

Discussion Forums

An online discussion forum works like a notice board in a community where people can place and respond to messages and everyone in the community can see all the messages that are put up.

Online discussions take the form of topics put up or 'posted' for students to comment or share their views on, as they would in a regular face-to-face classroom. Participating in an online discussion is simple and in many cases, mandatory. Forums are readily identifiable by the monitor and caption icon.

A forum is an online message board (bulletin board) where you and your students can post messages to each other while easily keeping track of individual conversations (threads) comprising of a number of posts and replies. You can post to a forum anytime, anywhere using an internet connection. To communicate with each other, it is not necessary for both parties to be online at the same time.

Forums offer students a chance to do research, compose (formulate) a reasonable reply and also double-check their responses before they post their reply to the forum.

Discussion Forums can be identified by the monitor and caption icon 

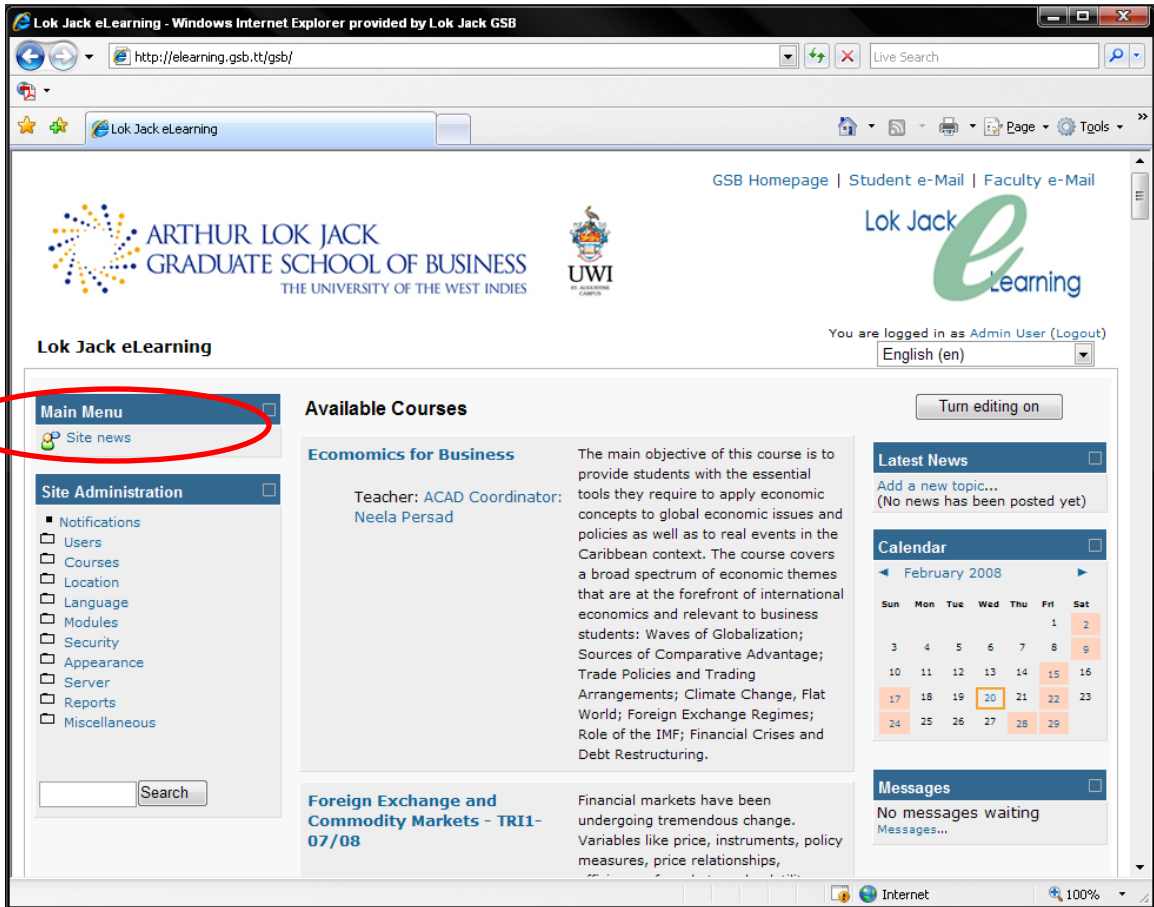
Posting to the Discussion Forum

In a face-to-face discussion, the interaction in a group develops when one person starts a topic and other people contribute by replying to the concept or 'thread' already being discussed. The online discussion environment mirrors this by allowing you to either **Add a new discussion topic** or **Reply to an ongoing discussion** (following a threaded discussion).

From your Home Page:

1. Click on the Course name.

Your Course Home Page will open.



2. Click on Forums in the Activites block or select a forum that is listed in your course.

Adding a new discussion topic

To add a new discussion topic to a forum:

1. Click the **Add a new topic** button



The **Your new discussion topic** page opens

General news and announcements

Your new discussion topic

Subject:

Message: 1 (8 pt) **B** **I** **U** **S** x_2 x^2

Read carefully
Write carefully
Ask good questions
About the HTML editor

Path:

Formatting: HTML format

Subscription: Everyone is subscribed to this forum

Attachment: Max size: 2MB

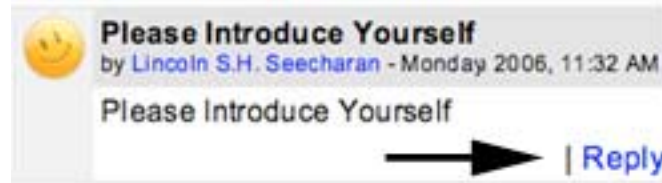
Mail now:

- 2.
3. Type an appropriate name for your forum in the **Subject** field.
4. Type your contribution to the forum in the **Message** field.
1. Click on the **Post to Forum** button.

Replying to a previous posting (posting with an existing thread)

To reply to a previous posting:

- At the end of the entry you will see the 'Reply' button. Click on 'Reply' to go to your reply screen.



Forum discussion list

- After the reply screen opens, type a subject heading similar to what you would do for emails.
- Next, you need to type the body of your contribution in the text box where the middle arrow is pointing above.
- Finally, click the **Post to Forum** button at the bottom of the screen. Your contribution will be posted to the class website. Lok Jack eLearning automatically sends a copy of your posting via email to all class participants. If you do not want to receive copies of postings via email, then you will have to cancel forum postings from being emailed to you by changing the settings in your profile.

Keeping discussions in the Forum

When participating in discussion forums it is better to contribute to the forums from within the online course, rather than reading postings sent to your email account and clicking the Reply button from within your email. Just remember to make an effort to login to the course web page and do your discussion forum activities there.

For assistance with Lok Jack eLearning issues, contact gshelpdesk@gsb.tt

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