

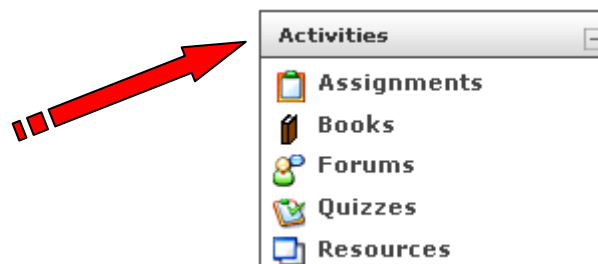
Student Tutorial: Moodle Forums (Reply)

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 *

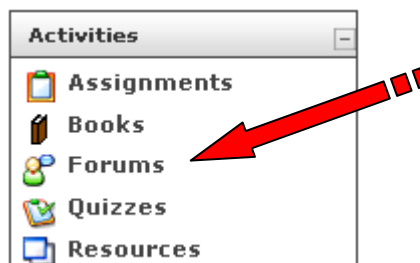
- **How to set your cookies:** Follow the directions on this web page:
<http://www.google.com/cookies.html>
- For additional **Technical Help** visit these web pages:
<http://moodle.lattc.edu/mod/resource/view.php?id=73063>
<http://college.lattc.edu/online/technical-help>

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	Assignments Discussion	Post all your questions and suggestions about creating and using the assignment field in this forum.	0	0
2	Chat Discussion	Post your questions and suggestions about creating and using chat rooms in this forum.	1	1 
3	Choice Discussion	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** and make sure you are posting your **REPLY** in the correct forum.

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1	Assignments Discussion	Post all your questions and suggestions about creating and using the assignment field in this forum.	0	0
2	Chat Discussion	Post your questions and suggestions about creating and using chat rooms in this forum.	1	1 
3	Choice Discussion	Post your questions and suggestions about creating and using the choice module in this	1	0



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

EXAMPLE: Introduction forum.

This forum forces everyone to be subscribed to this forum.
 Everyone is now subscribed to this forum.

Take a minute to introduce yourselves to each and share your educational or career goals.

[Add a new discussion topic](#)

Discussion	Started by	Replies	Last
Hello	SADIQA	0	SADIQA Sat, Feb ,
Hello!	CESAR	0	CESAR Sat, Feb ,
Hello!	JENNY	0	JENNY Thu, Feb ,
Hi there!	YHANDERI	0	YHANDERI Wed, Feb ,
Welcome	CHERYL	0	CHERYL Wed, Feb ,

8. To **REPLY** to someone's post, Click on the title(s) under **DISCUSSIONS**.

This forum forces everyone to be subscribed to this forum.
 Everyone is now subscribed to this forum.

Take a minute to introduce yourselves to each and share your educational or career goals.

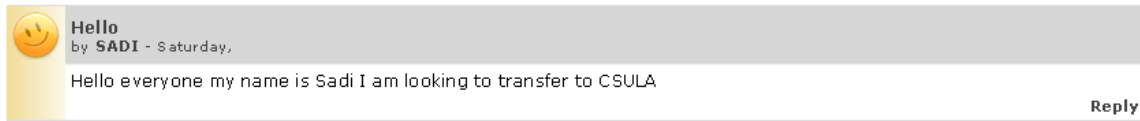
[Add a new discussion topic](#)

Discussion	Started by	Replies	Last
Hello	SADIQA	0	SADIQA Sat, Feb ,
Hello!	CESAR	0	CESAR Sat, Feb ,
Hello!	JENNY	0	JENNY Thu, Feb ,
Hi there!	YHANDERI	0	YHANDERI Wed, Feb ,
Welcome	CHERYL	0	CHERYL Wed, Feb ,

