

Moodle – Forums Module

Introduction

This page explains how to post new topics as well as respond to other postings. You can print this sheet out if needed to help with uploading.

1. Open a web browser and enter the URL: <http://www.eigohyogen.com/moodle/>
2. Click on your course and complete the login process.
3. Click on the “Getting to know your instructor” forum under Topic Outline.
4. Click on the “Add a new discussion topic” button.
5. Enter a descriptive title in the “Subject” field (be as specific as possible so the other participants will know what this thread is about, (e.g. Scariest Movie).
6. Write your question or comments in the Message field (e.g. What is the scariest movie you have ever watched?). Check spelling and grammar.
7. You can format the text with the tools at the top.
8. Click on the “Post to forum” button at the bottom.
9. A message starting with “Your post has successfully been added” will appear.
10. Click continue or wait a few seconds. You will be returned to the forum.
11. Look under the Discussion heading for an interesting topic and click on that topic.
12. Read the question and any replies that your instructor or classmates have posted.
13. Click on the “Reply” link at the bottom right.
14. Write your response and/or follow up question (e.g. The scariest movie I have seen is Omen. How about you? Do you like scary movies?).
15. Click on the “Post to forum” button at the bottom.
16. A message starting with “Your post has successfully been added” will appear.
17. Click continue or wait a few seconds. You will be returned to the forum where you can continue posting and replying.

GOOD LUCK! Contact your instructor if you have any trouble with the forums module.