

How do I post to a forum?

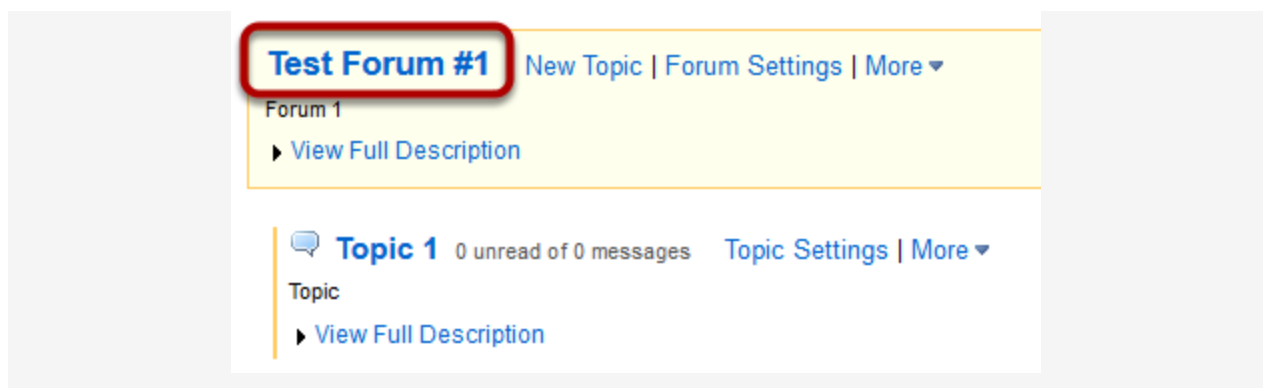
Forums are organizational units that group topics within the site. You cannot post directly to a forum, you must first enter a topic and post your message there.

In order to post to a forum topic, you will **Start a New Conversation** or thread.

Go to Forums.

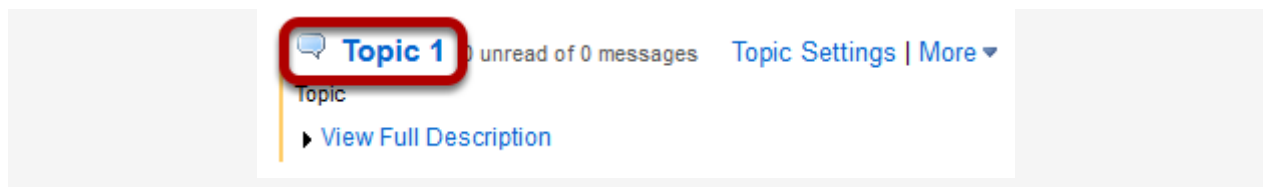
Select the **Forums** tool from Tool Menu in your site.

Choose a forum.



This is an example of a forum. The forum title will appear in bold and in a larger font than the topic titles indented beneath it. If you would like to view more information about the forum, you may click **View Full Description** to view any additional information provided by the site owner.

Select a topic within the forum.



This is an example of a forum topic. If you would like to view more information about the topic, you may click **View Full Description** to view any additional information provided by the site owner.

Click on the title of the topic to enter that topic.

Click Start a New Conversation.

Discussion 1 SMPL101: Forums

Start a New Conversation

Display Message Content

Topic Settings

Delete Topic



Forums / Test Forum #1 / Topic 1

This button is located at the top of the page, below the title of the course. Starting a new conversation is the same thing as starting a new thread.

After you click the **Start a New Conversation** button, the message composition window will appear.

Enter a title.

* Title

Create your title here

Enter a message.

Message

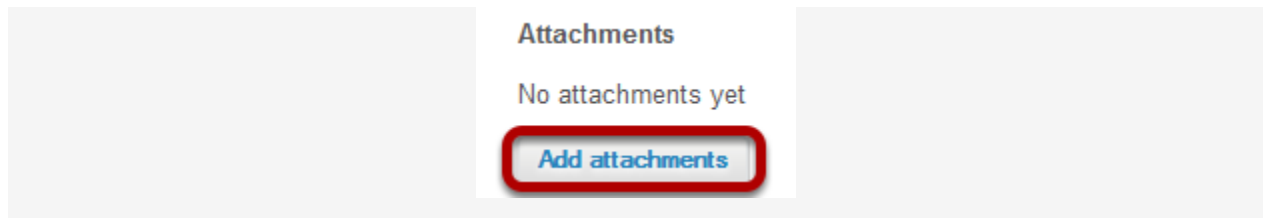
Word Count: (8)

The screenshot shows a message composition window with a rich text editor toolbar. The toolbar includes buttons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, and Flag. Below the toolbar are dropdown menus for Styles (Normal), Font, and Size, along with font color and background color pickers. The text area contains the message: "This is an example of a conversation message." At the bottom left, there is a "body p" label, and at the bottom right, there is a yellow "Word Count : 8" label.

This description box allows the use of [Rich Text Editor](#).

Note: The message box will keep track of word count in the lower right corner.

Add any attachments. (Optional)



If desired, there is an option to upload attachments to the conversation. Click **Add attachments** to browse for and select your file.

Click Post.



After completing the conversation, click **Post** to make the conversation viewable.