

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:

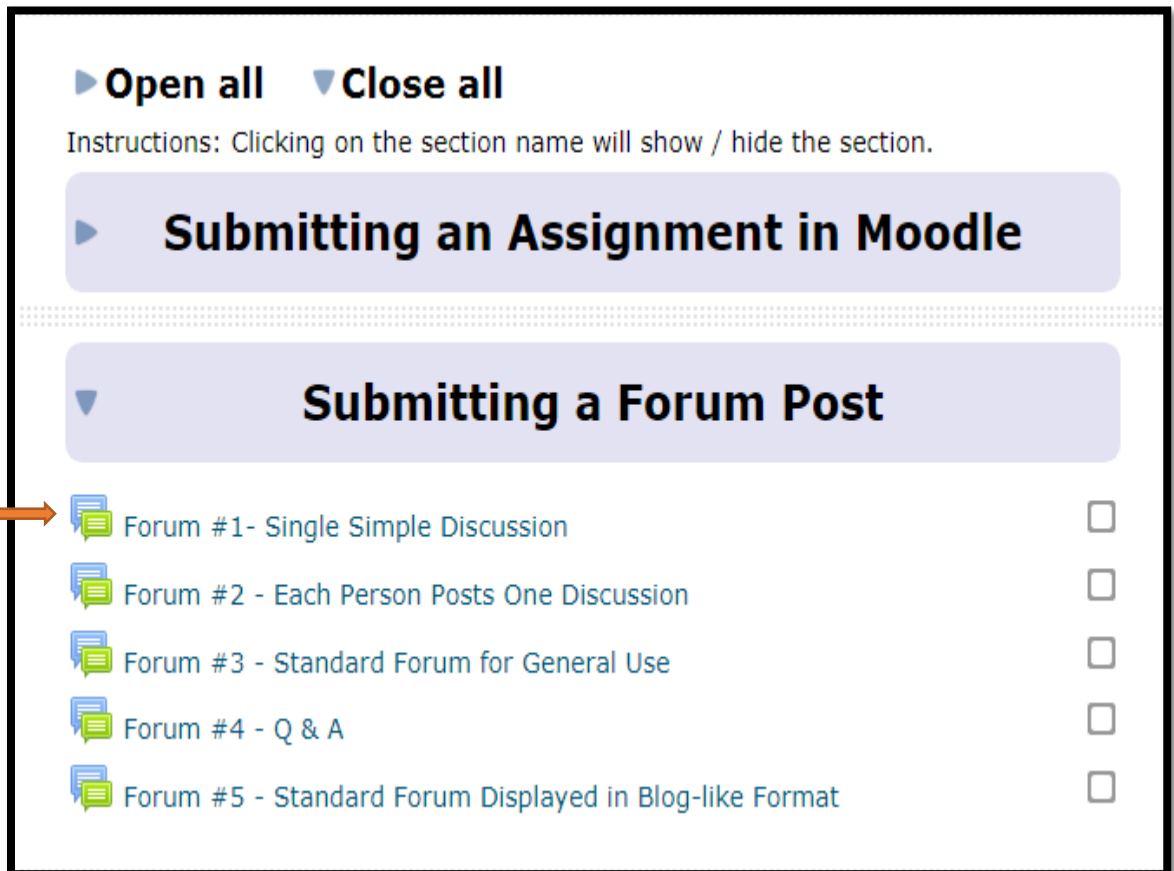
- Single Simple Discussion
- Each Person Posts One Discussion
- Standard Forum for General Use
- Questions and Answers (Q & A)
- Standard Forum Displayed in Blog-like Format

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 1

Select the appropriate forum to open the discussion.



The screenshot shows a Moodle interface for selecting a forum. At the top, there are two buttons: 'Open all' (with a right-pointing triangle) and 'Close all' (with a down-pointing triangle). Below these is an instruction: 'Instructions: Clicking on the section name will show / hide the section.' There are two main sections, each in a light purple rounded rectangle. The first section is titled 'Submitting an Assignment in Moodle' and has a right-pointing triangle icon. The second section is titled 'Submitting a Forum Post' and has a down-pointing triangle icon. Below the second section is a list of five forums, each with a speech bubble icon and a checkbox on the right:

- Forum #1 - Single Simple Discussion
- Forum #2 - Each Person Posts One Discussion
- Forum #3 - Standard Forum for General Use
- Forum #4 - Q & A
- Forum #5 - Standard Forum Displayed in Blog-like Format

An orange arrow points from the 'Step 1' text box to the first forum option, 'Forum #1 - Single Simple Discussion'.

Step 2

Read the question and instructions posted by your instructor.

