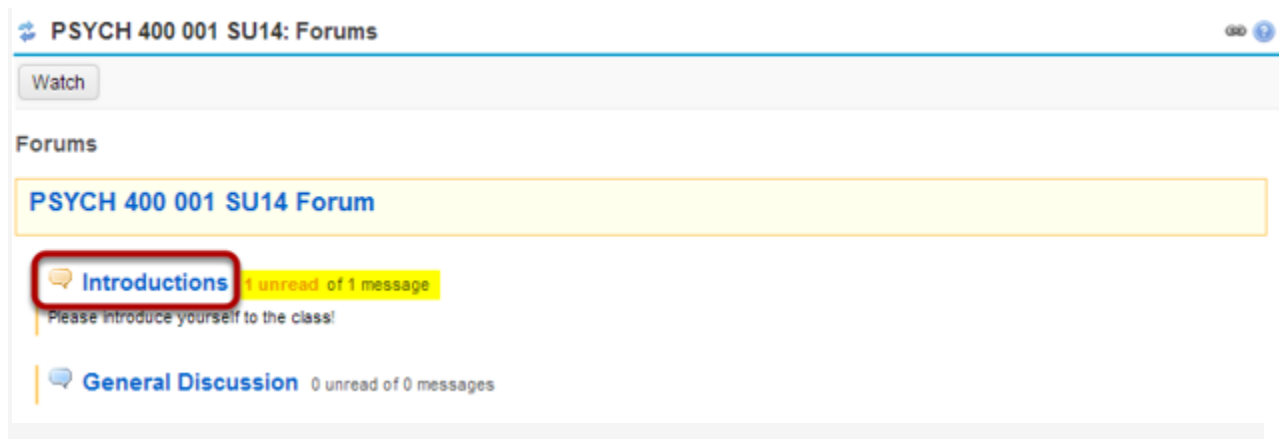


How do I reply to a forum post (i.e. conversation)?

Go to Forums.

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

Choose a topic within a forum.



PSYCH 400 001 SU14: Forums

Watch

Forums

PSYCH 400 001 SU14 Forum

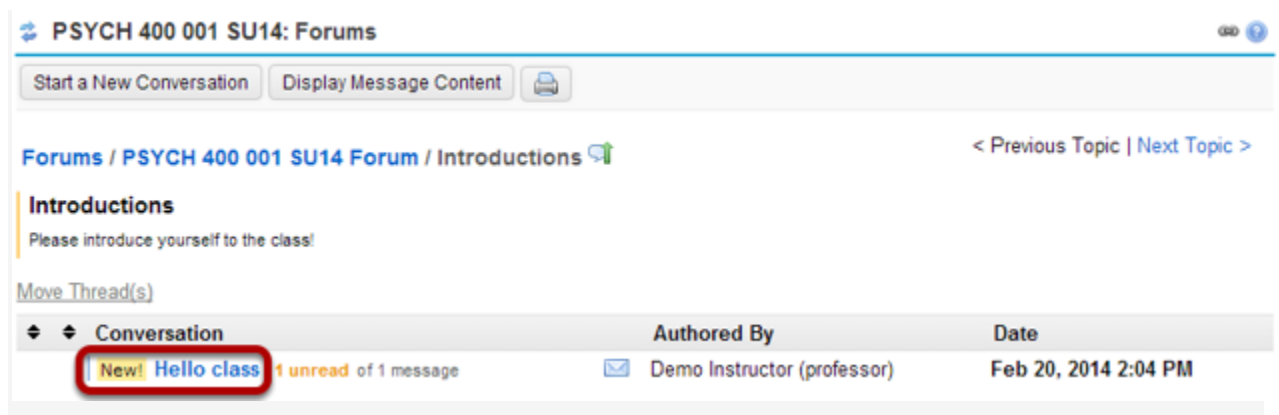
Introductions 1 unread of 1 message
Please introduce yourself to the class!

General Discussion 0 unread of 0 messages

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

Note: The message indicator text next to the topic title will tell you how many messages have been posted within that topic, and how many of them are new or unread.

Click on the title of an existing post to view the conversation.



PSYCH 400 001 SU14: Forums

Start a New Conversation Display Message Content

Forums / PSYCH 400 001 SU14 Forum / Introductions < Previous Topic | Next Topic >

Introductions
Please introduce yourself to the class!

