

## Forums

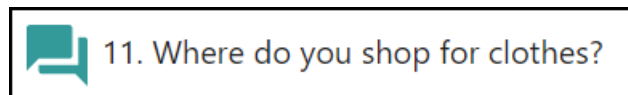
### Overview

The *Forum* activity allows learners and instructors to exchange ideas by posting comments as part of a 'thread'. Files such as images and media may be included in *Forum* posts.

In many *Forums*, learners are required to add an original post (reply) to the question or topic before they can see and respond to other learner postings.

### Learner Responding to Forum Question (Prompt)

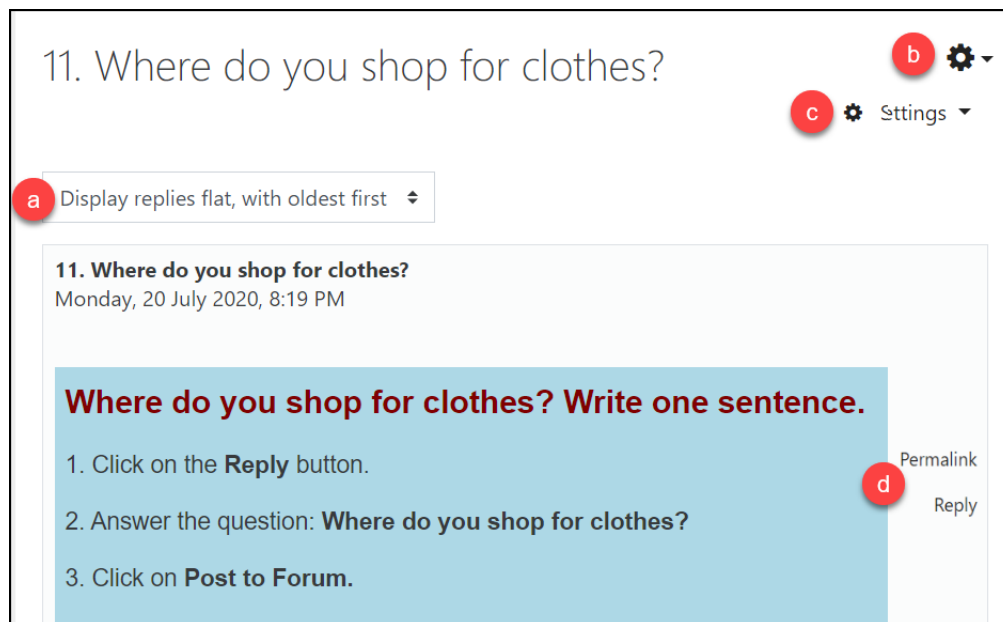
1. On the course page, the learner clicks on a *Forum* activity link.



The *Forum* page appears.

Learners have several options when using *Forums*.

- a. How the *Forum* threads appear
- b. Whether to subscribe to or unsubscribe from a *Forum* (if allowed in the course)
- c. Whether to star the discussion or not
- d. Respond to the *Forum* prompt



2. The learner reads the *Forum* question (known as a prompt), and clicks on the *Reply* link.
3. The learner types a reply message in the textbox and clicks on the *Post to forum* button.

The screenshot shows a forum post titled "11. Where do you shop for clothes?" with a timestamp of "Monday, 20 July 2020, 8:19 PM". The post content is highlighted in light blue and includes the question "Where do you shop for clothes? Write one sentence." followed by three numbered instructions: "1. Click on the Reply button.", "2. Answer the question: Where do you shop for clothes?", and "3. Click on Post to Forum." Below the instructions is a text input field labeled "Write your reply...". A red box labeled "Learner's response" points to this field. Below the input field is a "Post to forum" button, a "Cancel" button, and a checkbox for "Reply privately". A red box labeled "Click to post the reply" points to the "Post to forum" button. At the bottom right of the input area is a link labeled "Advanced". At the top left of the forum post area is a dropdown menu labeled "Display replies in nested form".

4. For more options, the learner can click on *Advanced*. Here they have the option to type a *Subject* or accept the *Forum's* subject title, and type a reply message in the *Message* textbox. The learner can click on the icons available on the toolbar to add images, links, videos, or other elements to their message.
5. When the message is complete, the learner clicks on the *Post to forum* button.

