

At times you may be required, or wish to, contribute to discussion forums.

Access the **Forums** via the **Communications** button. If your course has forums available, they will be listed here.

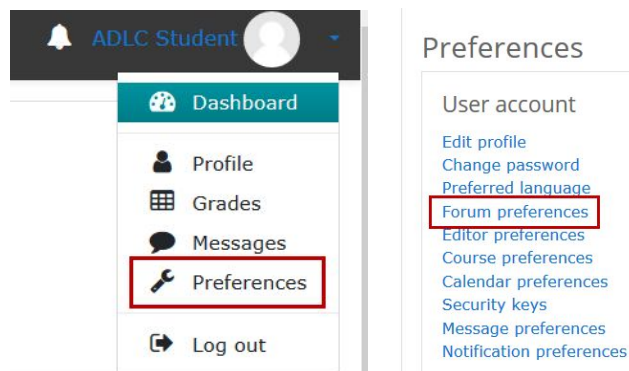


Forum Subscriptions

When a participant is subscribed to a forum it means that they will receive notification of each new posting (unless the preference settings are changed). To subscribe, click the **No** button to change it to a **Yes**.

Change preferences

You can change your preference in the upper right-hand corner of the Navigation Bar or in the Forum



In the drop-down list select **Preferences**.

Select **Forum preferences** and the next window will give you the options available with a short explanation of each choice.

Forum preferences

Email digest type



Forum auto-subscribe

No digest (single email per forum post) ▾
No digest (single email per forum post)
Complete (daily email with full posts)
Subjects (daily email with subjects only)

In the **Forum**, it will look like this:

Learning forums

Unit	Forum	Description	Discussions	Subscribed	Email digest type ?	RSS
Unit 1 - Globalization and You	1.2.4 Global Connections Discussion	In a well-constructed paragraph , describe yourself to your classmates. Include at least one sentence in which you explain how you are connected to another part of the world . Examples include the country from which your ancestors emigrated, an interest in food, fashion or music from another ...	6	No	Default (No digest) ▾ Default (No digest) No digest Complete posts Subjects only	

To contribute to a forum, click on the title, then select **Add a new discussion topic**.

Field Study Forum

Summarize the species you are studying and provide additional information about their habitat.

Add a new discussion topic

Add a **Subject** to describe your post and then type your message.

▼ Your new discussion topic

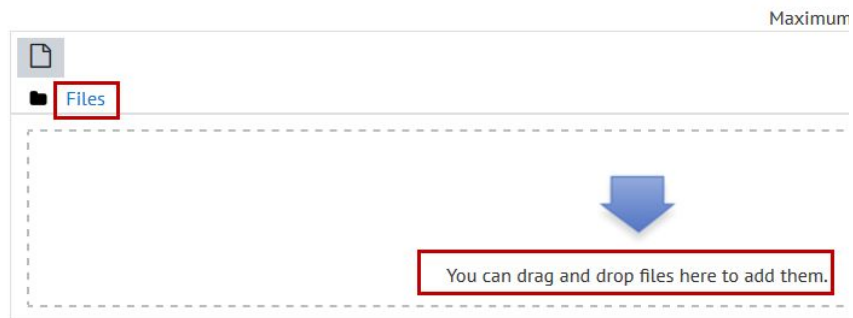
Subject ⓘ My title

Message ⓘ

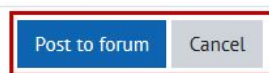
My discussion text or use Audio or Video depending on your Teacher's request.

Type your text in the Message area or you can use Audio or Video depending on your teacher's instructions.

Some Forums may allow you to add an attachment. **You can drag and drop** the file in the space provided or select the **Files** link and upload your file.



Click the **Post to forum** button when you are ready to submit your post.



Some forums allow you to reply to someone else's post. Click on the discussion title, then click **Reply**, and follow the same instructions as before.

Remember, in most forums, posts are read by your teacher and everyone else, so always make sure are respectful and use appropriate language.

Questions?

Give us a call at 1-866-774-5256, ext. 5322 or email moodlesupport@adlc.ca