

## Moodle: Posting to a Forum

A forum is a place to post your thoughts or discuss a topic with others in the group. Depending on the look or theme of the Moodle site, links to forums often have an icon that looks like a person or two faces talking.



Once you click on a link to a forum you will see a page that looks something like this. The prompt or question should be at the top of the page here. A list of the topics, or threads, is seen below. To add a new topic, or post your opinion on the discussion, click the *Add a New Discussion Topic* button.

Discussion	Started by	Replies
Ed Tech - Tanna's world	Tanna Colwell	1
Test	Bob Sample	0
Test	Bob Sample	0

After you click the button a new window will open. You will need to type in an informative heading or title for your post and then type in the text of the post or response in the large editing box. Notice that there are many formatting options similar to a word processor.

Subject\* Sample Title/Heading

Message\* ?

Trebuchet 1 (8 pt) Lang **B** *I* U ~~S~~ [x](#) [x<sup>2</sup>](#)

Sample Message text

At the bottom of the message area, there are a few more options. Once you are satisfied with your message, click *Post to Forum*

Format ? HTML format

Subscription ? I don't want email copies of posts to this forum ▾

Choose an email setting

Attachment (Max size: 16MB) ?

Browse...

Find a file to attach to your post

Post to forum

Click when all done