11. Where do you shop for clothes?

**11. Where do you shop for clothes?**  
Monday, 20 July 2020, 8:19 PM

**Where do you shop for clothes? Write one sentence.**

1. Click on the **Reply** button.
2. Answer the question: **Where do you shop for clothes?**
3. Click on **Post to Forum**.

▼ Collapse all

▼ Your reply

- 1 Subject
- 2 Message


Re: 11. Where do you shop for clothes?

**3** Post to forum Cancel

6. A message appears indicating that the learner has 5 minutes to edit their post.

You have 5 mins to edit it if you want to make any changes.

7. The *Forum* post appears in the *Forum*.

 **Re: 11. Where do you shop for clothes?**  
by Ahmed Ali - Tuesday, 20 July 2021, 11:28 AM

I like to go to the small local stores.

Permalink Show parent Edit Delete Reply

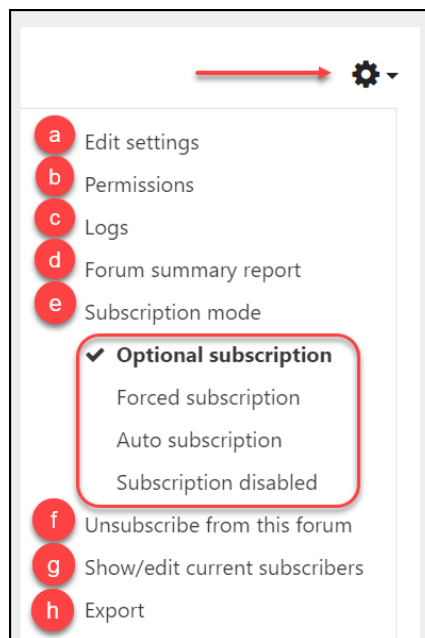
Export to portfolio

Note: a *Forum* that requires an answer before showing other learners' responses will display all responses to the learner after they have made their individual post.

## Instructor Options when Using Forums

With a *Forum* discussion open, click on the *Actions Menu* to see the following choices:

- a. *Edit settings* – to change settings regarding availability dates, attachments, blocking, grading and rating *Forum* postings,
- b. *Permissions* – to see what participants can or cannot do,
- c. *Logs* – to check participants' activity,
- d. *Forum summary report* - to see the number of posts, attachments and dates participants have posted,
- e. *Subscription mode* - to choose the type of subscription instructors want to use with learners,
- f. *Unsubscribe to this forum* – to stop receiving email notifications of new posts,
- g. *Show/edit current subscribers* - to manage existing or potential subscribers,
- h. *Export* - to export users and discussions to a different course.



## Instructor Responding to a Learner Forum Reply (Using Text)

1. On the course page, click on a *Forum* activity link.



11. Where do you shop for clothes?

2. The course *Forum* page appears, with all learners' replies showing. Click on the *Reply* link for the desired post (located at the bottom right corner of the learner's post.)

The screenshot shows a forum interface. At the top, the title "11. Where do you shop for clothes?" is displayed. Below the title is a "Settings" gear icon and a dropdown menu set to "Display replies in nested form". The main content area shows a post titled "11. Where do you shop for clothes?" dated "Monday, 20 July 2020, 8:19 PM". The post body contains a blue highlighted section with the text: "Where do you shop for clothes? Write one sentence." followed by "the Reply button." and "the question: Where do you shop for clothes?". Below this is a "Post to Forum." button. To the right of the highlighted text are "Permalink" and "Reply" links. Below the main post is a reply from "Jorge Benito" dated "Tuesday, 20 July 2021, 11:58 AM". The reply text is "I like to order clothes online. Amazon is my favorite online shop." Below the reply text are buttons for "Permalink", "Show parent", "Edit", "Delete", "Reply", and "Export to portfolio". The "Reply" button in the reply's toolbar is highlighted with a red box.

3. The *Reply* textbox appears. Type a message in the *Message body text area*, then click on the *Post to forum* button. Alternatively, click on *Advanced*, to type a new *Subject* and a *Message* using the toolbar icons.

**Re: 11. Where do you shop for clothes?**  
by Jorge Benito - Tuesday, 20 July 2021, 11:58 AM

I like to order clothes online. Amazon is my favorite online shop.

