

## 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 using the *Advanced* link.

Learners have two options on the *Forum* activity page.

- a) You can subscribe to or unsubscribe from a *Forum* (if allowed in the course).
- b) You can respond to the *Forum* question (known as a *prompt*).



The screenshot shows a forum task titled "Canada's Economy Forum Task" under the category "Ontario's Economy". The task text asks students to identify important industries in Ontario and answer questions about their growth and decline. A gear icon in the top right corner is labeled "Subscription settings". At the bottom left, a button labeled "Add a new discussion topic" is labeled "Responding to Forum".

### Responding to a Forum Question (Prompt)

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



A course *Forum* page appears. Read the *Forum* prompt.

2. Click on the *Add a new discussion topic* button.

Add a new discussion topic

3. Type a *Subject*.
4. Type your response in the *Message* area.
5. Add an optional *attachment*.

▼ Collapse all

▼ Your new discussion topic

Subject Industries in my region

Message

In my region there are some industries that are getting smaller, such as car parts factories and manufacturing factories.

Discussion subscription ?

Attachment ? Maximum file size: 500KB, maximum number of files: 9

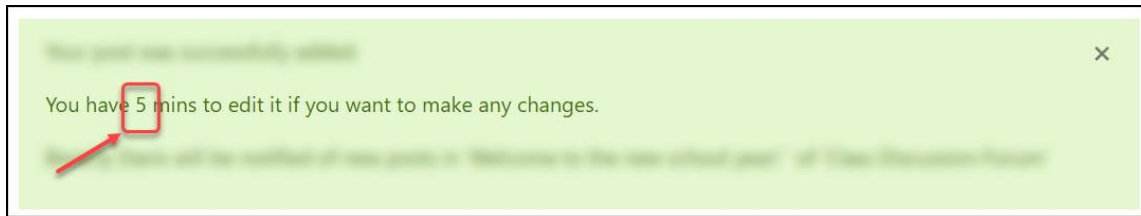
Files

You can drag and drop files here to add them.

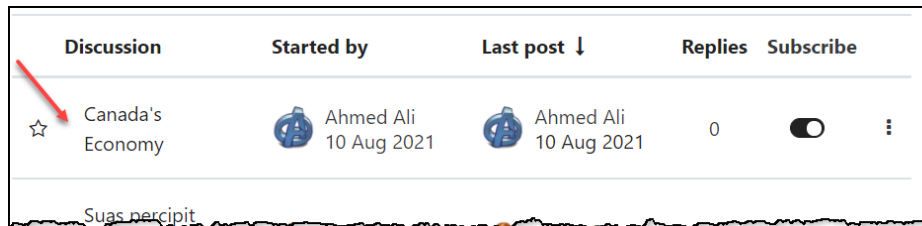
6. Click on the *Post to forum* button.

Post to forum

A message appears, saying that you have 5 minutes to edit your post.



The post appears in the *Forum*.



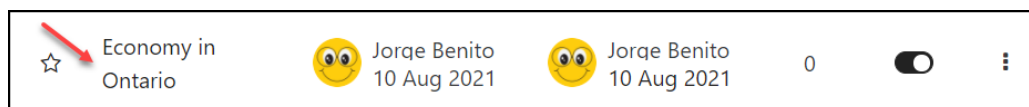
## Responding to a Discussion Post (Using Text)

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



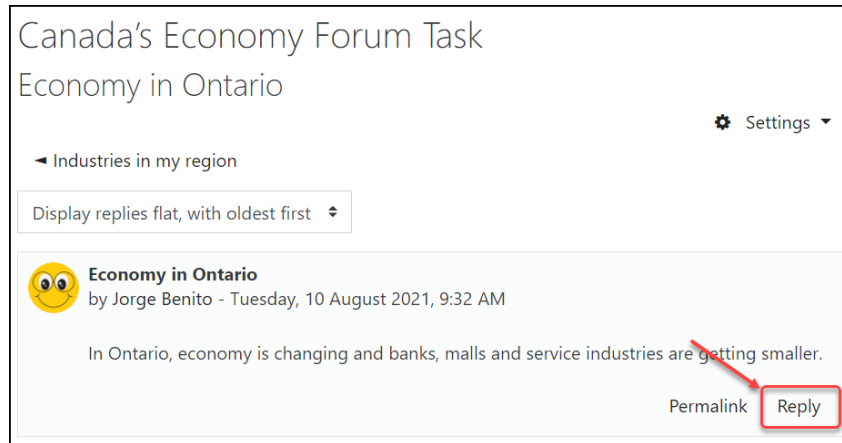
The course *Forum* page appears.

