



Forums

SU Tech Support

Video script text (7-21-16)

To enter a forum, click on the forum link on the course main page. Here you will see instructions for the forum and a list of discussions that have already been started. To start a new discussion, click the **Add a new discussion topic** button.

On the post editor page, you will see the forum instructions and then an area where you can enter your post. **Type a subject line, then fill in your answer in the message window** below. To format your post, use the *Toolbar* buttons. Clicking *Toggle Toolbar* will show you additional options. If your post is long, use the *Toggle full screen mode* button to expand your editing window, and then shrink it again when you are finished.

You may also compose your forum post in a Word document first, and then copy and paste your text into the editor using the *Paste from Word* button.

When you are ready to submit your post, click the Post to forum button. You will be taken to a confirmation page. **You will now have a 30-minute time period in which to make any edits, should you find a mistake.**

To reply to another post, identify the post that you would like to respond to and **click Reply**. This will take you to the post editor, where you can **input a subject and message reply**. To post your reply, **click Post to forum**. Once again, you will be taken to a confirmation page, informing you that you have 30 minutes to edit your post. **Click Continue**. You will be taken back to the forum discussion where you will be able to see your reply. To exit the forum, click the course link at the top of the page.

Throughout the course you will be able to see if you have any unread posts in your forums right from the course main page. Clicking on a forum will show you which discussions contain new posts. Enter a discussion and look for posts marked in yellow. These are the new items that have been posted since the last time you were in the forum.