



## Forum (Student version)

### Create a topic

1. Enter the forum by clicking on the link (the forum name) on the course home page.
2. Click on **Add discussion topic**.
3. Fill in **Subject** and **Message** sections (areas with exclamation marks have to be filled in). You can add images to your post using the **Image** button in the Message text editor.
4. Click on **Advanced** if you want to add an attachment to your post.
5. Click the **Post to forum** button.
6. You will see a message: "Your Post was successfully added. You have 1 hour to edit it if you want to make any changes."

### Reply to a topic

1. Go into the forum and click on the title of the discussion.
2. Click on **Reply** below and to the right of the post you want to reply to.
3. A text box appears. You can write a quick, unformatted reply here and click on **Post to Forum** to post to the forum. Click on the **Advanced** option to see the full text editor and file attachment area.
4. If you use the full editing interface, then fill in the **Message** section and click **Post to forum**.

### Forum views

A drop-down menu above each forum discussion allows you to choose your view:

- **Display replies flat, with oldest first.** This view displays the replies in the discussion in the order in which they were added with no nesting.
- **Display replies flat, with newest first.** The same as the first view, except the replies to the original post are displayed in reverse order.
- **Display replies in threaded form.** This view displays the original post with a summary of the replies underneath. You can click on the reply titles to read them. Replies to replies rather than the original post are nested.
- **Display replies in nested form.** This view displays the content of all the posts indented and ordered to show which replies are to the original post and which are replies to replies.

## Subscribe and unsubscribe

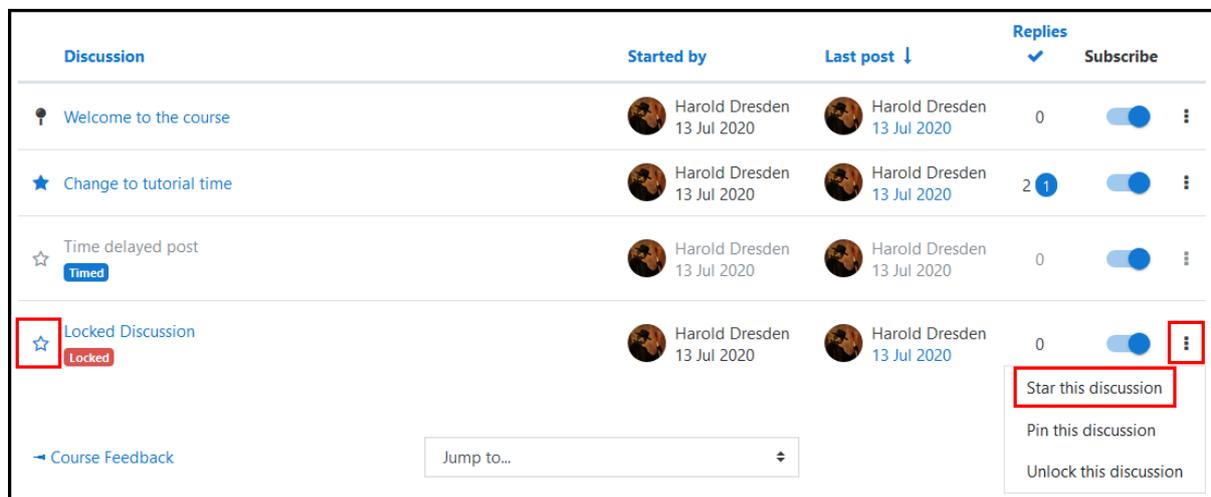
Every time you post to a forum you can choose whether or not you want to receive email copies of replies to that post (the **Discussion subscription** check box in the **Advanced** view). If you want to change your post subscription settings without making a post click on the subscribe toggle button next to the thread name when viewing the forum.

To subscribe/unsubscribe from a forum, enter it and click on the **Settings** button at the top right and select the subscribe/unsubscribe option.

## Starred posts

All users can choose to star posts that are important to them. Starred posts move to the top of the list of discussion threads below any pinned posts.

To star a post either click on the star icon next to the thread name or click on the three dots at the end of the row for the discussion and select Star this discussion.



The screenshot shows a forum discussion list with the following columns: Discussion, Started by, Last post ↓, Replies, and Subscribe. The list contains four items:

Discussion	Started by	Last post ↓	Replies	Subscribe
Welcome to the course	Harold Dresden 13 Jul 2020	Harold Dresden 13 Jul 2020	0	<input checked="" type="checkbox"/>
Change to tutorial time	Harold Dresden 13 Jul 2020	Harold Dresden 13 Jul 2020	2	<input checked="" type="checkbox"/>
Time delayed post <span>Timed</span>	Harold Dresden 13 Jul 2020	Harold Dresden 13 Jul 2020	0	<input checked="" type="checkbox"/>
Locked Discussion <span>Locked</span>	Harold Dresden 13 Jul 2020	Harold Dresden 13 Jul 2020	0	<input checked="" type="checkbox"/>

At the bottom left, there is a link for [Course Feedback](#). At the bottom center, there is a "Jump to..." search box. On the right side, a context menu is open for the "Locked Discussion" row, showing the following options:

- Star this discussion
- Pin this discussion
- Unlock this discussion