to taking online classes?
  - o Something about yourself, such as a hobby, a special interest, or an expertise.
2. Your introduction posting will receive the points, not the responses.
3. After posting your introduction, read other student introductions and give some responses of encouragement. IF you don't do responses, you won't earn a full 25 points.

8. Click on the **Add a new discussion topic** button to post in the forum.

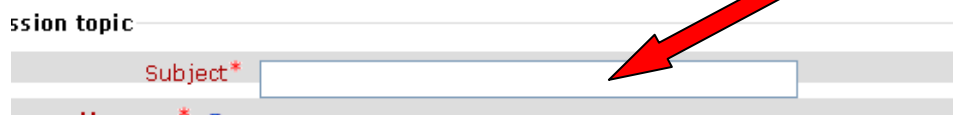


9. Once you have clicked Add a new discussion topic button, a new window will appear with a text editor. ***HERE YOU WILL POST YOUR DISCUSSION.***



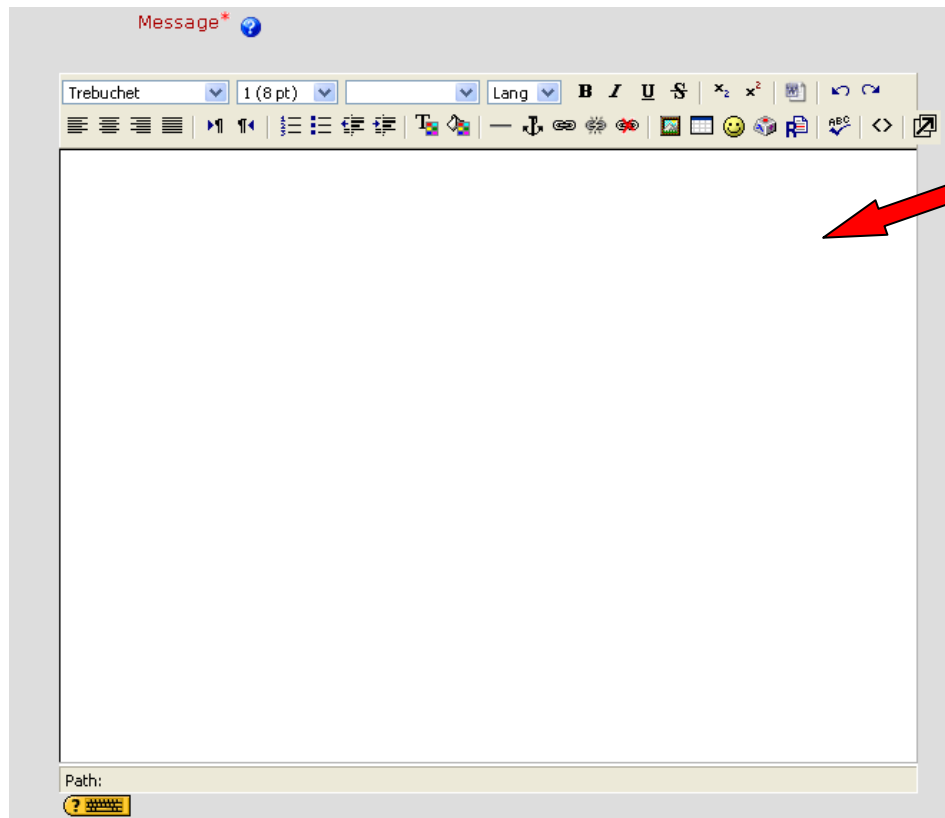
The screenshot shows a web form titled "Your new discussion topic". At the top, there is a "Subject\*" text input field. Below it is a "Message\*" section with a rich text editor. The editor's toolbar includes options for font face (Trebuchet), size (18 pt), color (Lime), and text formatting (bold, italic, underline, strikethrough). Below the editor is a "Path:" field with a "Browse" button. At the bottom of the form, there are settings for "Format" (HTML form at), "Subscription" (I don't want email copies of posts to this forum), and "Attachment" (Max size: 500K B) with a "Browse..." button. A "Post to forum" button is located at the very bottom of the form.

10. Make sure to type in a **SUBJECT** title for your post.



This image is a close-up of the "Subject\*" input field from the form above. A large red arrow with a black outline points directly to the empty text box, emphasizing the instruction to enter a subject.

