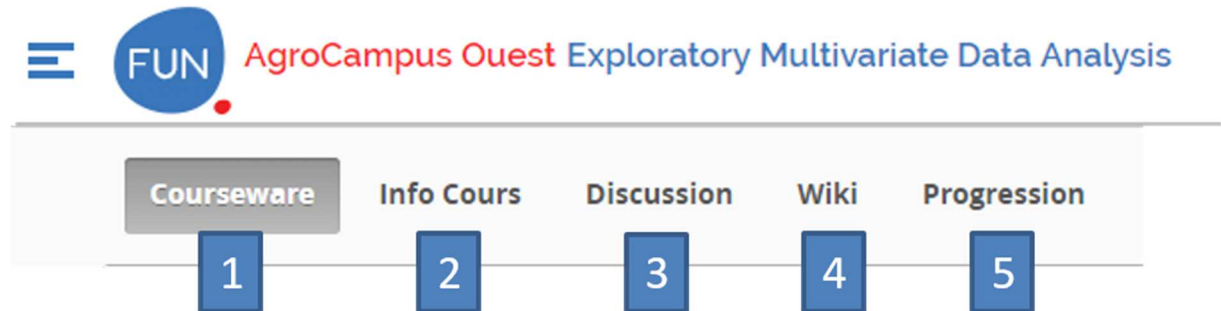


Forum User's Guide

Accessing the forum

You can access the forum via the Discussion tab 3



Organization

There is a forum for each part of the course, as well as three extra forums:

- Questions about R
- Technical questions
- General questions

By default, you have access to "All Discussions", sorted from most recent to oldest.



Ask a question or launch a discussion

If you would like to ask a question, please follow these steps:

1. Check that in the forum, the question you want to ask hasn't already been asked. Click on "All Discussions" and check in the forum relevant to your question.
2. Click on *New Post*
3. Choose whether you are asking a question or starting a discussion. Questions bring up problems in the hope of precise answers. Discussions are for sharing ideas and launching conversations.
4. **IMPORTANT.** Make sure to give the part of the course your question is related to. For example, if it's a PCA question, click on "Course1:PCA" and then choose the relevant theme from the list. This is a very important step to ensure that other users can reply to your question.

5. Add a precise title to your message. This is what will be visible to other users, and make them want to reply or not, or to help them make sure that their question is not the same as yours.
6. Write your message. Make it easy to read and understand. Ideally, just ask one question per message. Create a new message for each question.
7. Click on *Add Post* to confirm posting the message.

Replying to messages

You can:

- reply to questions or participate in a discussion already underway: click on the message, write your response, and click on *Submit*.
- vote for a message: click on the "+" sign at the top-right of the page. **A**
- follow a conversation: click on the star next to the first message (it will then appear in the "following" category) **B**
- highlight an inappropriate message: click on "More" then "Report" **C**

