Participating in a Discussion Forum in Moodle

One of the assignments required from your online instructor may be to post to a discussion forum. The discussion forum is a great way to collaborate with your peers and discuss course content according to the guidelines set by your instructor.

This tutorial will demonstrate the five different types of discussion forums in Moodle:

- Single Simple Discussion
- Each Person Posts One Discussion
- Standard Forum for General Use
- Questions and Answers (Q & A)
- Standard Forum Displayed in Blog-like Format

I. **Single Simple Discussion**

In this type of forum, new posts or topics are only created by instructors. Students have the ability to comment on an existing thread only.
Step 2
Read the question and instructions posted by your instructor.
To reply to the question, select: Reply

Step 3
You can now enter your response in the text box. You may also drag and drop an attachment in the dotted box, or browse for it using the “add” icon.
When you have finished your post, select: Post to forum

Notice the “Discussion Subscription” box is checked, this will send you notifications when other students post to this thread. Uncheck the box to stop receiving notifications.
II. Each Person Post One Discussion

In this type of forum, you will post a single discussion thread, but will have the ability to comment on the posts of other students.

Step 1

After opening the forum, read the question and instructions posted by your instructor, then select:

Add new discussion topic

Step 2

You can now enter your subject title and response in the text box. You may also drag and drop an attachment in the dotted box, or browse for it using the “add” icon.

When you have finished select: Post to forum
III. Standard Forum for General Use

In this type of forum, you will see a subject list of discussions, and must select a discussion to see the entire contents. You will also have the option of opening a new discussion topic.

Step 1

Select the discussion forum you wish to open under “Discussion, or select:

Add new discussion topic

to create a new discussion thread.

Step 2

You can now enter your subject title and response in the text box. You may also drag and drop an attachment in the dotted box, or browse for it using the “add” icon.

When you have finished select: Post to forum
IV. Questions and Answers

This forum is used when a teacher wants a student to answer a question, you will not be able to create new topics or a new thread. You will not have the ability to see the answers of other students, until you post your own.

**Step 1**
Select the title of the discussion question you wish to answer under “Discussion”.

Notice this forum has a message highlighted in red stating that in order to see the responses to these questions, you must first post your answer. Once you post your answer, the responses from other students will be visible.

**Step 2**
To post your answer, select:
Reply
Step 3

You can now enter your subject title and response in the text box. You may also drag and drop an attachment in the dotted box, or browse for it using the “add” icon.

When you have finished select: Post to forum

V. Standard Forum Displayed in Blog-like Format

This forum works similar to the Standard Forum, but each discussion is displayed as if it were a blog. To post in this type of forum, follow section III of this tutorial, “Standard Forum for General Use”.