Permalink Show parent Edit Delete Reply Export to portfolio

That's a good idea. How do you find the right size? |

**Post to forum** Cancel  Reply privately Advanced

A red arrow points to the text input area, and a red box highlights the 'Post to forum' button.

4. A *Forum conversation thread* has been started.

## 11. Where do you shop for clothes?

Settings

Display replies in nested form

**11. Where do you shop for clothes?**  
Monday, 20 July 2020, 8:19 PM

**Where do you shop for clothes? Write one sentence.**

1. Click on the **Reply** button.
2. Answer the question: **Where do you shop for clothes?**
3. Click on **Post to Forum**.

**Re: 11. Where do you shop for clothes?**  
by Jorge Benito - Tuesday, 20 July 2021, 11:58 AM

I like to order clothes online. Amazon is my favorite online shop.

Permalink Show parent Edit Delete Reply Export to portfolio

**Re: 11. Where do you shop for clothes?**  
by Beverly Davis - Tuesday, 20 July 2021, 12:07 PM

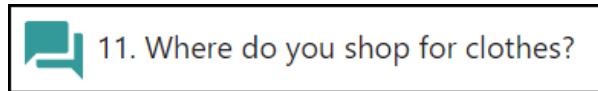
That's a good idea. How do you find the right size?

Permalink Show parent Edit Delete Reply Export to portfolio

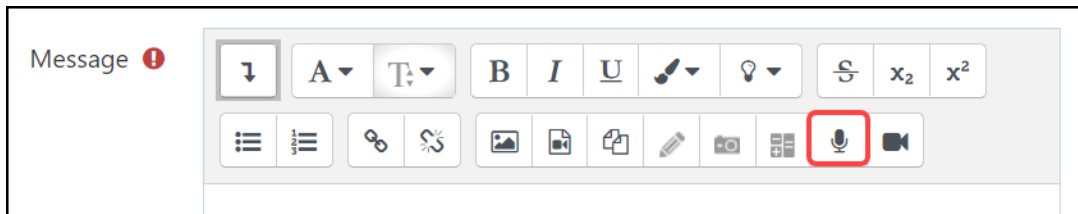
A red rounded rectangle highlights the entire conversation thread content.

## Instructor Responding to a Learner Forum Reply (Using Audio)

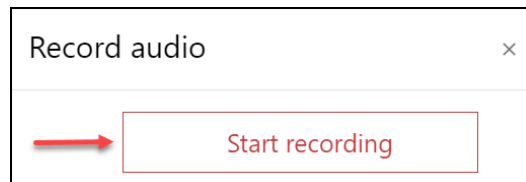
1. On the course page, click on a *Forum* activity link.



2. The course *Forum page* appears, with all replies showing. Click on the *Reply* link for the desired post, then click on *Advanced*.
3. In the *Message editor*, click on the *Record audio* icon.

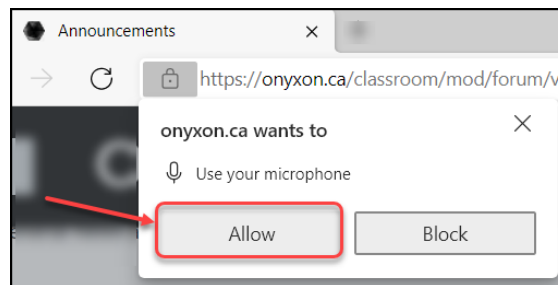


4. A digital audio recording widget appears.

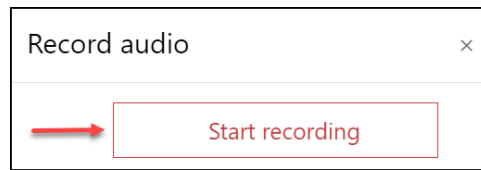


Note: The media file player may appear differently based on browser or plugin.

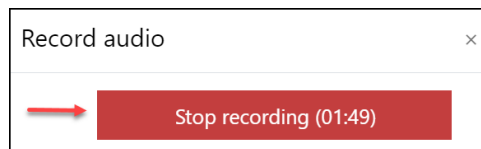
5. If a *permission pop up* appears, it is most likely asking for permission to use your microphone. Choose the *Allow* option to continue. Note: This pop-up may appear differently based on your computer, browser or plugin.



