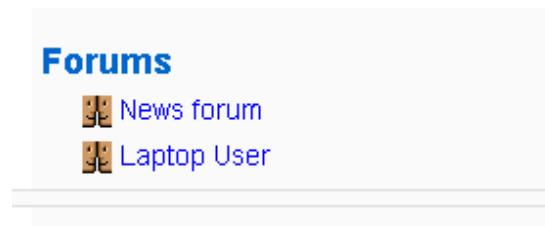


## Using the Forums

A forum is an area for discussion. A question or statement could be set and people can then respond to it, causing other to respond to their reactions as so on.

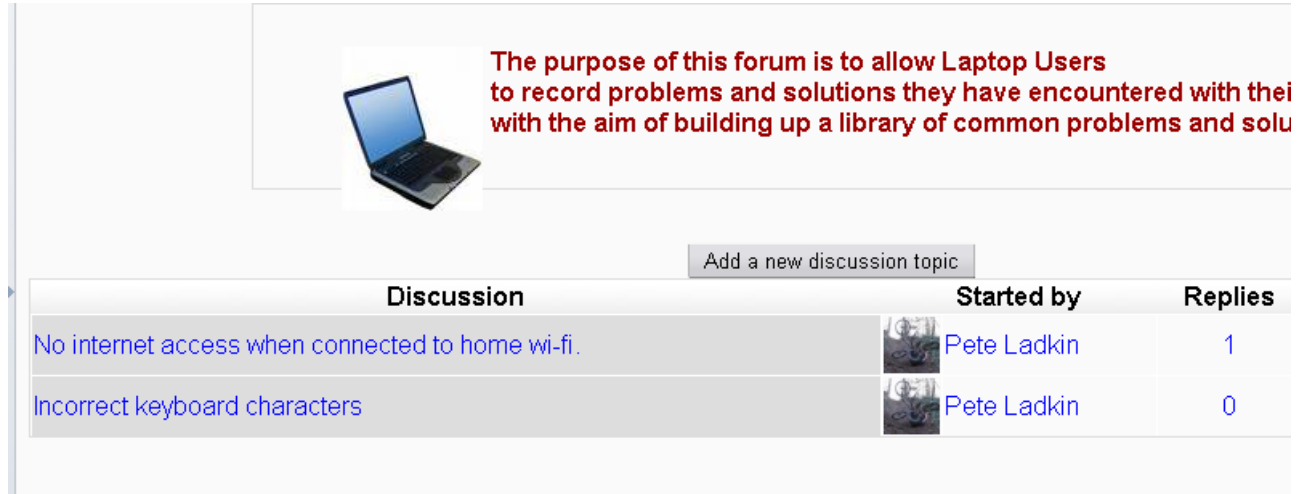
1. A forum has the following icon:





It may also have the word forum at the end of the link.

2. Click on the blue link to enter the forum

The following image shows an example of a forum.

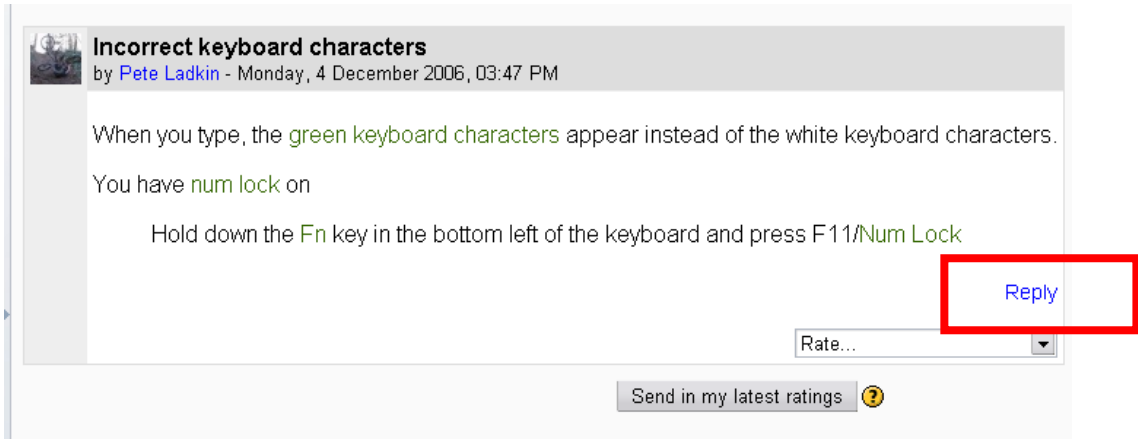


Discussion	Started by	Replies
<a href="#">No internet access when connected to home wi-fi.</a>	 Pete Ladkin	1
<a href="#">Incorrect keyboard characters</a>	 Pete Ladkin	0

You can see that there have been two separate discussion topics (shown on the left) and only the first has had any replied (shown by the **Replies** column on the right).

