Eagle Online

How to Post to a Discussion Forum

There are 4 different styles of discussion forums. Your instructor will decide which style to use. They are all easy to work with.

For any forum:

Click on any forum link your instructor assigns in the course.
If available, you will see a **Subscribe to this forum** link. If you click it, you will receive an email to alert you each time someone posts to this forum. You can unsubscribe using the same link.

Read your instructor’s directions, comment or post. **Do what is required by your instructor.** If there is a link, click on it to view any file or web site your instructor may give you.

If your instructor wants you to start your own post (thread), click on the clearly marked button (centered on the forum page). Note: Buttons to post may say, “**Add a new discussion topic**”, “**Add a new question**” or other, depending on the style of forum.

If your instructor wants you to read posts first, click on the post title to open it. You can use this dropdown menu to choose how you want to display multiple posts.
If your instructor wants you to reply to a post, click on the reply link at the lower right corner of the open posting. (Your replies will “nest” under the posting you reply to.)

As you can see, this student has replied and her post has been graded by the instructor. Not all forums are graded, and your instructor will let you know if a forum is a graded assignment. Only you will see your own grade. Grade scales or ratings are set by instructors. If the forum is graded, you will see your score in your Gradebook for this course.

When you click on Reply, click on the Message area to write your message. You can use the Insert Weblink icon to link to a web page. There are other icons you can use to format or change your text or add a picture.
Let’s take a minute to view the different Forum styles you may see:

**Standard Forum Example**
This is a standard forum. You can add topics by clicking the center button that indicates a new topic or question. Read postings by clicking on the posting title. Reply as instructed.

In the **Q and A Forum**, you can’t see other student postings until you post your first reply to your instructor’s post. Look for your instructor’s first post and click on the title.

*Example:* You will reply to this post first unless instructed otherwise. Once you reply to your instructor’s post, you will be able to view any posts from other students.

If you are instructed to post a **new question**, click on the button, **Add a new question**.

**A Single Simple Discussion** only shows the discussions.

**Each person posts one discussion** only allows you to post one time. You can reply more than once if the instructor allows.

Your instructor will give you directions to use any forum he or she uses in your course. This overview of forums should help you get started.