Move Thread(s)

Conversation	Authored By	Date
New! Hello class 1 unread of 1 message	✉ Demo Instructor (professor)	Feb 20, 2014 2:04 PM

Click reply.

The screenshot shows a forum interface for 'PSYCH 400 001 SU14: Forums'. At the top, there is a navigation bar with a 'Reply to Initial Message' button circled in red and a notification badge with the number '1'. Below this, the breadcrumb trail reads 'Forums / PSYCH 400 001 SU14 Forum / Introductions / Hello class'. A 'View by Conversation' dropdown menu is set to 'Conversation', and a 'Go to first new message' button is visible. The main post is titled 'Hello class' by 'Demo Instructor (professor)' on Feb 20, 2014 at 2:04 PM. It has a 'Read by: 1' status and a 'Reply' button circled in red with a notification badge showing '2'. The message content reads: 'Welcome everyone! I will be your instructor this term. I look forward to working with you! Sincerely, Your Professor'.

You have two different options for replying to the post within the Forums tool.

1. Click **Reply to Initial Message** at the top of the conversation to reply to the first message in the conversation or thread.
2. Click the **Reply** link within the message itself to reply to the item you are currently viewing. This is the option you want to use if you would like to reply to someone else's reply.

Compose your message.

Reply to Forum Conversation

PSYCH 400 001 SU14 Forum / Introductions

Please introduce yourself to the class!

Replying to: Hello class Demo Instructor (professor) (Feb 20, 2014 2:04 PM)

Hide message you are replying to

Welcome everyone!

I will be your instructor this term. I look forward to working with you!

Sincerely,

Your Professor

Required items marked with *

* Reply Title

Re: Hello class

Message  Insert original text  Word Count:

Rich text editor toolbar with icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Flag, Insert Link, Insert Image, Insert Video, Insert Audio, Insert Table, Insert Table of Contents, Insert Smiley, Insert Omega, Insert Sum, Styles, Format, Font, Size, Font Color, Background Color, Print, and Word Count.

Word Count : 0

Attachments

No attachments yet


Add attachments

Post

Cancel

The message you are replying to will be displayed at the top. You can hide the message by clicking on the **Hide message you are replying to** link.

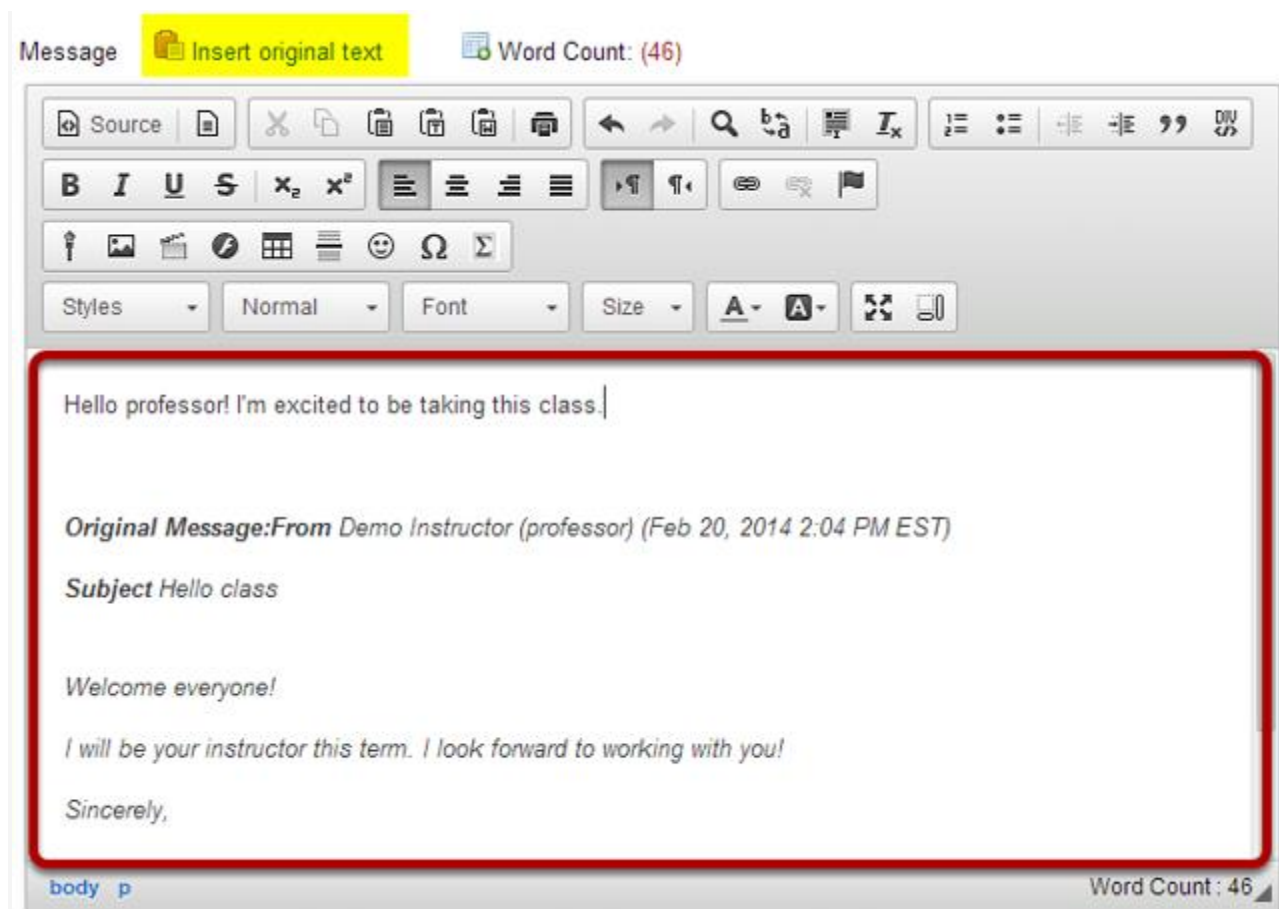
Edit the reply title. (Optional)



