Introduction to Forums

This tutorial deals with how to use a forum in Moodle.

Introducing Forums

1. After accessing your course, locate and click on the forum.

2. From here, you will either have a “Reply” button or an “Add a New Discussion” button.

3. To respond to other classmates’ posts, open up their Discussion and click on Reply (which should appear in the right hand corner).

Subscription Mode

1. When subscribed to a forum, any posts in that thread will be emailed to you. You can change your settings in the Administration Block. If your professor sets the subscription settings at “Forced Subscription”, you will not be able to opt out of it.

2. When posting a new discussion or a reply, there are two options to choose from: “Send me notifications of new posts in this discussion” and “I don’t want to be notified of new posts in this discussion.”