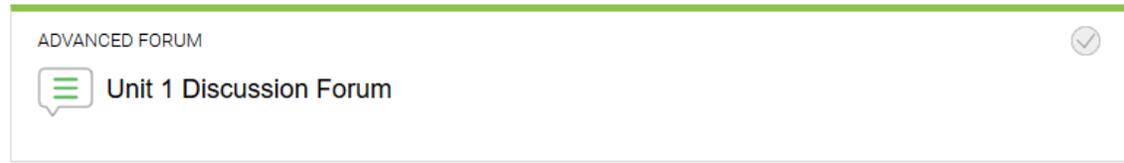


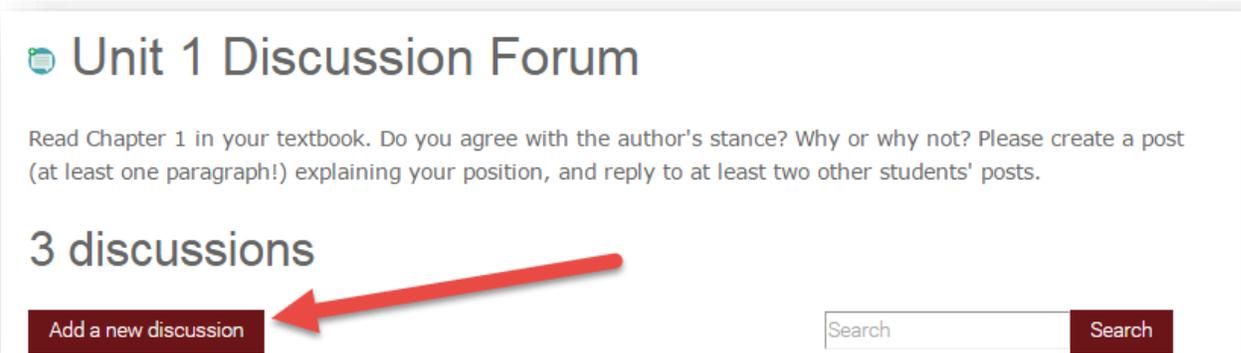
## Posting and Replying to Moodle Forums

To access a discussion forum, use the forum's link on the course home page.



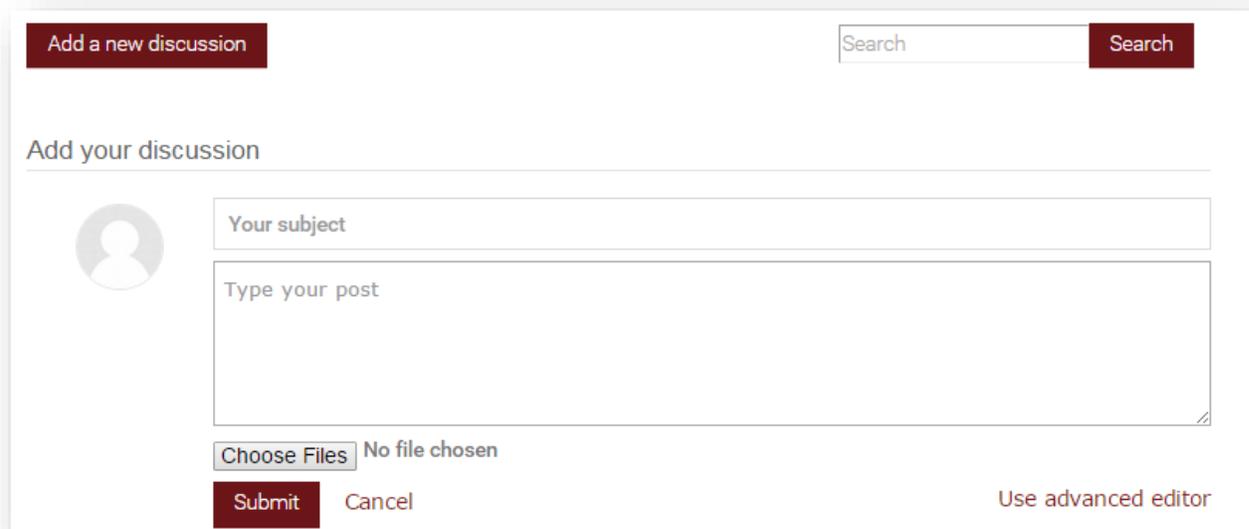
This will take you to the Discussion Forum. Here, you will be able to read the forum instructions, add a new post, and read and reply to others' posts.

