Access forums from your course
There are many ways you can access forums, discussions, and posts.
Go to your course and find the *Forum* activity. This is generally how all forum activities appear.

As a participant in any of our courses, you have two options for viewing and staying up-to-date with recent posts.

- **Course footer**: Recent forum posts appear under *Recent Activity* in the course footer. Go to the bottom of the course window to see it.
- **Personal menu**: You can also see recent posts in your personal menu. Select *Menu* at the top of your CITE Training screen in Moodle to open your personal menu.

Add discussion topics

1. From the forum, select **Add a new discussion topic**.
2. Type an appropriate and meaningful **Subject** and **Message**. Use the advanced editor if you want to add formatting to your message.
3. Optionally, attach files by uploading or dragging and dropping, as appropriate. **NOTE**: The maximum allowable file size is 2 MB at this time.
4. Optionally, deselect **Discussion subscriptions** to unsubscribe to the forum. **NOTE**: We recommend periodically checking the discussion forums rather than subscribing to each of them as this can quickly become unmanageable.
Your Safety Program Discussion

What do you know about Connected Vehicle applications?

How do you think Connected Vehicles might impact your current safety program?

(Click Post a new discussion topic to post your answer)

5. Select *Post to forum.*

**Reply to discussion topics**

1. From the *forum*, select the post to which you’d like to reply.

2. Click *Reply* under the post on the far right.
3. Type your reply in the **Message** area and remember to uncheck Discussion subscription if it is checked.
4. Click *Post to forum*. 