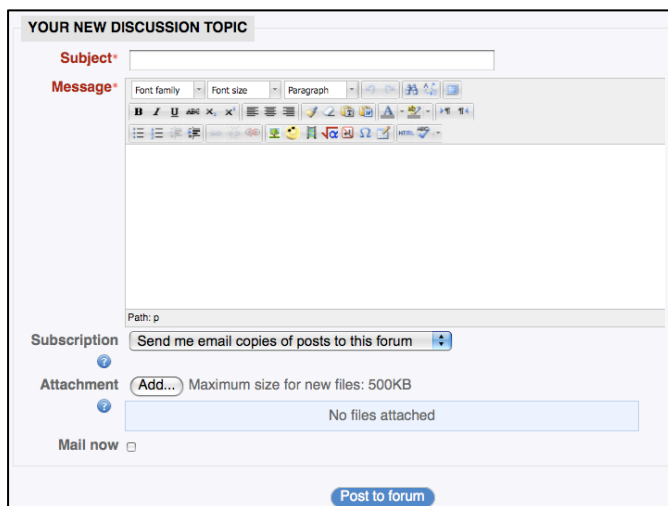


The **Forum** is an activity where students and teachers can exchange ideas by posting comments. A forum can contribute significantly to successful communication and community building in an online environment. Open your course and choose the Forum that you want to use and click on it. To add a discussion topic, click [Add a new discussion topic](#)

Type in the **Subject** and content of the **Message**. Try to keep both brief and worded in a way that allows students to understand what the topic is about. Scroll to the bottom of the page and click

[Post to forum](#)




You will now see a message advising you have 30 minutes to edit or delete your post. After 30 minutes, your post will be emailed to everyone who is subscribed to this forum<sup>1</sup>.

Your post was successfully added.  
You have 30 mins to edit it if you want to make any changes.  
[\(Continue\)](#)

If you want to reply to a message in a Forum, click the **Discussion** topic to view the original posting and all its replies. Scroll down to the item you want to reply to and click on the **Reply** link.

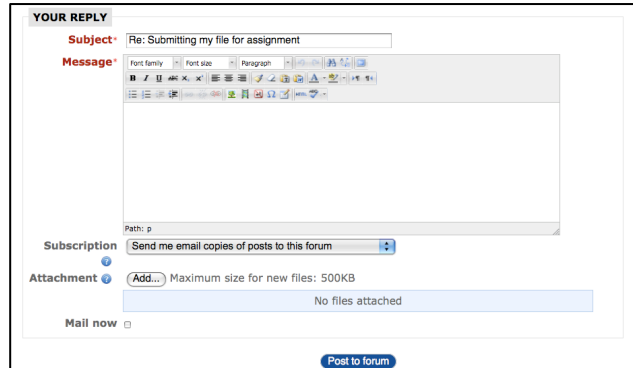
[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
<a href="#">I cannot see my course</a>	LTU Admin	0	LTU Admin Tue, 14 Feb 2012, 10:17 AM
<a href="#">Submitting my file for assignment</a>	LTU Admin	0	LTU Admin Tue, 14 Feb 2012, 10:16 AM


**Submitting my file for assignment**  
 by [LTU Admin](#) - Tuesday, 14 February 2012, 10:16 AM  
 How do I submit my file for assignment?  

[Edit](#) | [Delete](#) | [Reply](#)

Type your reply in the **Message** area. Only change the subject if you intend to discuss something different. When you have finished typing your message, click [Post to forum](#)

A screenshot of a web form titled 'YOUR REPLY'. It includes a 'Subject' field with the text 'Re: Submitting my file for assignment', a 'Message' text area with a rich text editor toolbar, a 'Path' field with the value 'p', a 'Subscription' dropdown set to 'Send me email copies of posts to this forum', an 'Attachment' section with an 'Add...' button and a note 'Maximum size for new files: 500KB', and a 'Mail now' checkbox. A 'Post to forum' button is at the bottom right.

Again, you will see a message giving you 30 minutes to edit the content of your post or delete your post. After 30 minutes, your post will be emailed to everyone who is subscribed<sup>1</sup> to this forum.

### Note 1: Subscriptions

If you are subscribed to a Forum, it means you will receive email copies of Forum posts. Depending on how the Forum has been set up, *either* participants will be able to choose whether to be subscribed *or* the subscription is forced so that everyone receives email copies of forum posts. See the mini-guide *Setting up a Forum* for further information.