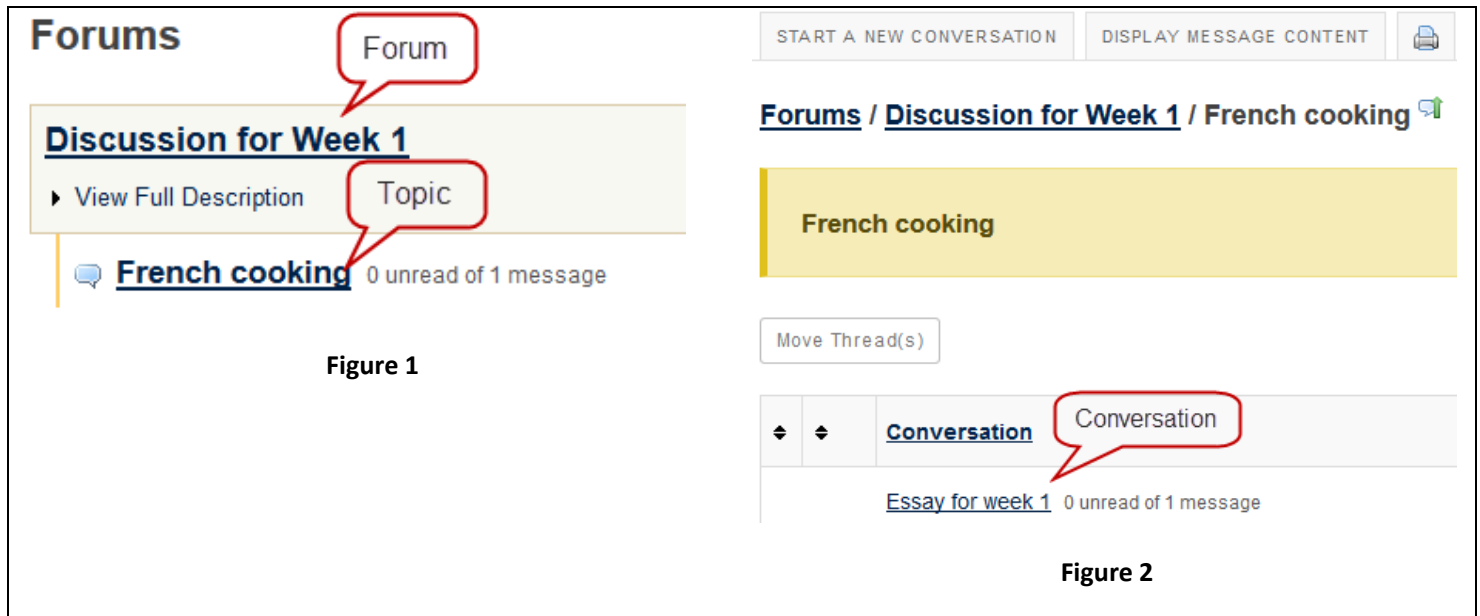


The Forums tool allows site members to post messages, organised by topics and conversations

Viewing Forum Messages

Forums contain **topics** where you can post and reply to messages.

1. From the list of tools on the left, **Click Forums**
2. **Click the Forum title** (Figure 1, "Discussion for Week 1")
3. **Click on the Topic title** within the forum (Figure 1, "French cooking")
4. **Click the title of a forum message** (Figure 2, "Essay for week 1")



The screenshot shows the 'Forums' section on the left with a 'Discussion for Week 1' forum. A red callout box labeled 'Forum' points to the forum title. Below it, a 'View Full Description' link is shown, with a red callout box labeled 'Topic' pointing to the 'French cooking' topic title. To the right, the breadcrumb path 'Forums / Discussion for Week 1 / French cooking' is visible. Below this, a yellow banner displays 'French cooking'. A 'Move Thread(s)' button is present. At the bottom, a 'Conversation' link is highlighted with a red callout box labeled 'Conversation', and below it, the message title 'Essay for week 1' is also highlighted with a red callout box labeled 'Conversation'.

Figure 1

Figure 2

Starting a New Conversation

In a **Topic**, you can start a new conversation and post messages within the conversation.

1. **Click the Start New Conversation link**
2. **Type a title**
3. **Type your message** in the *Message editor window*
4. If you wish to add an attachment, such as a picture, word document, sound, or other file, **Click Add Attachment**
 - a. **Click Browse**
 - b. **Select the file → Click Open**
The file will appear in a list at the top of the screen.
 - c. To add additional attachments, **Repeat the previous two steps**
You can also attach **Resources**, which is covered in the Student Least You Need to Know guide *Resources for Students*.
 - d. **Click Continue**, and you are taken back to the editing page
5. When you are satisfied with the message and any attachments, **Click Post**

Replying to a Message

You can reply to messages posted by other people.

1. **Click on a Conversation**, e.g. Essay for week 1

2. **Click Reply:** 

The message you are replying to appears below the message details

3. **Edit the title as appropriate**
4. If you wish to quote from the message you are replying to, **Click Insert Original Text**
5. Continue as you would with **Starting a New Conversation**