6. When you are ready to start recording your voice, click on the *Start recording* button.

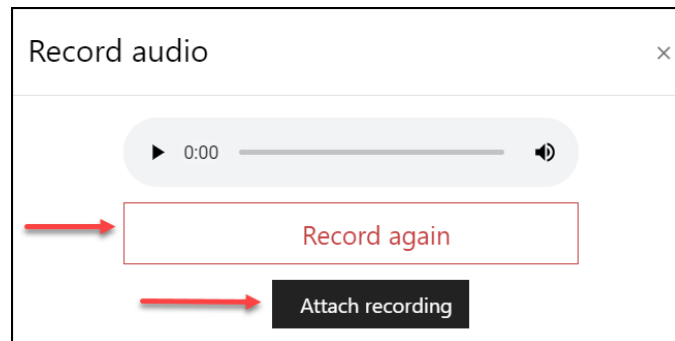


7. When you finish speaking, click on the *Stop recording* button.



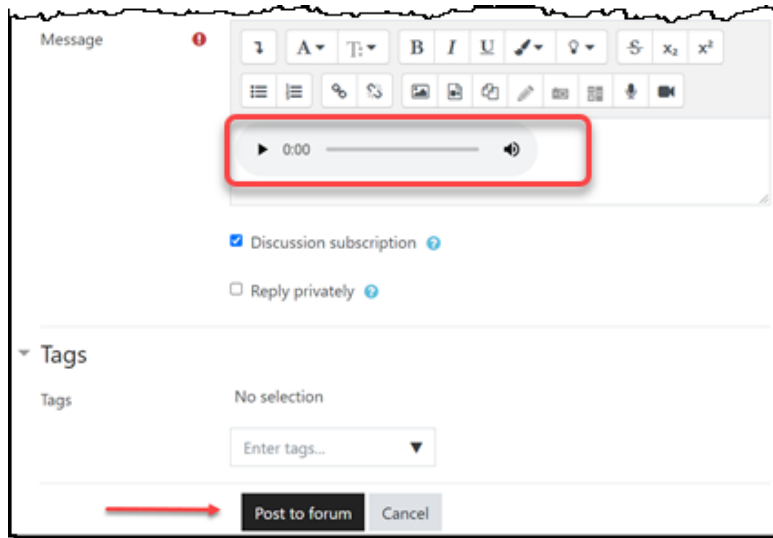
8. To listen to your recording, click on the *Play* button.

9. If the recording is satisfactory, click on the *Attach recording* button. If not, click on *Record again*.

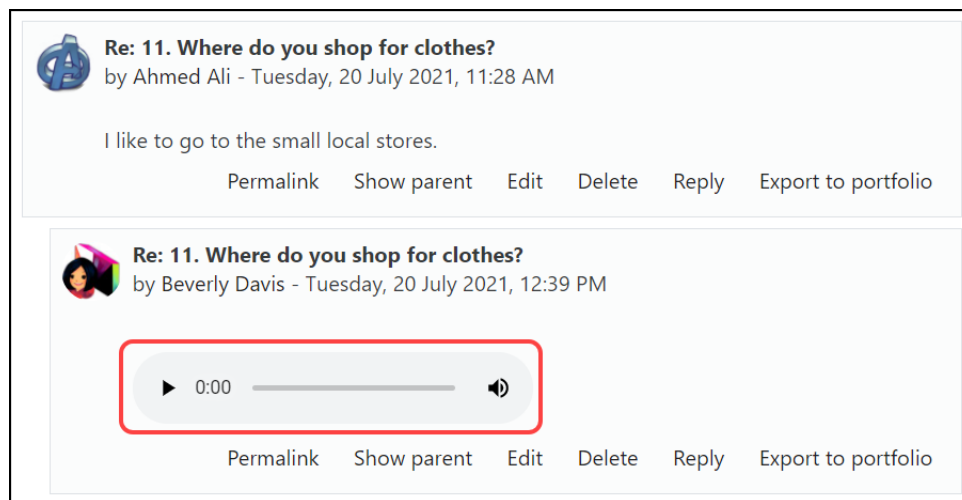


10. When *Attach recording* is clicked, an audio player appears in the textbox. Click on the *Post to forum* button to post your audio file.





11. The response appears to learners as an *audio playback bar*.



Note: Learners can also respond with both audio and text.