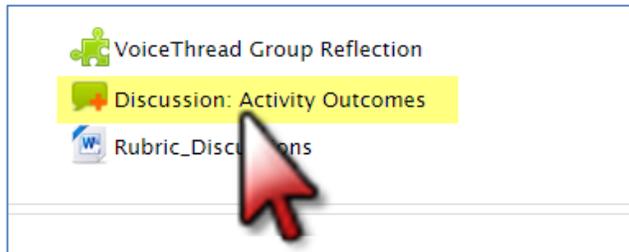


## Participate in a Discussion Forum

- [Reply to the Instructor's Question](#)
- [Add a New Discussion](#)
- [Manage Forum Subscriptions \(set how you want to be notified about forum activity\)](#)

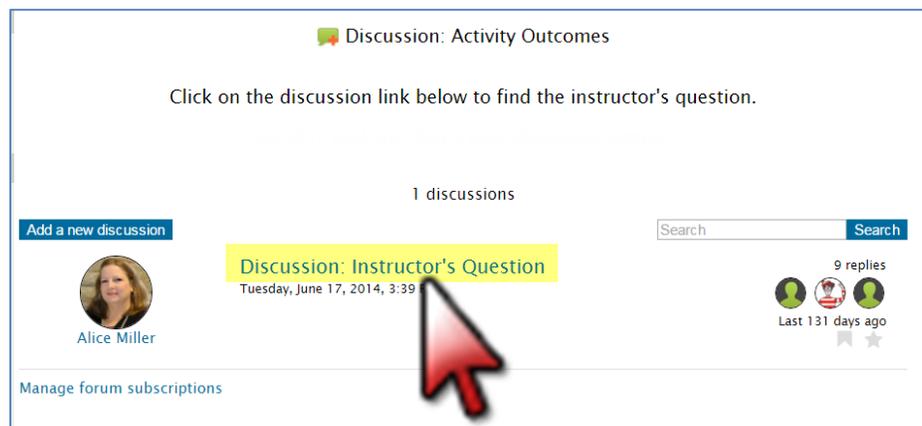
(Advanced Forums are identified by the  icon and were used exclusively to create this tutorial.)

Click on the Discussion link in the course to open the forum. Be sure to also read the rubric in advance so you know how you will be graded.



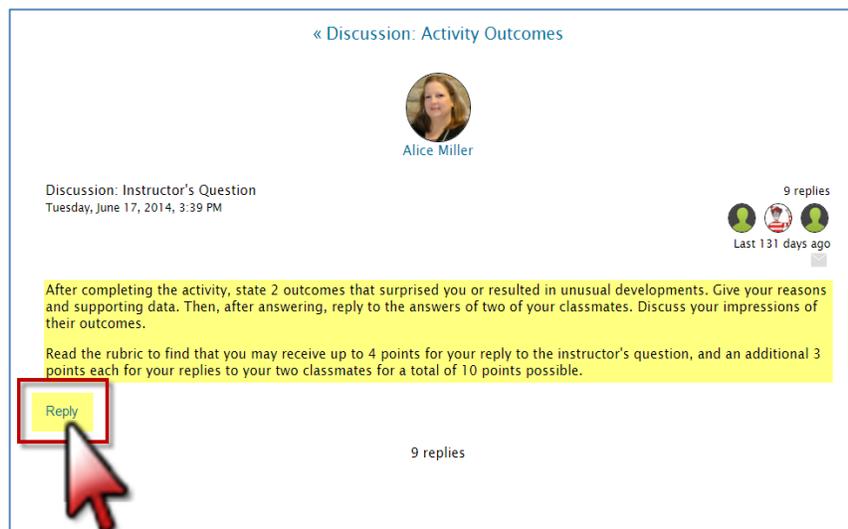
## Reply to the Instructor's Question

There are two ways to reply in a discussion forum, [Reply to the Instructor's Question](#) or [Add a New Discussion](#). Follow the directions given by the instructor. To reply to a question, click the [Discussion Link](#) in the middle of the page.



