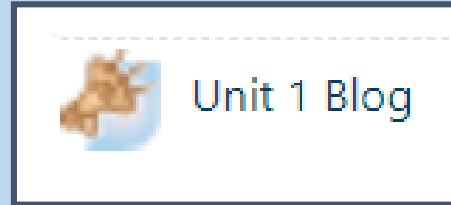


Using the Forum on Moodle

Quick Start Student Guide

Add a post or reply to the forum

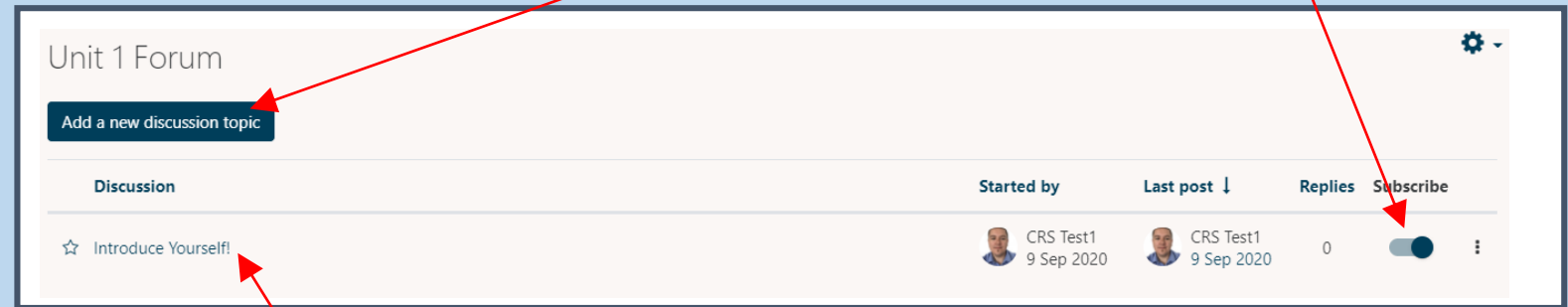
Click on the forum link on the Moodle page.



Start a new discussion topic.

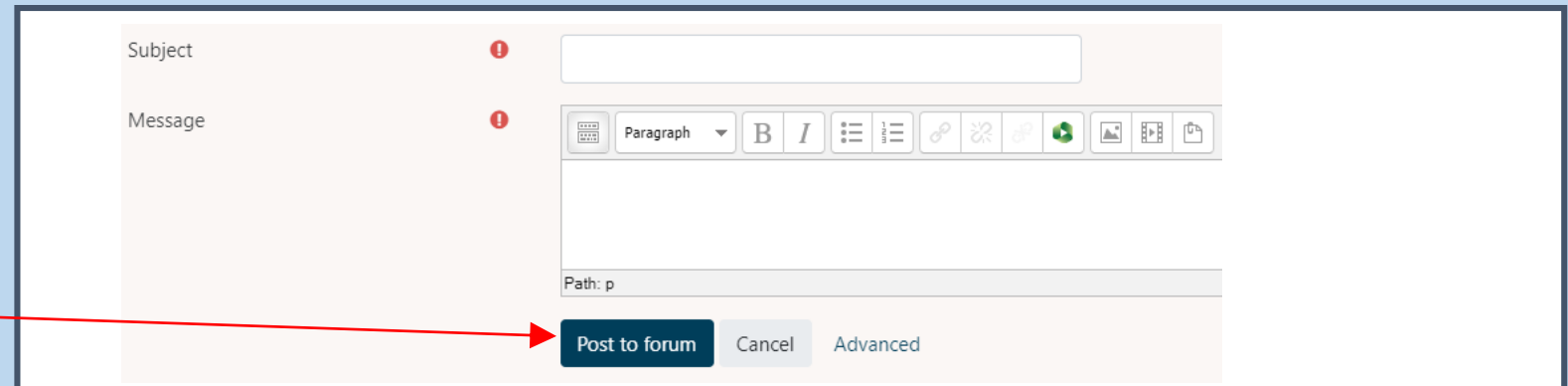
Choose whether or not to receive e-mail notifications of new posts.

You will then see this screen.