2. Click on the *Discussion* title to reply to this post, e.g. Economy in Ontario.

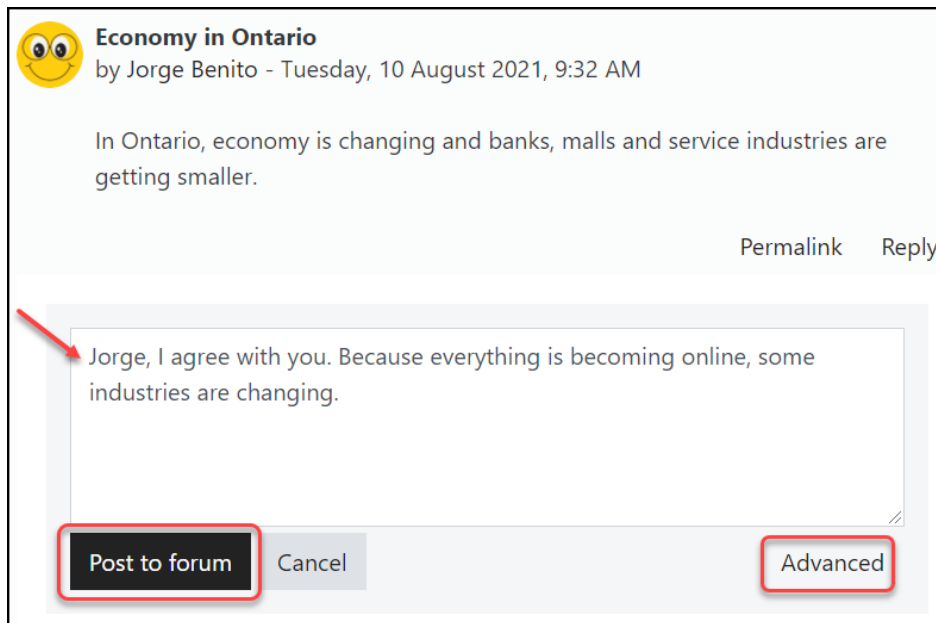


The post appears.

3. Click on the *Reply link* (located bottom right of post).






4. Type your response to the other learner's message in the textbox.




5. Click on the *Post to forum* button, or click on *Advanced* for more options.

Note that the *Advanced* option provides you with a toolbar with several advanced buttons. It allows you to record and post an audio file to respond to a post. You can also add an *Attachment* to your post.

When you post your reply, your name will appear next to your classmate's name, and the number indicates that there is a reply to their post.

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ Economy in Ontario	 Jorge Benito 10 Aug 2021	 Ahmed Ali 10 Aug 2021	<span style="border: 1px solid red; padding: 2px;">1</span>	<input type="checkbox"/> 


6. Click on the *Discussion* title. A *Forum conversation thread* has started.

 **Economy in Ontario**  
by Jorge Benito - Tuesday, 10 August 2021, 9:32 AM

In Ontario, economy is changing and banks, malls and service industries are getting smaller.

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 **Re: Economy in Ontario**  
by Ahmed Ali - Tuesday, 10 August 2021, 9:49 AM

Jorge, I agree with you. Because everything is becoming online, some industries are changing.

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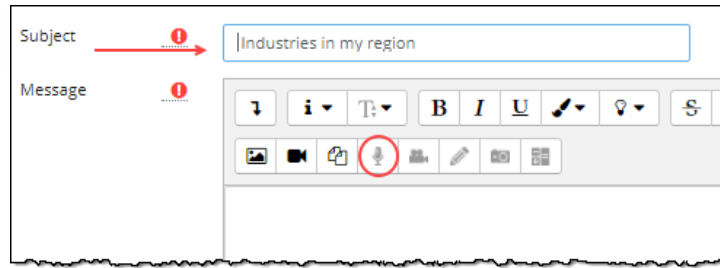
## Responding to a Forum Question (Using Audio)

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



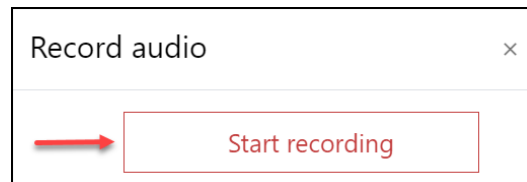
The course *Forum* page appears.

2. Read the *Forum* question (known as a *prompt*).
3. Click on the *Add a new discussion topic* button.
4. Type a *Subject* description.