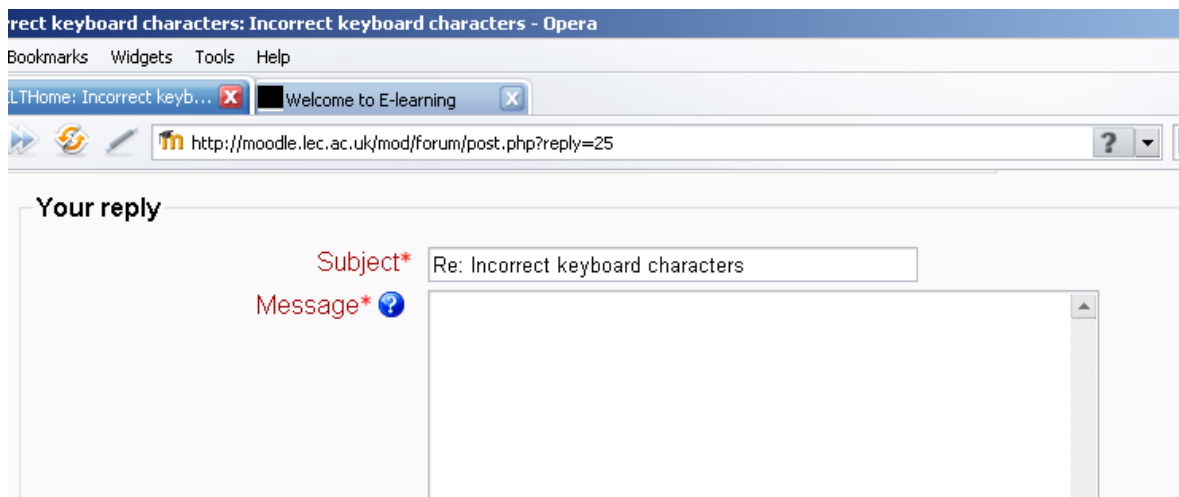
3. To add your response to a discussion topic click on the topic you want to respond to (in the example, you would click on **Incorrect keyboard characters** to talk about that)

4. You will now see the forum discussion topic in more detail. Read the statement or question and click on the **Reply** link in the bottom right corner to post your response:



Because we haven't gone very far in to Moodle there is only one blue link and the black word next to the link indicates the page you are currently looking at. As you go further into Moodle you will see more of these links (their appearance may change but they work the same):

5. Type in the **Message** box your response.

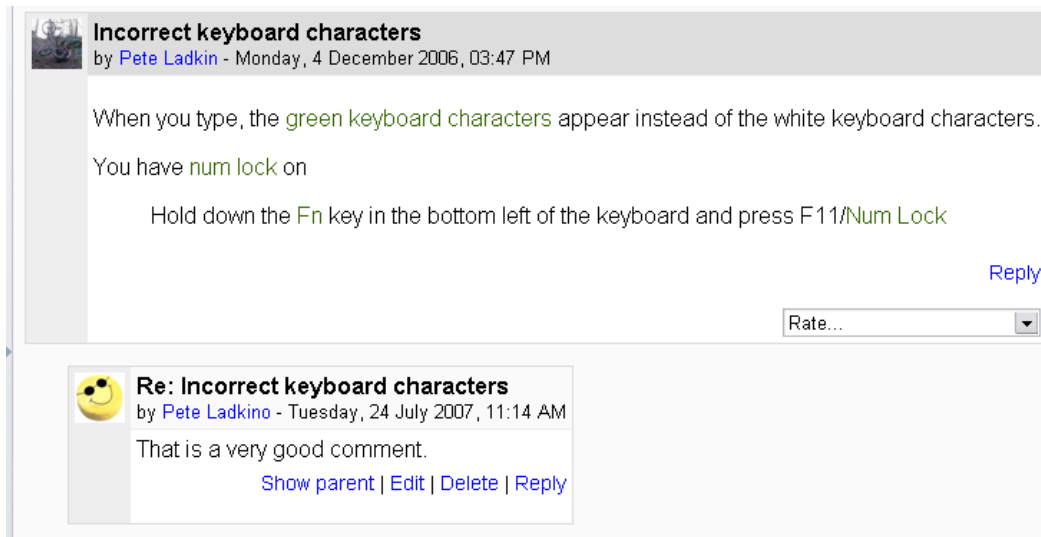


6. Scroll down the bottom of the page and click on **Post to Forum** to post your reply

7. You will be told that you have a time limit in which you can make any changes.

Your post was successfully added.  
You have 30 mins to edit it if you want to make any changes.  
Pete Ladkino will receive copies of 'Laptop User' by email.  
( [Continue](#) )

8. Click on the **Continue** link
9. You will see the original message shown at the top of the screen and your reply posted underneath:



The screenshot shows a forum thread. The top post is titled "Incorrect keyboard characters" by Pete Ladkin, dated Monday, 4 December 2006, 03:47 PM. The text of the post reads: "When you type, the green keyboard characters appear instead of the white keyboard characters. You have num lock on. Hold down the Fn key in the bottom left of the keyboard and press F11/Num Lock". To the right of the text is a "Reply" link and a "Rate..." dropdown menu. Below this is a reply post by Pete Ladkino, dated Tuesday, 24 July 2007, 11:14 AM. The reply text is "That is a very good comment." and includes links for "Show parent", "Edit", "Delete", and "Reply".

10. If you want to make any changes you can do so, you can only change your own comments.