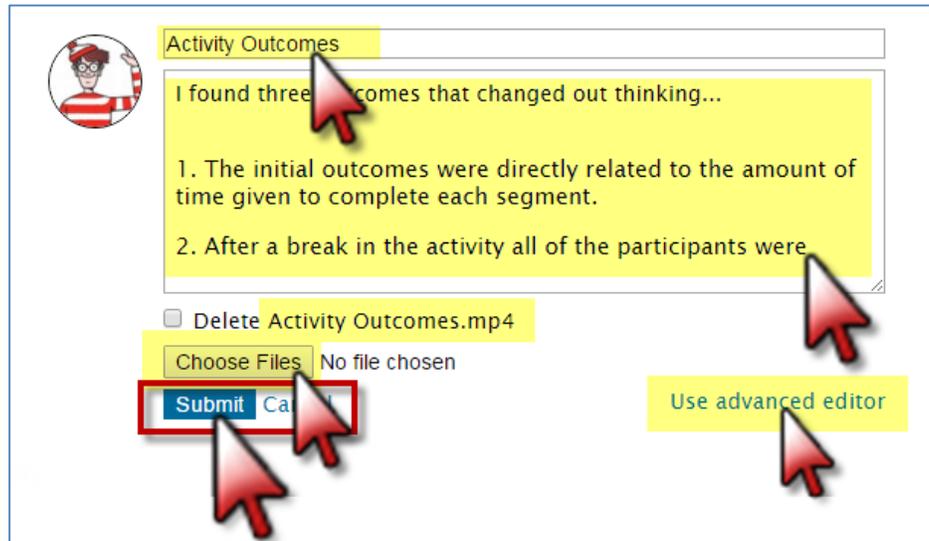
To create a discussion, this instructor has asked the students to reply to her question first, read the replies posted by the other students, and then reply to at least two of the other classmates.

Read the instructor's question and click the [Reply](#) link to post a response.



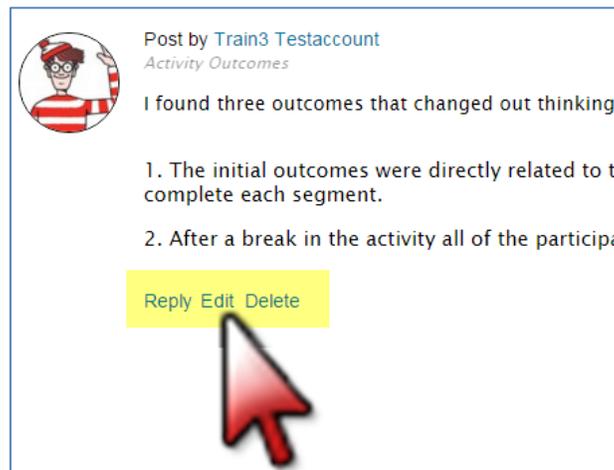
Type in a **Subject** for your post in the first text box. Type your **Message** in the large text box.

Click **Choose Files** to attach a document or media file to your post. Click **Use Advanced Editor** to access more formatting tools. Click **Submit** to complete your post.



For 30 minutes your post will appear with three links at the bottom (**Reply**, **Edit** and **Delete**) to give you time to make changes.

After 30 minutes, the **Edit** and **Delete** links will disappear and your post will be permanent.



### Add a New Discussion

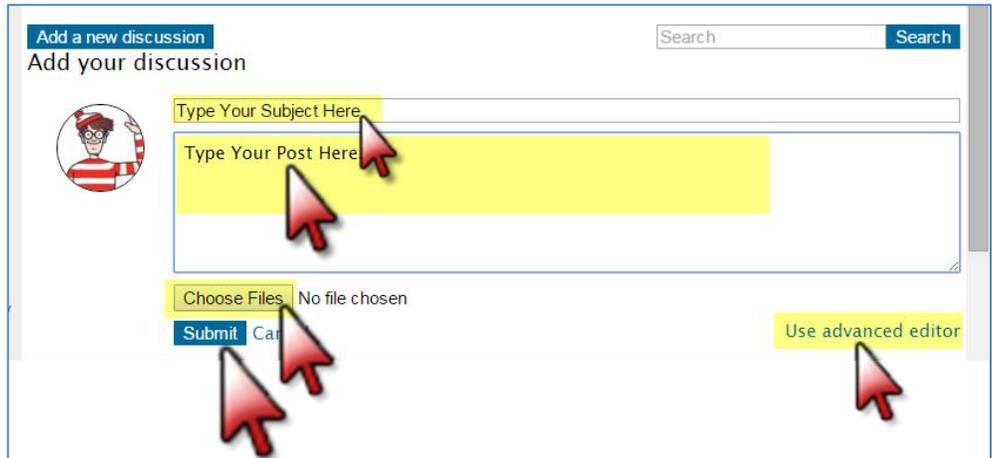
The instructor may ask you to **Add a New Discussion** rather than respond to a question.

To add a new discussion to the forum, click the **Add a new discussion** button.