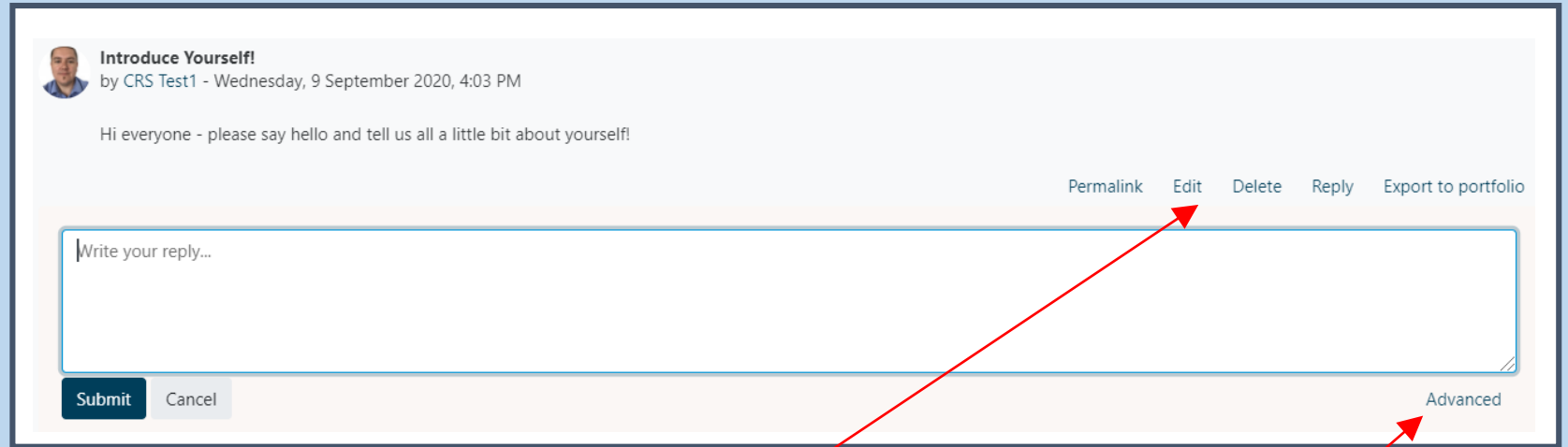
Contribute to an existing topic.

To start a new topic give it a title, enter your post and click **Post to forum.**



Add a post or reply to the forum: Part 2

To reply to a topic click reply, enter your post and click **Submit**.



The screenshot shows a forum interface. At the top, a post titled "Introduce Yourself!" by "CRS Test1" is dated "Wednesday, 9 September 2020, 4:03 PM". The post content is "Hi everyone - please say hello and tell us all a little bit about yourself!". To the right of the post are links: "Permalink", "Edit", "Delete", "Reply", and "Export to portfolio". Below the post is a large text input field with the placeholder "Write your reply...". At the bottom left of the input field are "Submit" and "Cancel" buttons. At the bottom right is an "Advanced" link. A red arrow points from the "Edit" link to a yellow callout box. Another red arrow points from the "Advanced" link to another yellow callout box.

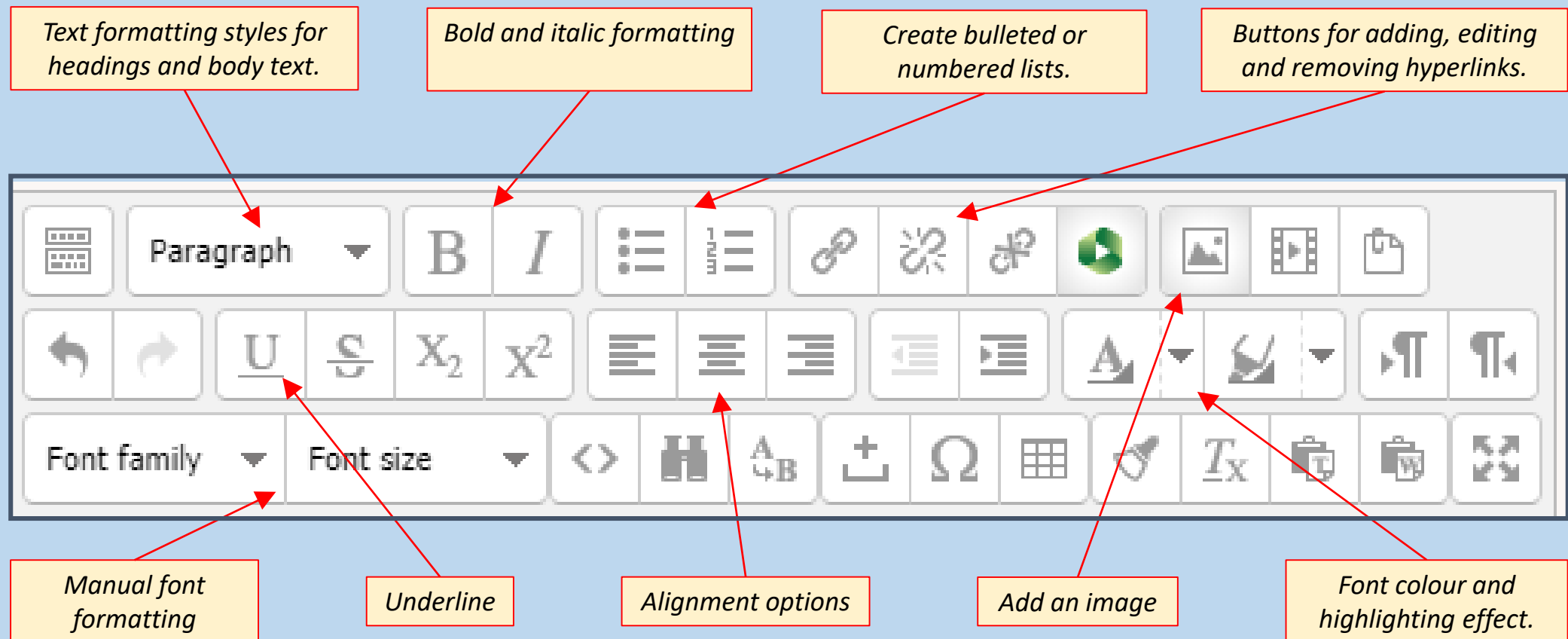
You have 30 minutes from submitting a forum post to edit or delete it.

