

Discussions in Moodle

Discussions play a key role in our workshops. The discussion forum is where you will collaborate, reflect on content and engage with workshop leaders and learners.

Accessing discussions

Discussions are signposted by the speech bubble icon  and will generally be identified as a forum in the title. When you enter the discussion forum, you will see the title of the forum at the top with a description of the topic it contains.

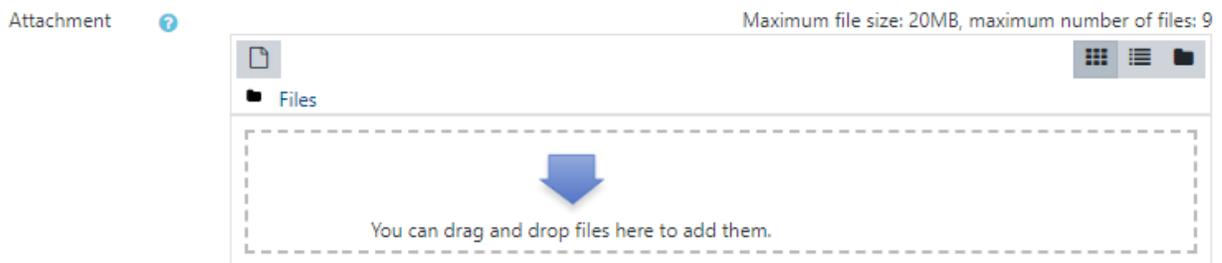
In some cases, you will be adding a new topic to the discussion, and in others you will be replying to another person. See below for how to (1) add a new topic, (2) reply to a posted comment, (3) edit an existing topic and (4) delete a posted comment.

Adding a new topic

1. Access the discussion forum.
2. Click **Add a new topic**.
3. **Subject** and **Message** are required fields.
* *You need to enter text for both of these, or you will not be able to create your topic.*
4. Click the **Advanced** link to select your **Subscription preference**.



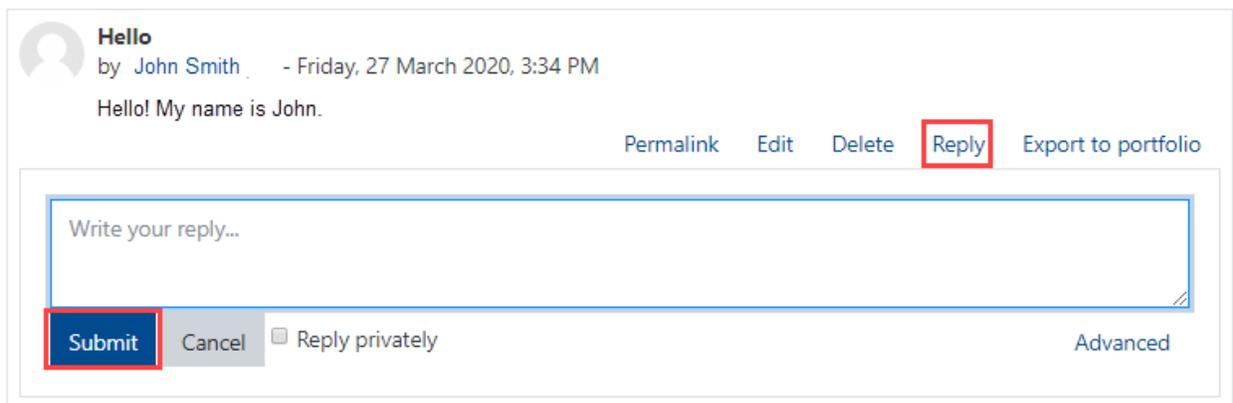
5. If required, click the **Advanced** link, then attach your document.



6. Finally, click **Post to forum**.

Replying to a topic

1. Access the discussion forum.
2. Click on the name of the discussion topic of interest, located under the **Discussion** heading.
3. You will then be presented with all of the discussion threads within that topic. Click **Reply** under the thread you want to reply to.
4. Write your reply in the textbox.
5. Click **Submit**.



The screenshot shows a forum post interface. At the top left, there is a profile picture icon, the text "Hello", and "by John Smith" followed by a timestamp "- Friday, 27 March 2020, 3:34 PM". Below this is the post content "Hello! My name is John." To the right of the post content are several action links: "Permalink", "Edit", "Delete", "Reply" (which is highlighted with a red box), and "Export to portfolio". Below the post content is a large text input field with the placeholder text "Write your reply...". At the bottom left of the input field is a "Submit" button (highlighted with a red box), followed by a "Cancel" button and a checkbox labeled "Reply privately". At the bottom right of the input field is a link labeled "Advanced".

Editing your post

1. Access the discussion forum.
2. Click on the name of the discussion topic of interest, located under the heading **Discussion**.
3. Click **Edit** under the post that you want to update. Please note that you can only edit your own posts.
4. Update the content of the post.
5. Click **Save changes**.

Deleting a post

1. Access the discussion forum.
2. Click on the name of the discussion topic of interest, located under the heading Discussion.
3. Click Delete under the post that you want to delete.
** Please note that you can only delete your own posts.*
4. Click Continue to delete the post or Cancel.