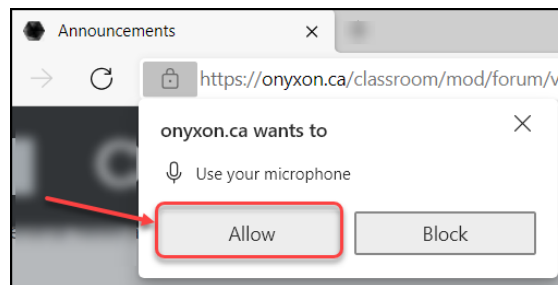


5. On the *Message* toolbar, find and click on the *Record audio* icon.

A digital *audio recording widget* appears.

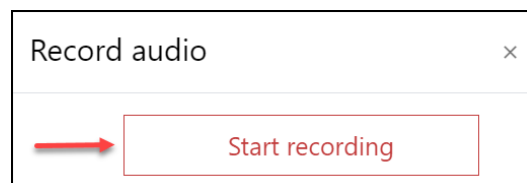


If a permission *pop up* appears, it is most likely asking permission to use your microphone. Choose the *Allow* option to continue, and click on the *Close button* in the inside window if necessary.

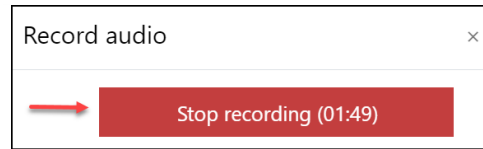


Note: This pop-up may appear differently based on your browser.

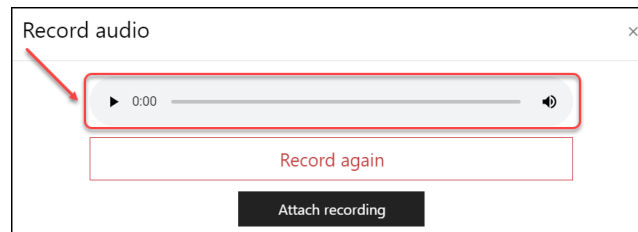
6. When you are ready to start recording your voice, click on the *Record* button.



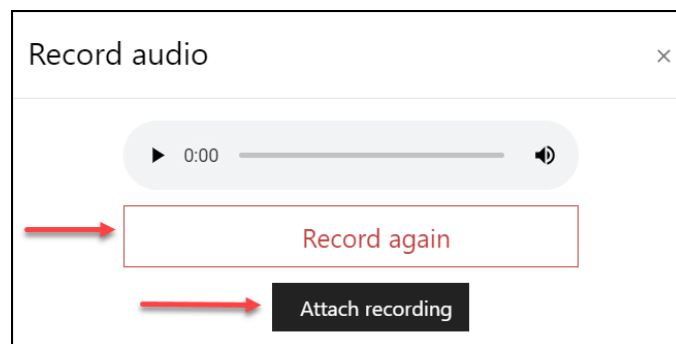
7. When you finish speaking, click on the *Stop recording* button.



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

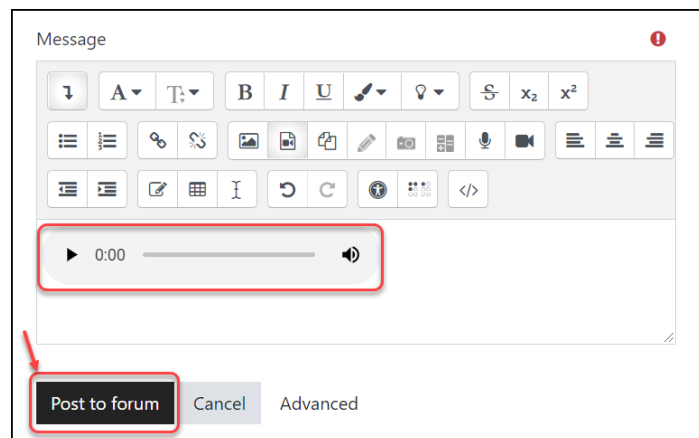


9. If the recording is not satisfactory, click on *Record again* and repeat steps 6 to 8.




10. If the recording is satisfactory, click on the *Attach recording* link.

11. A media player appears in the *Message* field of the *Forum*.




12. Click on the *Post to forum* button.

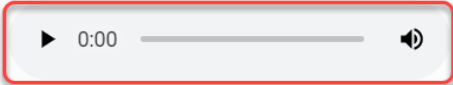
The response appears as an audio player bar.

**Economy in Ontario**  
by Jorge Benito - Tuesday, 10 August 2021, 9:32 AM

In Ontario, economy is changing and banks, malls and service industries are getting smaller.

[Permalink](#) [Reply](#)

**Re: Economy in Ontario**  
by Ahmed Ali - Tuesday, 10 August 2021, 10:27 AM



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