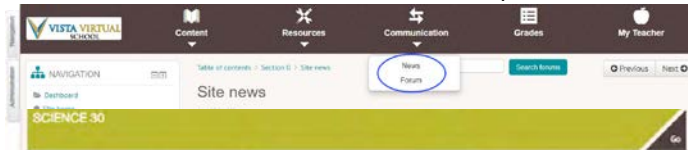


Overview

Forums allow you to exchange ideas with teachers and other students by posting comments, images, media, and attachments as part of a thread. Depending on your course, teachers have the ability to rate your posts or give you permission to rate other students' posts. Forums are an optional feature and, if enabled, can be accessed by following the instructions provided below.

Accessing Forums

1. On the navigation bar, select the **Communications** menu and choose **Forums** from the dropdown.



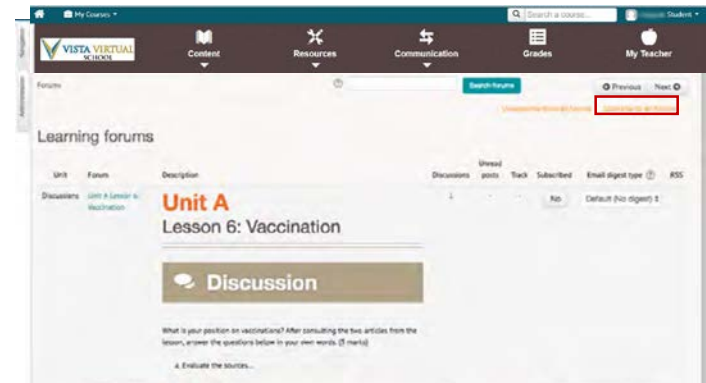
2. Click the forum you are wanting to review.
3. Here you may have several options:
 - a) Subscribe to a forum.
 - b) Create a new discussion topic.
 - c) Post a response.
 - d) Edit a response.
 - e) Delete a response.

To Subscribe to a Forum

Subscribing to a forum means you will receive email updates about new forum posts. You can subscribe to all forums at once or pick and choose the ones that you want, depending on your preference.

Subscribing to All Forums

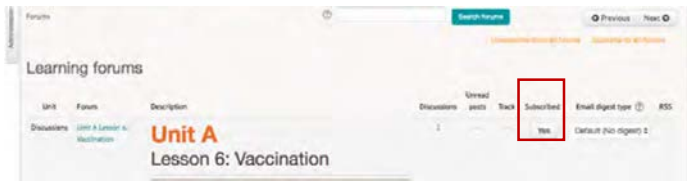
1. Select the **Subscribe to all forums** link underneath the **Previous** and **Next** button.



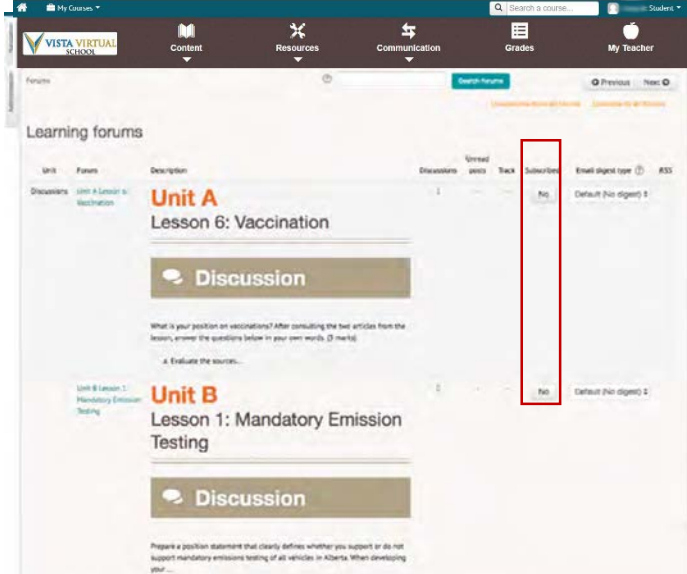
Note: A confirmation message will appear briefly for about 5 seconds. Notice how the entire Subscribed column has changed from No to Yes. This means you are now subscribed to all forums.

Subscribing to Individual Forums

1. Locate the forum in you would like to subscribe to.

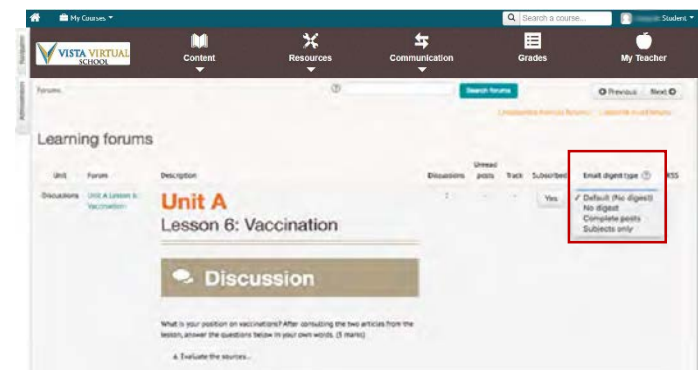


2. In the same row, click **No** to toggle the **Subscribed** button.



3. A confirmation message will appear briefly for about five seconds. Notice how the status of the **Subscribed** button has changed from **No** to **Yes**. In the **Email digest type** dropdown, select the type of notification you want to receive based on the following descriptions