To reply to the question, select:

Reply

The screenshot shows a forum interface. At the top, there's a title "Forum #1- Single Simple Discussion" and a button "Return to: Submitting a Fo...". Below the title is a dropdown menu set to "Display replies in nested form". The main content area features a post by "Jenifer1 Marquis" with a profile picture and the text: "Introductions - Single Simple Discussion by Jenifer1 Marquis - Wednesday, August 2, 2017, 4:59 PM". The post body contains instructions: "Please log in and post a thread telling the class a bit about yourself. Feel free to discuss as much or as little about yourself as you are comfortable. Please mention what grade level(s) and subjects you intend or desire to teach and any experience working in a school or with children in a structured educational environment." At the bottom right of the post, there are links for "Permalink" and "Reply", with the "Reply" link circled in red. At the bottom of the forum area, there is another "Return to: Submitting a Fo..." button.

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

The screenshot shows the "Your reply" form. The "Subject" field is pre-filled with "Re: Introductions - Single Simple Discussion". The "Message" field has a rich text editor toolbar and a text area with the placeholder "Type your forum response here.". Below the message field, there are two checkboxes: "Discussion subscription" (checked) and "Attachment" (unchecked). To the right of the "Attachment" checkbox, there is a note: "Maximum size for new files: 50KB, maximum attachments: 1". Below these is a file upload area with a dashed border and a blue arrow pointing down, with the text "You can drag and drop files here to add them.". At the bottom of the form, there are two buttons: "Post to forum" (circled in red) and "Cancel". An orange arrow points from the text in Step 3 to the "Attachment" checkbox.

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.