A screenshot showing a text input field for the reply title. Above the field, the text "* Reply Title" is displayed. Inside the input field, the text "Re: Hello class" is entered and highlighted with a yellow background.

The title will be taken from the initial message and prefilled for you, but you may modify it if you wish.

Enter your message.



A screenshot of the Rich Text Editor interface. At the top left, there is a "Message" label and a yellow button labeled "Insert original text". To the right, a "Word Count: (46)" indicator is shown. The editor's toolbar includes icons for source code, undo, redo, search, and various text formatting options like bold, italic, underline, strikethrough, text color, and background color. Below the toolbar are dropdown menus for "Styles", "Normal", "Font", and "Size", along with font color and background color pickers. The main text area contains the following text:

Hello professor! I'm excited to be taking this class.

Original Message: From Demo Instructor (professor) (Feb 20, 2014 2:04 PM EST)

Subject Hello class

Welcome everyone!

I will be your instructor this term. I look forward to working with you!

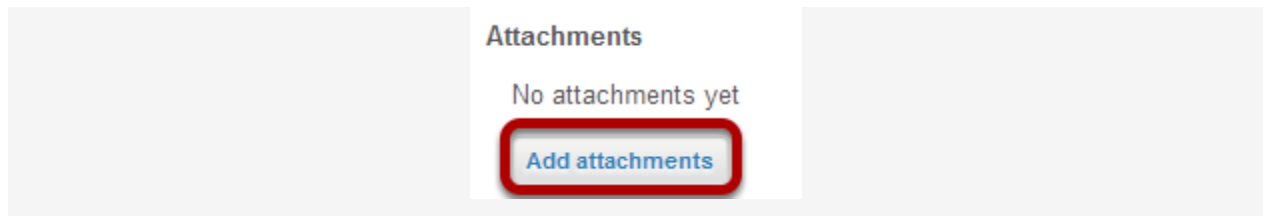
Sincerely,

At the bottom left of the editor area, the text "body p" is visible. At the bottom right, a "Word Count: 46" indicator is shown.

Use the [Rich Text Editor](#) to compose your response.

*Note: You may optionally click on the **Insert original text link** above the editor area to include the original message along with your reply.*

Add attachment. (Optional)



Click the **Add attachments** button if you would like to browse for and attach a file.

Click Post.



After you have finished your reply, click **Post** to add your message to the conversation.