11. POST YOUR **DISCUSSION** IN THIS AREA.



- These tools allow formatting for your text.



13. Once you have typed in your discussion take notice of these notification **OPTIONS**:



The screenshot shows a forum post form. At the top, there is a 'Path:' field with a question mark icon. Below it is a 'Subscription' section with a help icon and a dropdown menu currently set to 'I don't want email copies of posts to this forum'. A red arrow points to this dropdown menu. Below the subscription section is a 'Post to forum' button. At the bottom of the form, there is a red error message: 'There are required fields in this form marked\*'.

- *A drop down menu allows you to choose from (I don't want emails copies of posts to this forum: **A**) OR (Send me email copies of posts to this forum: **B**) if you choose (**A**) you will not be notified one someone has replied to your discussion nor when a new discussion has been posted to this forum. The good thing is that you will not receive possibly hundreds of emails from classmates posting to this forum. If you choose (**B**) you will be notified one someone has replied to your discussion and when a new discussion has been posted to this forum. But, you will receive possibly hundreds of emails from classmates posting to this forum.*

14. After you have typed in your **SUBJECT** title, typed in your **DISCUSSION** and you have selected notification **OPTION** click on the **POST TO FORUM** button to submit your post to the forum.

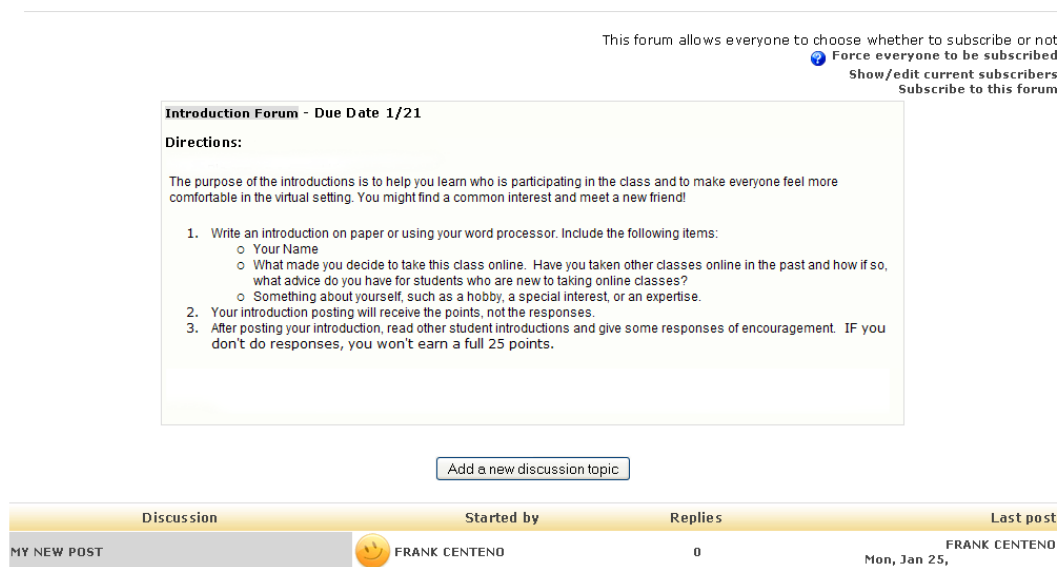


A close-up of the 'Post to forum' button, which is a rectangular button with rounded corners and a light blue border. A red arrow points to the button from the right side.

15. After you click on Post to Forum button a new page will appear indicating that you have **30 minutes to make any changes** to your Post.



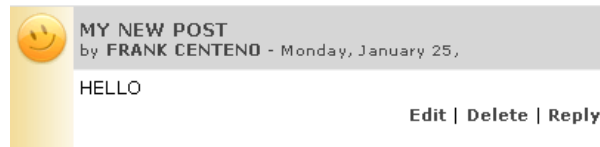
- Click on continue OR wait and a new page will appear displaying the **FORUM** and your **POST**.



16. To view your post under **DISCUSSION** click on title of your post.



17. After you click to view your post a new window will appear displaying your post.



- *The **EDIT** and **DELETE** options are visible and can be used until time allowed for editing has not expired.*

---- END -----