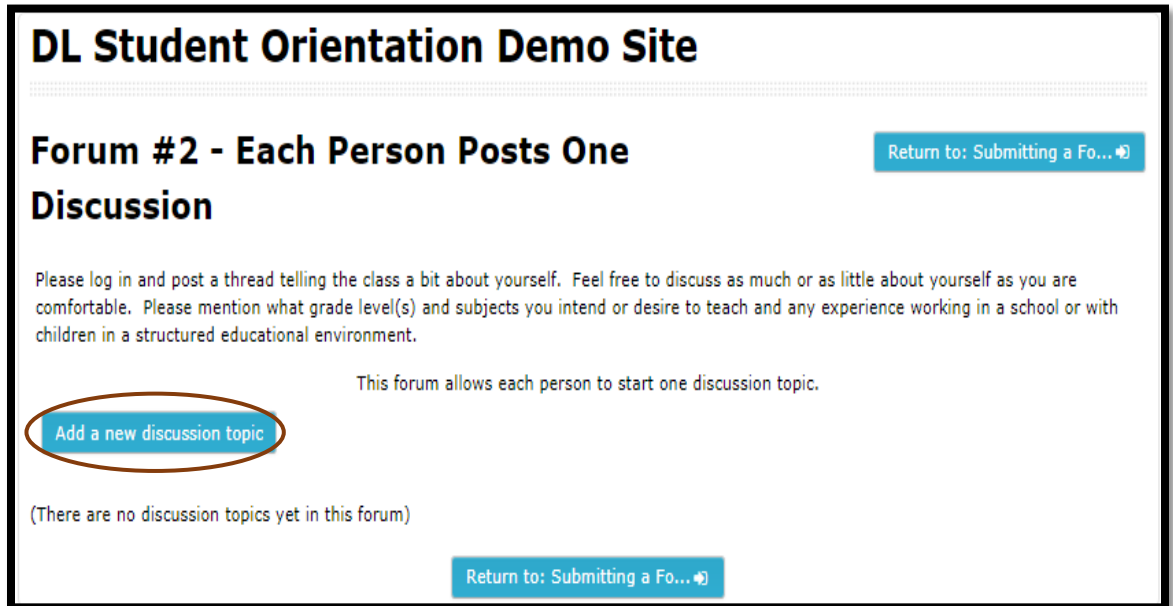
II. Each Person Post One Discussion

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

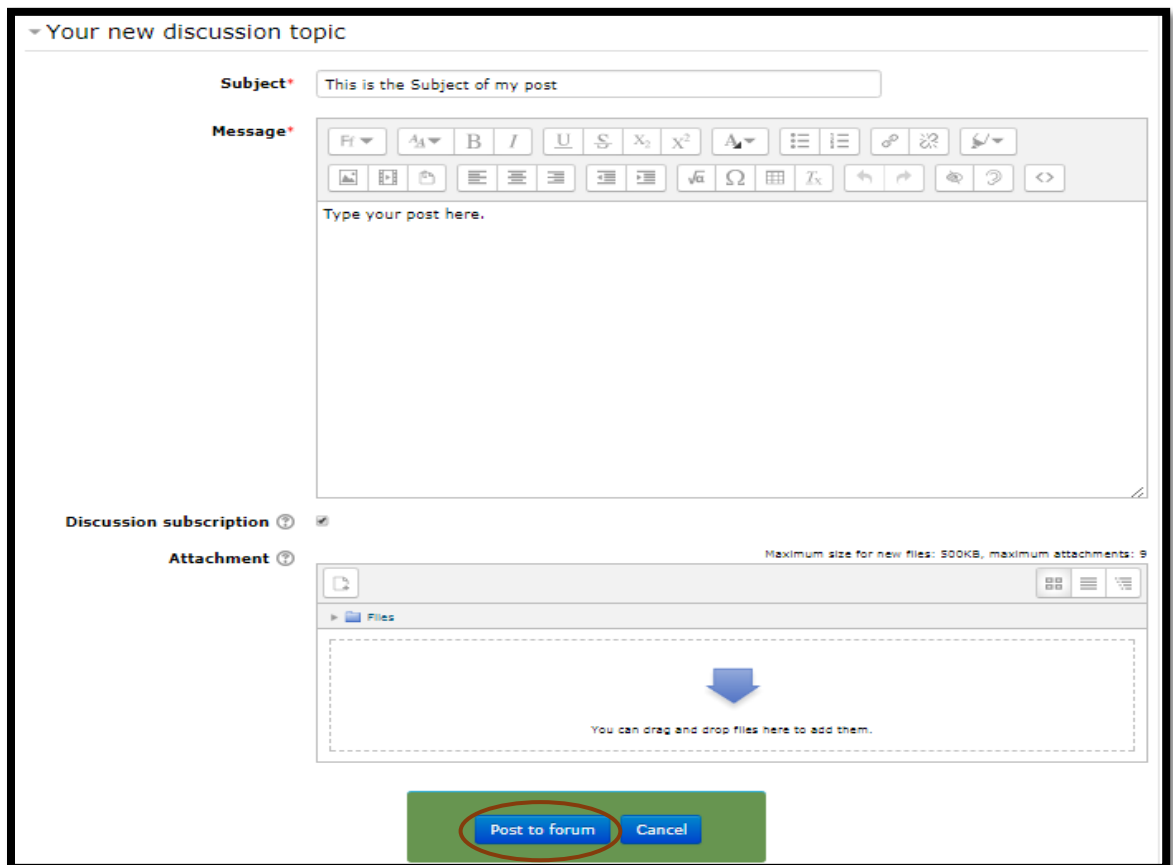


The screenshot shows the 'DL Student Orientation Demo Site' interface. At the top, it says 'Forum #2 - Each Person Posts One Discussion'. A blue button labeled 'Return to: Submitting a Fo...' is in the top right. Below the title, there is a paragraph of instructions: 'Please log in and post a thread telling the class a bit about yourself. Feel free to discuss as much or as little about yourself as you are comfortable. Please mention what grade level(s) and subjects you intend or desire to teach and any experience working in a school or with children in a structured educational environment.' Below this, it states 'This forum allows each person to start one discussion topic.' A blue button labeled 'Add a new discussion topic' is circled in red. At the bottom, it says '(There are no discussion topics yet in this forum)' and another blue button labeled 'Return to: Submitting a Fo...' is visible.

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**



The screenshot shows the 'Your new discussion topic' form. It has a 'Subject*' field with the text 'This is the Subject of my post'. Below it is a 'Message*' field with a rich text editor toolbar and a text area containing 'Type your post here.'. There is a 'Discussion subscription' checkbox which is checked. Below that is an 'Attachment' section with a file browser interface showing a 'Files' folder and a dotted box for dragging files. A blue arrow points down into the dotted box with the text 'You can drag and drop files here to add them.'. At the bottom, there are two buttons: 'Post to forum' (circled in red) and 'Cancel'.

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.

DL Student Orientation Demo Site

Your post was successfully added.
You have 30 mins to edit it if you want to make any changes.
Suzanne Turcotte will be notified of new posts in 'The days of week' of 'Forum #3 - Standard Forum for General Use'

Forum #3 - Standard Forum for General Use

[Return to: Submitting a Fo...](#)

Please log in and post a thread telling the class a bit about yourself. Feel free to discuss as much or as little about yourself as you are comfortable. Please mention what grade level(s) and subjects you intend or desire to teach and any experience working in a school or with children in a structured educational environment.

[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
The days of week	Suzanne Turcotte	0	Suzanne Turcotte Wed, Aug 9, 2017, 1:23 PM
The colors of the rainbow	Suzanne Turcotte	0	Suzanne Turcotte Wed, Aug 9, 2017, 1:21 PM

[Return to: Submitting a Fo...](#)

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**

▼ Your new discussion topic

Subject* This is the Subject of my post

Message*

Type your post here.

