Forums are an ideal medium for posting short messages and having public discussions about the information from the course or the opinions of participants.

Forums are the main tools for communication and, therefore, for sharing and creating knowledge among classroom users. Its operation is very similar to that of other discussion forums on the Web.

In forums, the primary focus should be on promoting dialogue and interaction during the teaching-learning process rather than simply getting a response to questions.

Forums may also be used for posting of news by tutors or in some cases as a cybercafe that is open to all participants.

The receipt of notifications via email about forum activities, (forum subscriptions), depends on the personal settings of each user within the Moodle platform (from the forum itself and the forum settings defined in their personal profile).
On the course page you will find links to the various course forums. All forums will have the same icon:
TOPICS FOR DISCUSSION WITHIN THE FORUM

Once you click on the title, you will see the discussion topics within that forum. A forum may contain one or more discussion topics.

As new discussion topics are added (usually initiated by the tutor), they will appear chronologically below each other.

For each discussion topic, you will see its title, who started it, the number of replies (responses), and the date of the last response.
Replying to a discussion topic (Step 1)

Keep in mind that forums function as a hierarchy of levels. Before replying to the forum, you should be clear about who you want to respond to. That means that you must decide whether you want to respond to the main message of the discussion, or if you want to respond or comment to the response of any other course participant. This, in turn, makes it easier for the rest of the participants to follow and understand the discussion.

**Step 1**

The first thing you need to do is enter the forum and then click on the discussion topic in which you want to participate. Click on the title of the discussion. The number below the “Replies” columns shows the number of answers in that discussion thread.
Reply to a discussion topic (Step 2 and 3)

Once you are clear to whom you want to respond, click on the word “Reply” (2) below that specific message. The platform will display the responses at different levels depending on which response the specific message corresponds to.

Type your message in the box and then press the “Post to forum” (3) button. You can also press the “Advanced” button and follow the steps in the following slides.
Replying to a discussion topic (Steps 4 & 5)

Once you click on the “Advanced” option, a form will appear.

In the “Message” box (4), write down your answer or contribution.

You are able to format your message as you want (bold, underline, images and links...).

You may also subscribe to that discussion by clicking the checkbox below your message (“Discussion subscription”).

Additionally, you can attach files by pressing the "+" button.

Click on the "Submit to Forum" button (5) to send your message.
Replies to a discussion topic

Your reply will appear a little further to the right of the message you are replying to.

Exchange forum

Welcome

Welcome

by Admin CVSP - Monday, 27 May 2024, 2:06 PM

Welcome everyone! In this course...

Re: Welcome

by Sarah Williams - Wednesday, 29 May 2024, 7:17 PM

Dear colleagues...
How to find out whether are subscribed to the forum

In courses that have the “Activities” block, when you click on the "Forums" link through the Activities block, you will be able to view the list of forums available in the course.

In the last two columns, you will be able to see whether or not you are subscribed to the forum, and the type of mail summary.
How to "subscribe to" or "unsubscribe from" a forum

In forums where you have the option to decide whether you want to subscribe or not, you will see a button that changes from Yes to No and vice versa every time you click (1).

There are some forums where you are subscribed by default and do not have the option to unsubscribe from the forum. In these cases, you will simply see the text "Yes" (2).

In the next column, you will have the option to switch between mail summary types (3).

In the Admin block in each forum you also have the option to subscribe to the forum or unsubscribe.
Setting Up Forums in Your Personal Profile

Remember that from the Preferences option of the User Menu you can modify the general settings of the forums (but you can also adjust the settings for each forum).

1. **Mail Digest Type:**
   This field determines how you will receive email copies of forum posts to which you have subscribed (one email per each message posted in the forums, or one daily email with a summary of all messages posted in the forums that day).

2. **Automatic subscription to the forum:**
   This field allows automatic subscription to the forums in which you write.

3. **Forum tracking:**
   This option makes it easy for users to track read and unread posts for each forum.
What a tracking-enabled forum looks like

When we have tracking enabled, you will be able to see the number of pending messages to be read next to each forum.
If you need assistance, please go to the Virtual Campus Help Desk: https://campus.paho.org/en/help

Follow us:

Facebook: campusvirtualsp
Email: cvsp@paho.org
Website: https://campus.paho.org
Website: www.paho.org