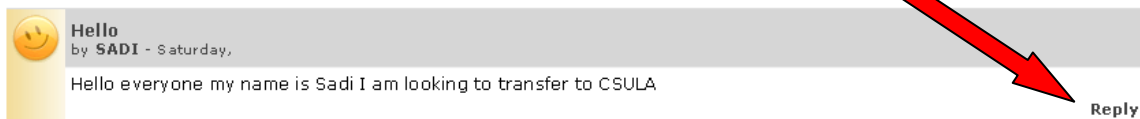
9. Example:

Hello	SADIQA	0	SADIQA Sat, Feb ,
Hello!	CESAR	0	CESAR Sat, Feb ,
Hello!	JENNY	0	JENNY Thu, Feb ,

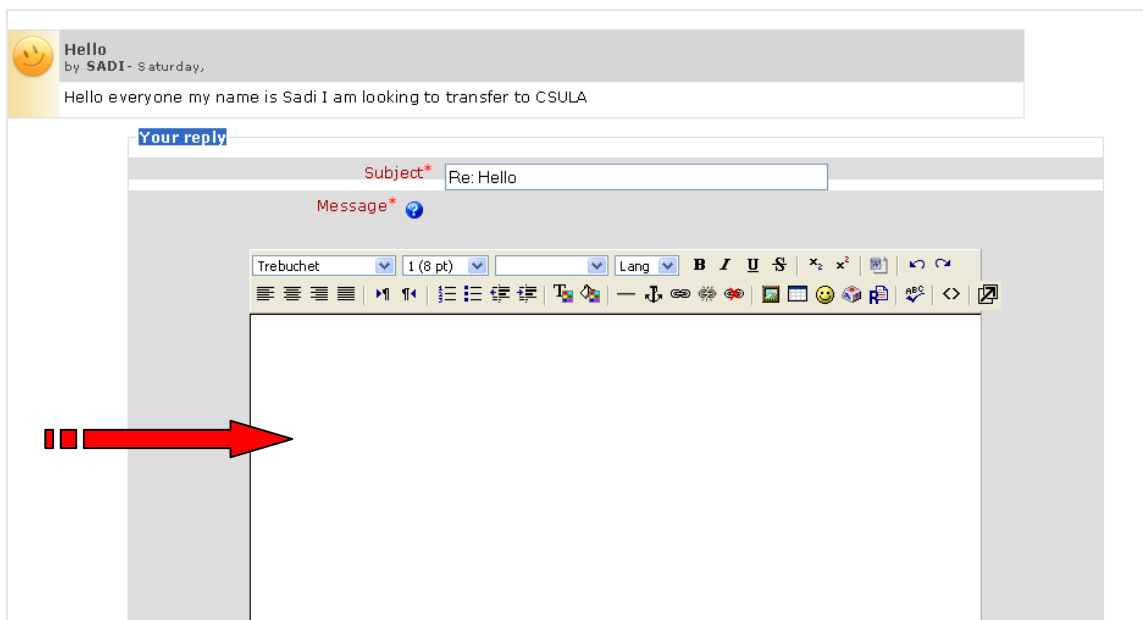
10. Once you have selected and clicked on a title under **DISCUSSIONS**, a new window will appear displaying the posting



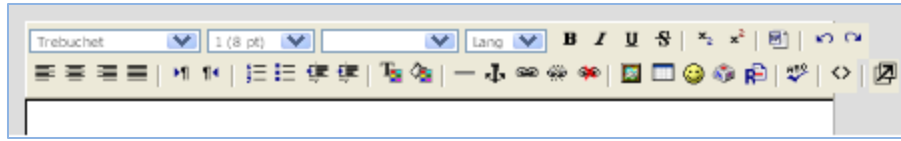
11. To **REPLY** to this post click on the word Reply.