Discussion subscription

Attachment Maximum size for new files: 500KB, maximum attachments: 9

You can drag and drop files here to add them.

[Post to forum](#) [Cancel](#)

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".

Discussion	Started by	Replies	Last post
Introductions	Jenifer1 Marquis	0	Wed, Aug 2, 2017, 5:05 PM

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

Display replies in nested form

This is a question and answer forum. In order to see other responses to these questions, you must first post your answer

Introductions
by Jenifer1 Marquis - Wednesday, August 2, 2017, 5:05 PM

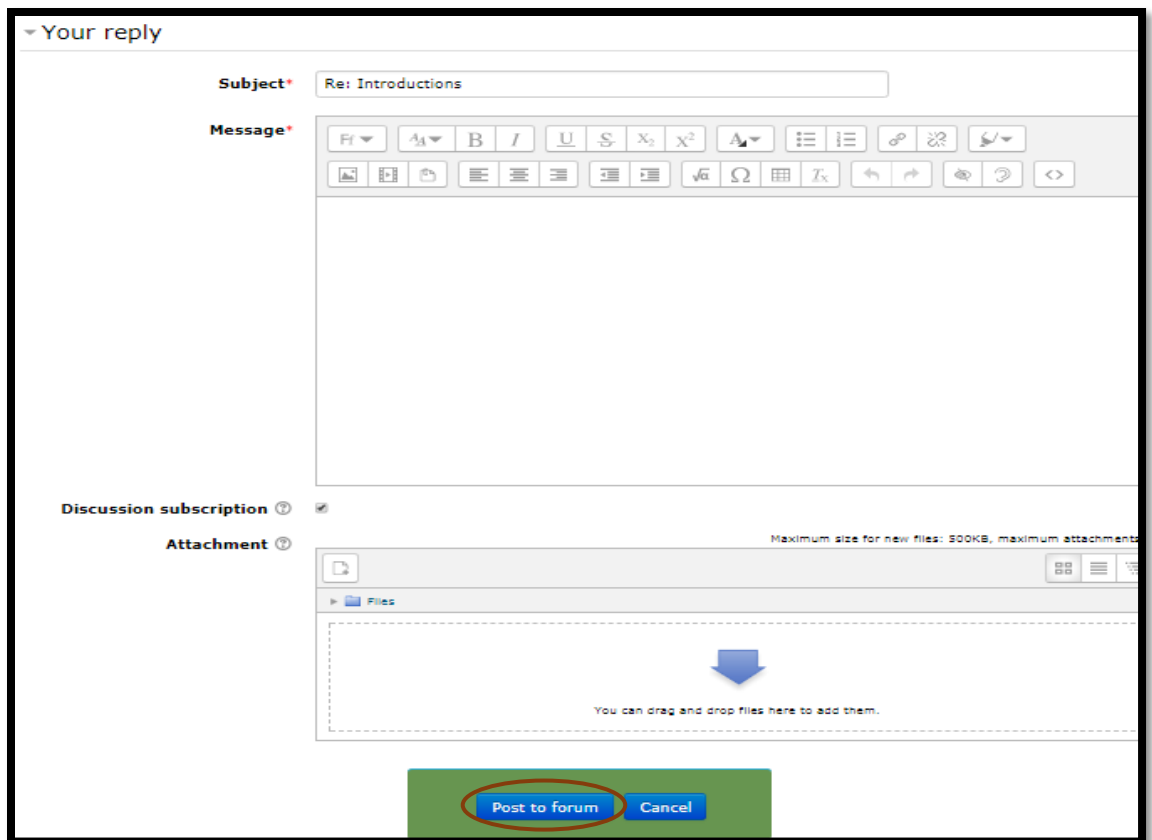
Please log in and post a thread telling the class a bit about yourself. Feel free to discuss as much or as little about yourself as you are comfortable. Please mention what grade level(s) and subjects you intend or desire to teach and any experience working in a school or with children in a structured educational environment.

Permalink | 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**



The screenshot shows a web form for replying to a forum post. At the top, the title is "Your reply". Below it is a "Subject*" field containing "Re: Introductions". The "Message*" field is a large text area with a rich text editor toolbar above it, including icons for font color, bold, italic, underline, strikethrough, link, unlink, list, and image. Below the message field is a "Discussion subscription" section with a checked checkbox. The "Attachment" section features a file browser interface with a dotted box for dropping files and a blue arrow pointing down. A note below the dotted box reads "You can drag and drop files here to add them." At the bottom, there are two buttons: "Post to forum" (highlighted with a red circle) and "Cancel".

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”.