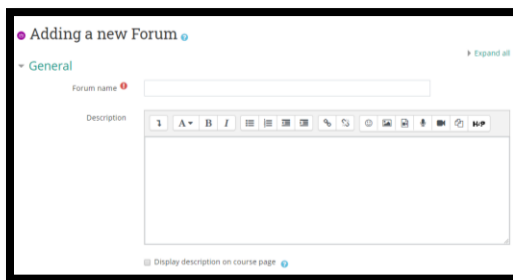


# How to Add and Use Forum (Discussion Boards)?

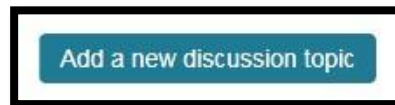
A forum is utilized for online discussions, recitations, and information sharing between faculty and students.

## Posting a new topic to a forum:

1. Select the course where you want to add the forum.
2. Click **Add and activity or resource** and select **Forum**. Type in **Forum Name** and **Description**. Click **Save and Return to Course**.



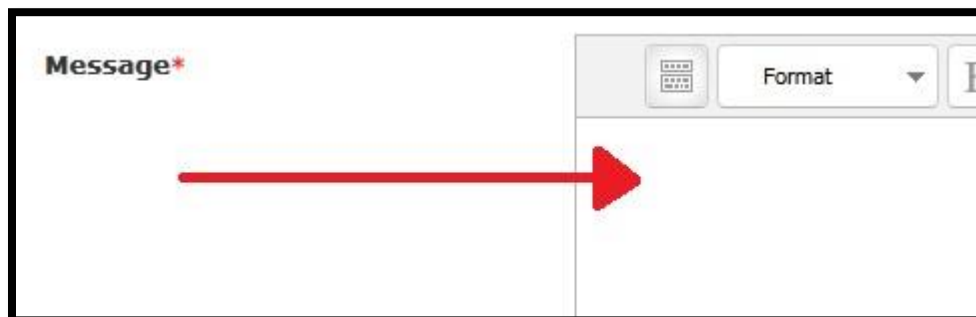
3. Click the Forum set, scroll down to **Add a new discussion topic** button at the bottom of the forum page.



- a. Input the topic for discussion in the **Subject** field.



- b. Type in questions or statements for discussion in the **Message** section.



- c. Uploading a file for discussion is also possible to the forum.



- d. Review post for errors then click the **Post to forum** button at the bottom of the page. The post can be edited within 30 minutes after posting.



4. Be sure to change the **Subscription** setting to reflect your preference
- a. If the teacher wants to receive emails of every post in the forum, check the box next to **Discussion subscription**.



- b. If not, uncheck the box.

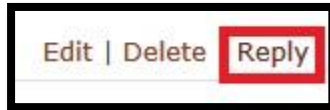


- c. Some instructors may have set the forum to force you to be subscribed or to not allow you to be subscribed, so these previous options will not appear.

# How to REPLY in the Forum (Discussion Boards)?

## Replying to a forum topic or question:

1. Click the name of the topic in the forum.
2. Click the **Reply** link at the bottom right of the post.



3. Type your reply/message/answer in the **Message** section.
4. You can change your subscription to a given forum at any time by clicking the name of the forum, then clicking the **Subscribe/Unsubscribe me from this forum** link at the top right of the window.