To post, first read the instructions and requirements for the discussion forum. When you are ready to add your post to the forum, use the **Add a new discussion** button to begin the process.



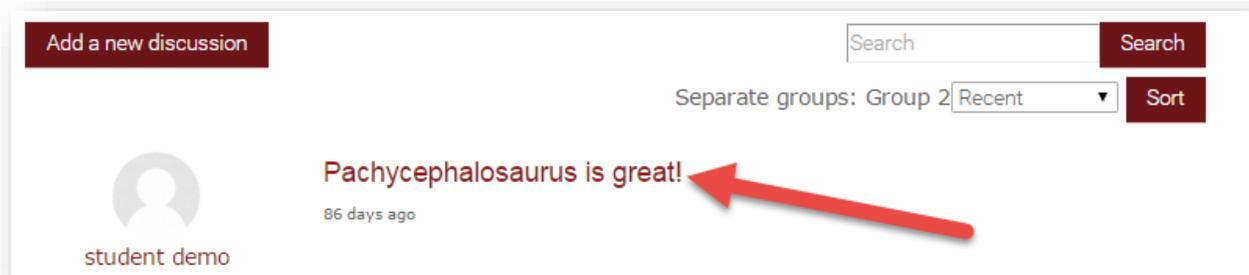
This will load the **Add your discussion** menu. First, add a descriptive title to your new post by typing it in the **Subject** field. Next, type or paste from Word the content of your new post in the **Type your post** field. If you desire, or if it is required by your instructor, you can add an attachment to your post. Please note that this option may not always be available to you

depending on how your instructor has set up the discussion forum. After double-checking your post to ensure you are ready to submit, use the **Submit** button to add your post to the forum.