Click Advanced to access formatting, insert images or add attachments.

A forum is an open discussion involving everyone on the module – remember to be respectful and courteous at all times.

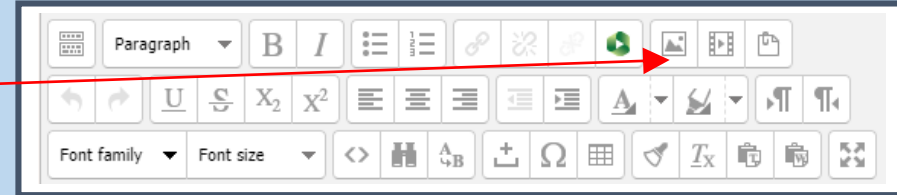
Advanced forum posts - a guide to the editor

If you choose the **advanced** option to create or reply to a forum post you will see the text editor - here is a guide to some of the most useful buttons in the editor.

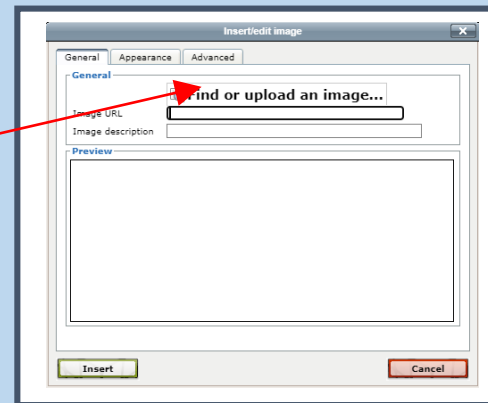


Add an image to an advanced forum post

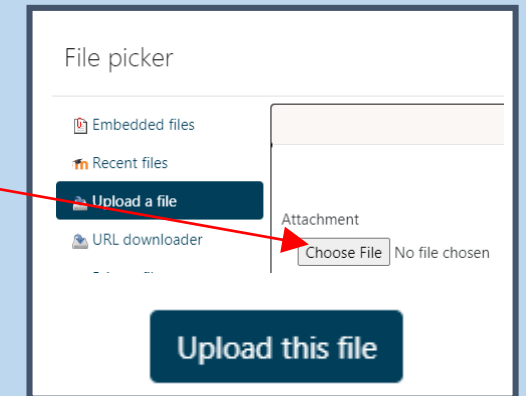
Click on the add image button



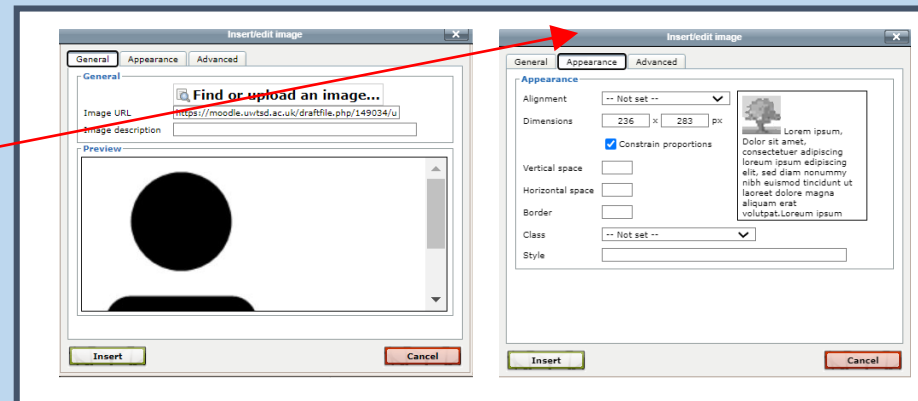
Click **Find or upload** an image



Click **Choose File**, select your image and then click **Upload this file.**



You will see this box – click the **Appearance** tab for resizing options. Click **Insert** to place the image.



You can also re-size by right-clicking the image in the **Message** box and dragging the edges.