CITE Training Quick Start

Access forums from your course

There are many ways you can access forums, discussions, and posts.

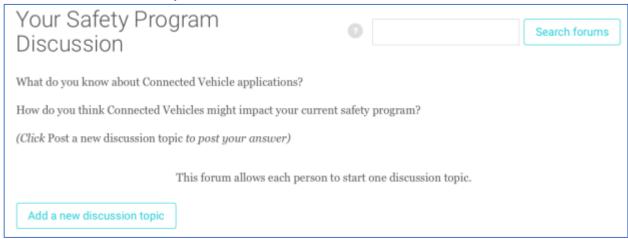
Go to your course and find the *Forum* activity. This is generally how all forum activities appear.



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

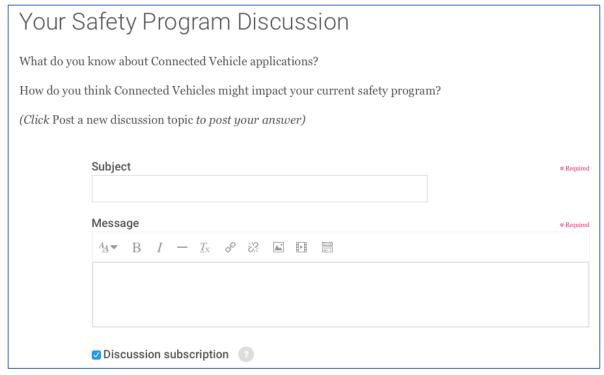
- **Course footer**: Recent forum posts appear under *Recent Activity* in the course footer. Go to the bottom of the course window to see it.
- **Personal menu**: You can also see recent posts in your personal menu. Select *Menu* at the top of your CITE Training screen in Moodle to open your personal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

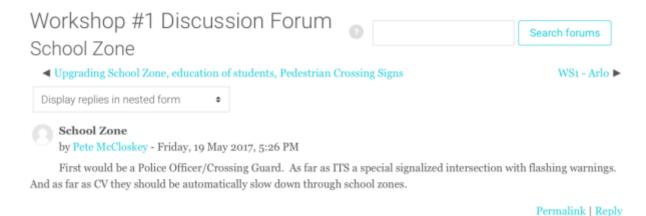
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5. Select *Post to forum.*

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.

Discussion Forums 2

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- 3. Type your reply in the **Message** area and remember to uncheck Discussion subscription if it is checked.
- 4. Click Post to forum.

Discussion Forums 3