

Moodle Discussion Forums

Moodle allows for multiple types of forums. Different types of forums provide different results when you post to them.

Type of Forum	Description
Single simple discussion	The entire forum appears on one page. The first posting, at the top of the page, is the topic for the forum. This topic is usually created by the course coordinator. The course participants then post replies under this topic.
Each person posts one discussion	Each course participant can create one and only one new topic. Everyone can reply to every topic.
Q and A	This is like a single-topic forum, in which the course coordinator creates the topic for the forum. Course participants then reply to the topic. However, a participant cannot see anyone else's reply until they have posted a reply. This topic is usually a question posed by the course coordinator, and the participants' replies are usually answers to that question.
Standard forum displayed in a blog-like format	An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links
Standard forum for general use	In a standard forum, anyone can start a new topic. Course coordinators and participants can create new topics and reply to existing postings. Only the titles of discussions are visible; you must click into a discussion to read the postings under it.

Posting to a forum

Depending on the type of forum, you may be able to start a new topic, or only reply to a topic or previous reply.

To post within a discussion forum, follow the steps below.

1. Locate the link to the forum. Links are typically found in the *Topic* or *Weekly Sections* down the centre of the course page. Depending on the course layout you may need to toggle a section open to see the links within it.

The forum icon will look similar to the image below. The text will be hyperlinked to the actual discussion forum.

Discussion Forum

 [Topic 3 - Coaching issues and challenges - Forum Discussion](#)

- Click the link to a forum. The forum screen will open. Depending on the type of forum, there should be instructions on how you are to proceed. The example below is a Q and A Forum. Note the warning that in order to see other responses to these questions, you must first post your answer.

Click on the hyperlinked discussion topic, not on the name of the person who started it, to open it and respond to the topic.

This is a question and answer forum. In order to see other responses to these questions, you must first post your answer

Once you have reviewed the articles under *Topic 3 - Coaching issues and challenges*, please click on the questions below to access the online discussion forum. You are required to respond to each question. You may also comment on other forum contributions.

[Add a new question](#)

Discussion	Started by	Replies	Last post
Q. 3.1: Which coaching issues are relevant to your workplace and why?	Nareena de Gooijer	0	Nareena de Gooijer Mon, 15 Apr 2013, 09:51 AM

- If it is a single-topic or blog-like forum, click Discuss this Topic to read what has been posted so far, then click Reply to post your response.
- If your coordinator is allowing participants to start new topics, at the top of the page you will be able to click Add a new discussion topic to start a new discussion thread.

- Click on Reply to compose your response.

Display replies in nested form

This is a question and answer forum. In order to see other responses to these questions, you must first post your answer

Q. 3.1: Which coaching issues are relevant to your workplace and why?
by Nareena de Gooijer - Monday, 15 April 2013, 09:51 AM

Please use this forum to respond to the question and as an opportunity to communicate with other people exploring this field.

[Reply](#)

4. Your reply

In the Subject field (required), type a brief but descriptive subject line. In the case of a Q and A Forum the Subject field will already be populated with the original question.

In the Message field, enter your reply. You can use the HTML Editor toolbar to format text as well as to add images, links to media, or equations.

Q. 3.1: Which coaching issues are relevant to your workplace and why?
by Nareena de Gooijer - Monday, 15 April 2013, 09:51 AM

Please use this forum to respond to the question and as an opportunity to communicate with other people exploring this field.

Your reply

Subject* Re: Q. 3.1: Which coaching issues are relevant to your

Message*
 Font family Font size Paragraph
 B I U ABC X₂ X₁
 ENTER YOUR RESPONSE HERE
 Path: p

Subscription I don't want email copies of posts to this forum

Attachment Add... Maximum size for new files: 500KB

No files attached

Post to forum

There are required fields in this form marked *.

This screen is also where you can control your subscription options and add attachments.

Subscription options:

- I don't want email copies of posts to this forum
- Send me email copies of posts to this forum

If you are subscribed to a forum it means you will receive email copies of forum posts. Usually you can choose whether you wish to be subscribed, though sometimes subscription is forced so that everyone receives email copies of forum posts.

Attachment

You can optionally attach one or more files to a forum post. If you attach an image, it will be displayed after the message.

When your post is complete, click Post to forum to submit. You will receive the message below confirming that your post was successfully added.

Your post was successfully added.

You have 15 mins to edit it if you want to make any changes.

[\(Continue\)](#)

Note: After you post a topic or reply, you have 15 minutes to edit or delete your post before an email is sent to subscribers to the forum.

5. Viewing your post

Your reply or post will now be visible. Note that underneath your post you have the option to show parent post, edit your post, delete your post, reply to other posts, or export to a portfolio.

Display replies in nested form

Q. 3.1: Which coaching issues are relevant to your workplace and why?
by Nareena de Gooijer - Monday, 15 April 2013, 09:51 AM

Please use this forum to respond to the question and as an opportunity to communicate with other people exploring this field.

[Reply](#)

Re: Q. 3.1: Which coaching issues are relevant to your workplace and why?
by Moira O'Sullivan - Tuesday, 16 April 2013, 01:17 PM

Number 7. Attitude vs. skills is a coaching issue in my workplace. There are people with the skills to do a task, but what is lacking is the attitude and motivation to do so. This has developed from a lack of feedback on performance in my area.

[Show parent](#) | [Edit](#) | [Delete](#) | [Reply](#) | [Export to portfolio](#)

If other messages have been added to the forum, you may initially also see a message similar to the one below on the page. This is typical of a Q and A Forum. Once the 15 minute editing time lapses you will be able to see the other messages posted to the forum.

Subject (hidden)
Author (hidden)

This post cannot be viewed by you, probably because you have not posted in the discussion or the maximum editing time hasn't passed yet.