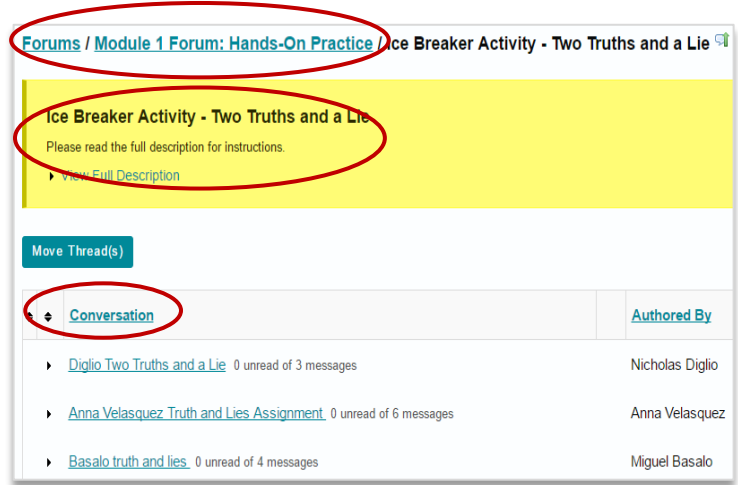


# Student Tips Sheet


## Posting to Forums

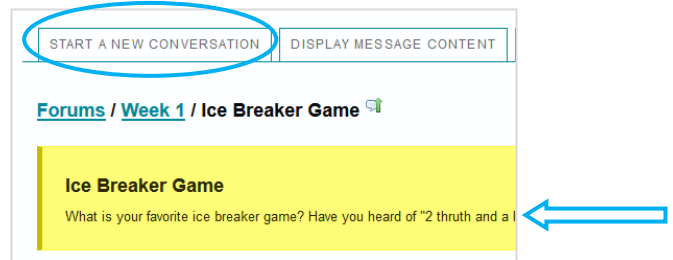
### Understanding Forums

- **FORUM** – Represents the **top level** of the discussion hierarchy (e.g. Week One, Unit One, etc.) and can be thought of as the room you might reserve to hold a discussion.
- **TOPIC** – Represents the **mid-level** in the discussion hierarchy (e.g. Chapter One Questions) and be thought of as the questions you would write on the board for the group to discuss.
- **CONVERSATION** – Represents the **lower-level** of the discussion hierarchy (e.g. Answers to Chapter One Questions) and would represent the conversations that take place around each topic.





### Posting to an Online Forums Discussion

1. Click on the Forums link off the left menu bar.
2. If directed, click the “Read full Description” link under the appropriate Forum/Topic to information provided by your instructor.
3. To begin the discussion, click on the appropriate Topic (e.g. Class Introductions).
  - a. If useful, click the “Read Full Description” link again to re-access instructor information.
4. To add your initial posting, click the “Start a new conversation” button on the top menu bar.
  - a. **TIP:** Click the Printer Icon for a printer friendly version of the entire discussion Thread.
5. Enter a title and then the message text using the Rich Text Editor.
  - a. **WARNING:** If you are copying text from MS Office, be sure to use the “Paste from Word” button (  ) to avoid getting garbled symbols in your posting.
6. If desired, attach a file using the “Add Attachment” button.
7. When you are finished, click the “Post” button.



### Reading and Replying to Forums Postings

1. Click on the title of a particular Conversation (e.g. Hello from...) to see the original posting and all of the associated replies.
2. To reply to a message, click the “Reply” button (  ) on the right side of the screen.
3. Enter in a title and text of your reply and then click the “Post” button.
4. **TIP:** Once you read a message click the small envelope icon (  ) to mark it as “read”. Alternatively, click the “Mark All as Read” button on the top menu bar to mark all of the messages on the screen as being read. This will help you know which messages you need to read the next time you sign into your course.