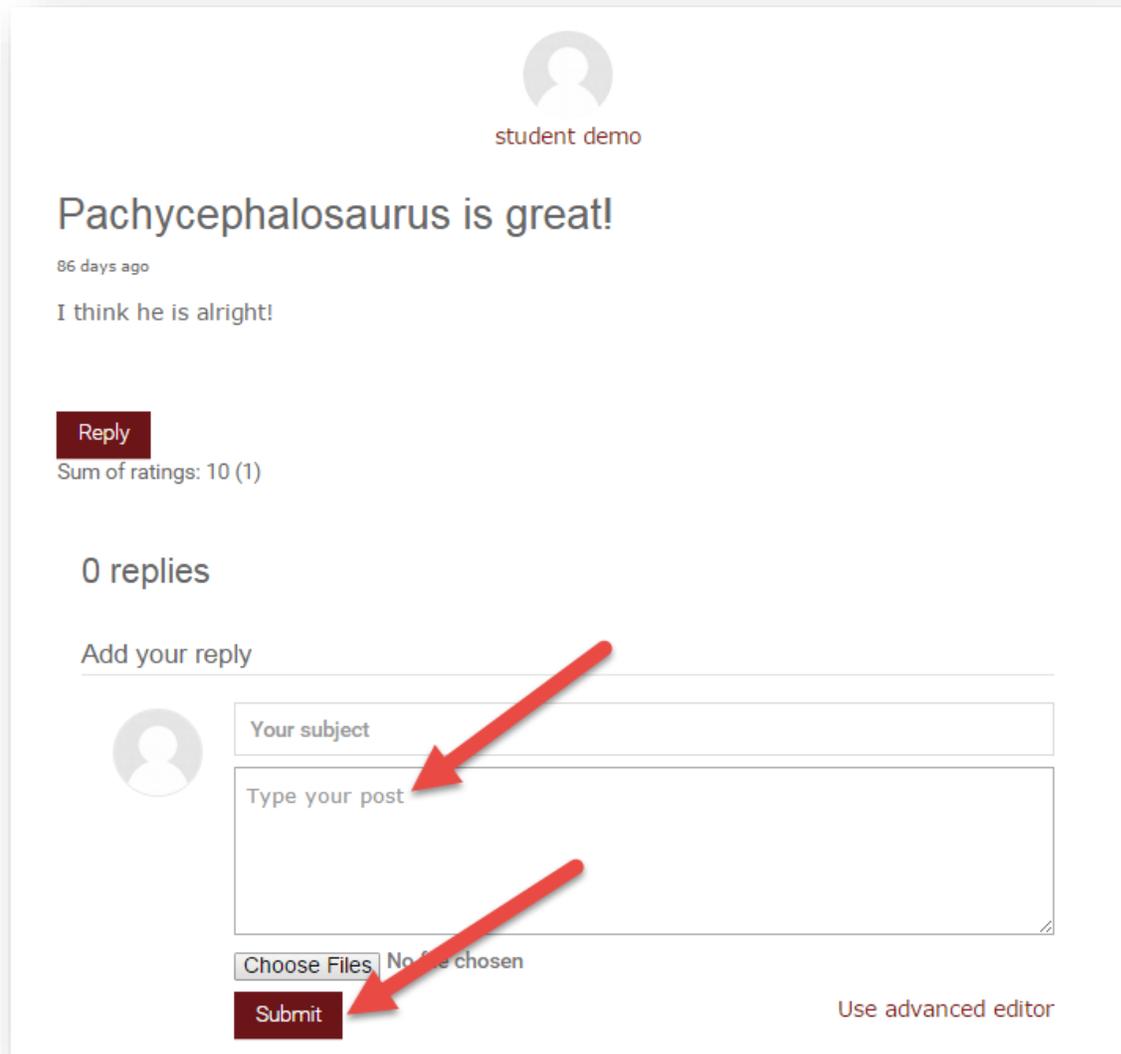
The screenshot shows the 'Add a new discussion' interface. At the top left is a dark red button labeled 'Add a new discussion'. To its right is a search bar with the text 'Search' and a dark red 'Search' button. Below this is the heading 'Add your discussion'. On the left is a grey profile icon. To its right is a text input field labeled 'Your subject'. Below that is a larger text area labeled 'Type your post'. Underneath the text area is a file upload section with a 'Choose Files' button and the text 'No file chosen'. At the bottom left are 'Submit' and 'Cancel' buttons. At the bottom right is a link that says 'Use advanced editor'.

If you are required to respond to another student's post, you may do so by returning to the discussion forum. All posts made to the forum will be listed beneath the **Add a new discussion** button. To view other posts in the forum, select the title of the post.



The screenshot shows a list of discussion posts. At the top left is a dark red button labeled 'Add a new discussion'. To its right is a search bar with the text 'Search' and a dark red 'Search' button. Below the search bar is a dropdown menu showing 'Separate groups: Group 2' and a 'Sort' button. The first post is by a user named 'student demo' (indicated by a grey profile icon and the text 'student demo' below it). The post title is 'Pachycephalosaurus is great!' in red text, and it was posted '86 days ago'. A red arrow points to the title of the post.

This will display the content of that post. If you wish to reply, you may do so by entering your reply in the **Add your reply** field and using the **Submit** button.



student demo

## Pachycephalosaurus is great!

86 days ago

I think he is alright!

Reply

Sum of ratings: 10 (1)

0 replies

Add your reply

Your subject

Type your post

Choose Files | No file chosen

Submit

Use advanced editor

The steps for creating a reply post are the same as for creating a new post.

If you need assistance please contact Moodle Support by email at [online@occc.edu](mailto:online@occc.edu), by calling 405-682-7574, or by stopping by the Center For Learning and Teaching (SEM 2G3, across from the Math Lab) 8-5, Monday through Friday.