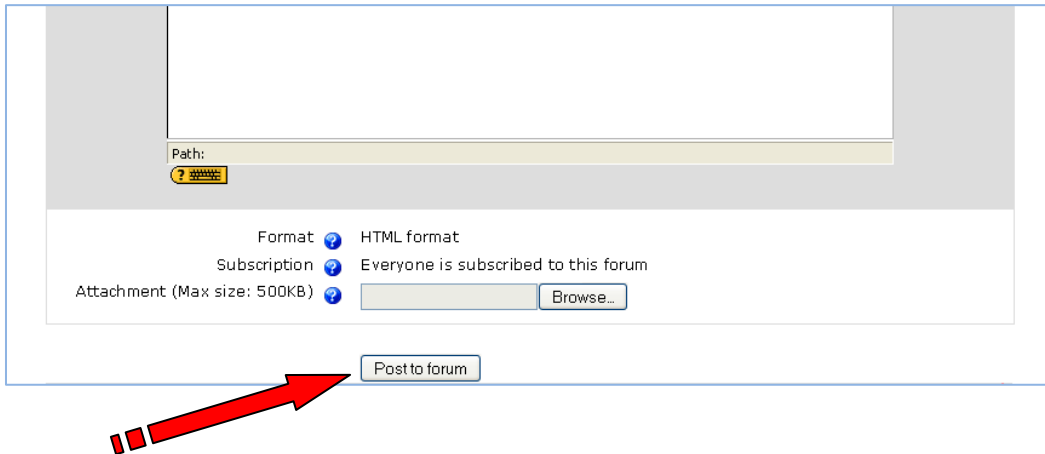
12. Once you have clicked REPLY, a new window will appear with a text editor. **HERE YOU WILL POST YOUR REPLY.**



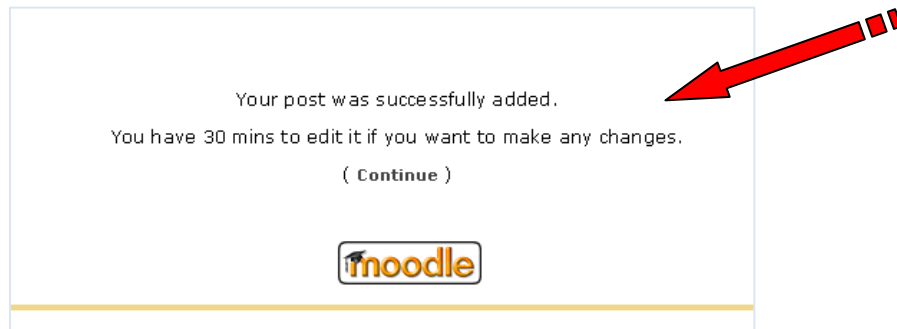
- These tools allow formatting for your text.



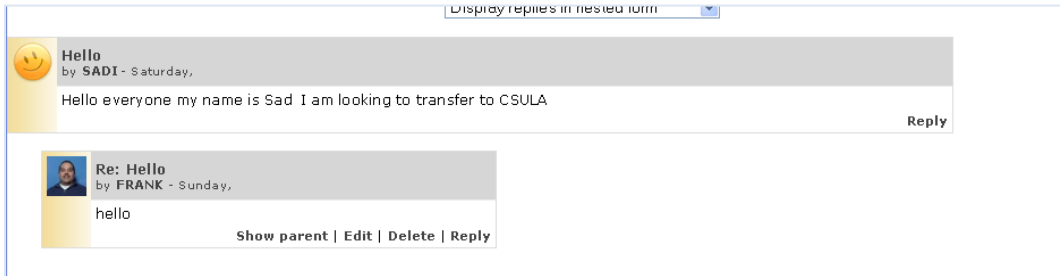
13. Once you have typed in your Reply, click on **Post to forum** button.



14. 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 Reply.



- Click on continue OR wait, a new page will appear displaying your **REPLY** and the **POST** you replied to.



15. To EDIT or DELETE your reply, click on the desired action word link.



- *The **EDIT** and **DELETE** options are visible and can be used until time allowed for editing has expired.*

---- END -----