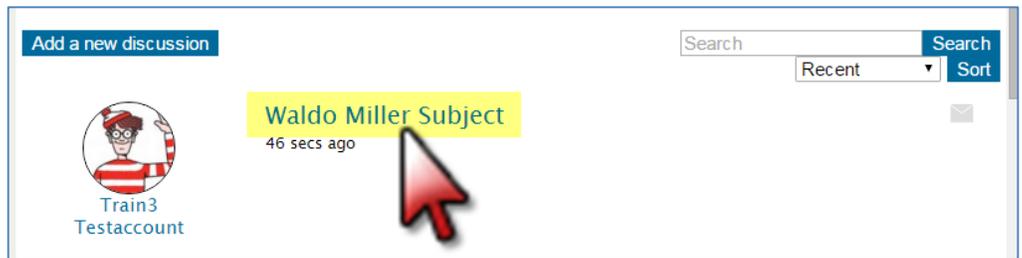


Type your discussion **Subject** and **Message** in the text boxes. Click **Choose Files** to attach a document or file. Click **Use Advanced Editor** to access more formatting tools as needed.

Click **Submit** to complete your new discussion.



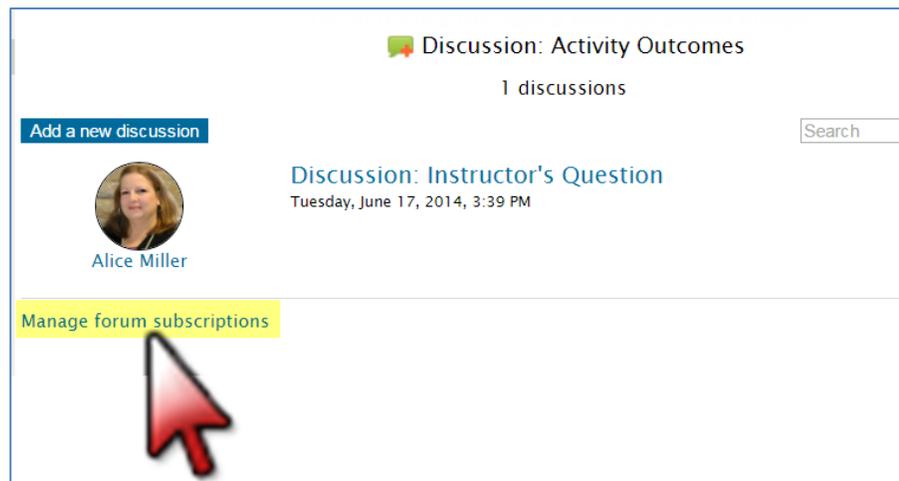
The **Subject** that you typed in the text box now becomes a link that others can click on to view your message and reply to your new discussion.



### Manage Forum Subscriptions

Open a forum and click the **Manage Forum Subscriptions** link.

If you subscribe to a forum you will receive emails that notify you about forum activity.



All forums found in the course will be listed in a chart.

Click the **Subscribe to all forums** link or the **Unsubscribe from all forums** link in the left corner as desired.

In the **Subscribed** column, click on any **No** or **Yes** indicator to change the setting for any individual forum.

Click the small **Email digest type** icon in the right corner to see a description of the types of notifications you can select to receive for each forum.

Click the **Default (No digest)** dropdown menu at the end of each row to make your selections as needed.

The **Default** digest setting can be changed in your **User Profile**.

Topic	Description	Discussions	Unread posts	Subscribed	Email digest type
Topic 1: Foundations and Terminology	Discussion: Activity Outcomes Click on the discussion link below to find the instructor's question.	3	2	No	Default (No digest)
Topic Two: History of the World	Discussion: Introductions Click on the Discussion link to open the discussion.	1	0	Yes	Default (No digest)
	Discussion: Click on the Discussion below. Do not click on the Add a new discussion button.	1	0	No	Default (No digest)

**Email digest options**

The type of notification that you will receive for each forum.

- Default** – follow the digest setting found in your user profile. If you update your profile, then that change will be reflected here too;
- No digest** – you will receive one e-mail per forum post;
- Digest** – complete posts – you will receive one digest e-mail per day containing the complete contents of each forum post;
- Digest** – subjects only – you will receive one digest e-mail per day containing just the subject of each forum post.

In the **Administration** block in the side panel, click the **My Profile Settings** link, then click the **Edit Profile** link.

Scroll down to see the **Preferences** section.

Use the dropdown menus to select the **Forum auto-subscribe** and **Forum tracking** settings you prefer.

**Forum auto-subscribe:** If set to yes, will automatically subscribe a user to a forum when the user posts in that forum.

**Forum tracking:** If set to yes, will keep track of posts that have/haven't been read by showing new posts highlighted in color.

**Note:** The instructor can choose to force subscription on a particular forum and override your settings.

Additionally, when a forum is opened a tiny gray envelope appears on the right.

Click on the envelope to subscribe to the forum (it will change to an orange color).