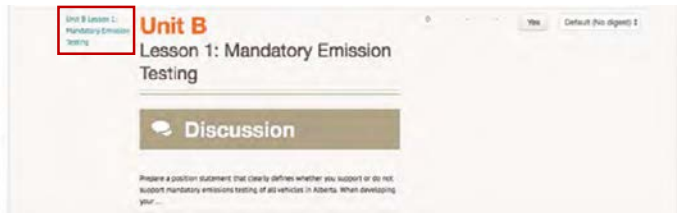
- a) **Default** – you won't receive any emails. This is defaulted when *no* subscription is selected.
- b) **No digest** – you'll receive one email per forum post.
- c) **Complete posts** – you'll receive one digest email per day containing the complete contents of each forum post.
- d) **Subjects only** – you will receive one digest email per day containing just the subject of each forum post.



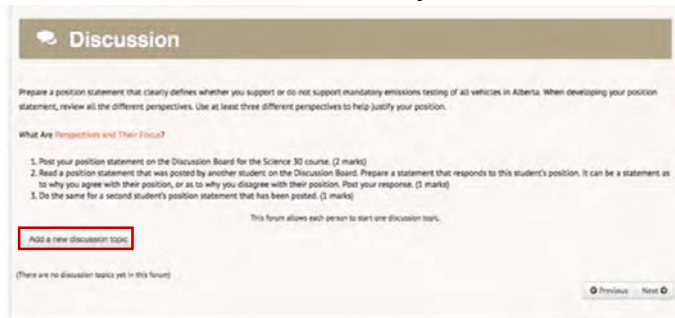
4. Repeat steps 1 to 4 to subscribe to any other forums in your course.

To Create a New Discussion Topic

Select the forum.



1. Click **Add a new discussion topic**.

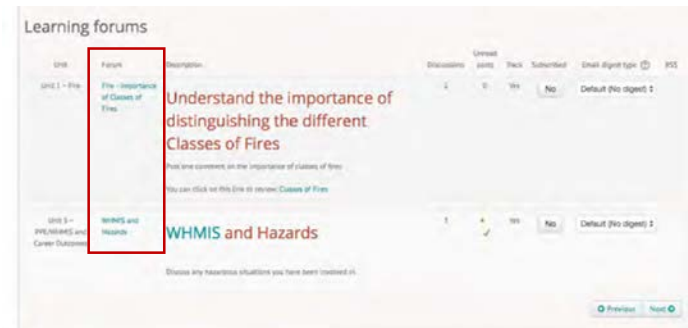


2. Enter the subject name and your message into the **Subject** and **Message** fields respectively.
3. Click **Post to forum** to submit your post. A confirmation message will appear briefly for about 5 seconds. Your discussion topic will now appear in a new thread to which others can respond.

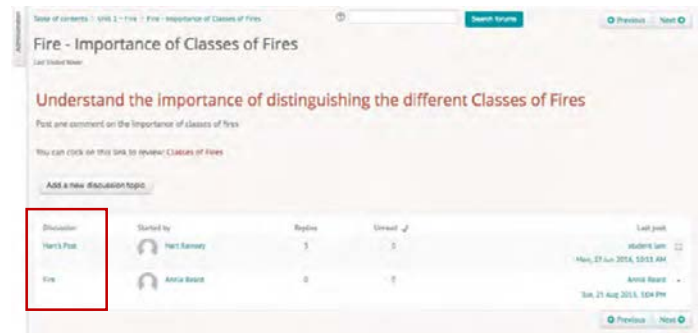
Note: Please keep in mind that your posts will be viewable to everyone in your class, including your teacher. If you would like to make any changes to your post or even delete it, you have exactly 5 minutes from the time that you publish your post to do so. Otherwise, your post will be permanently saved to the thread.

To Post a Response

1. Select the forum.



2. Click on the name of the discussion.



3. Click Reply in the lower-right corner of the message to which you want to reply. Note: If there's more than one post, the most recent one will appear at the very bottom.



4. Enter your message into the **Message** field and include any necessary attachments.
5. Click **Post to forum** to submit your reply. A confirmation message will appear briefly for about 5 seconds. Your post will now appear at the bottom of the thread.

Note: Please keep in mind that your posts will be viewable to everyone in your entire class, including your teacher. If you would like to make any changes to your post or even delete it, you have exactly 5 minutes from the time you publish your post to do so. Otherwise, your post will be permanently saved to the thread.

To Edit a Response

After you've finished posting to a forum, you have exactly 5 minutes to make any changes before your response is permanently saved to the thread. To edit a response, use the following directions:

1. Click **Edit**.



2. Make your changes to the **Subject** and **Message** fields respectively.
3. Click **Save Changes** to apply your changes. A confirmation message will appear briefly for about 5 seconds. Your updated post will now appear in the thread.



To Delete a Response

After you've finished posting to a forum, you have exactly 5 minutes to delete it before your response is permanently saved to the thread. To delete a response, use the following directions:

1. Click **Delete**.



2. Click **Continue**.



A confirmation message will appear briefly for about five seconds, and your post will no longer appear in the thread.

Contact

If at any time you have questions, please contact us at 1-855-974-5333 x5317 or vsupport@pembinahills.ca.