How to participate in a forum

Forums provide a way for online students to interact with each other and with their instructor. Forums often require that students respond to a prompt and then respond to a specified number of students who have also responded to the initial prompt. Additional requirements may also include a minimum word count, use of references and due dates for the forum posts. Check your syllabus for details.

To get started, click on the name of the forum on your class home page. In this example, the forum is named Student Introductions. The icon for a forum is two thought balloons.
Moodle How-To for Students • Posting to a forum

Read the forum instructions carefully so you know what is required and when it is due, then click Add a new discussion topic. (Some forums may have only one discussion topic — in that case, you may need to reply to the first forum post and you won’t see the Add a new discussion topic button.)

Forums have two required fields — a Subject and a Message. In Moodle, all required fields are marked with a red asterisk - *. Click in the Subject field to enter text. The Message field can include text, links, audio, video, and equations by using the editing tools available in the toolbar. If you only see one row of tools in the toolbar, click the icon in the first position in the top row to expand the toolbar.
Once you have added a **Subject** and **Message** to your forum post, scroll to the bottom of the page and click **Post to forum**.

Additional options which may be available are:

1. **Subscribe to this forum** — this option is on by default each time you post to a forum. Once you make your post, you will get copies of all posts to this forum via email.

2. **Attachment** - you may attach one or more files to your post depending on how the forum has been configured.

3. **Mail now** — sends your forum post to all subscribers immediately. If you don’t check this box, you will have 30 minutes to edit your post before it is sent by email to subscribers.
Moodle How-To for Students • Posting to a forum

Once you complete your forum post, it will be listed under **Discussion** for this forum.

If another student clicks on your forum post, they can add a comment to your post by clicking the **Reply** link. You can also reply to your own forum post if you need to clarify something and it’s too late to edit the post.
The reply will have the **Subject** field completed automatically, based on the subject of the original forum post. Only the **Message** field is needed to complete the reply.

Once the reply is saved, it will be added to the forum and the number of replies to the original post will be updated on the forum page.
Replies are shown underneath the original forum post in the forum, although the way they are displayed may vary depending on the type of forum in use.

The **display options menu** lets you change the way replies are shown in the forum.

More details about Moodle forums can be found in the Moodle documentation at [www.moodle.org](http://www.moodle.org).