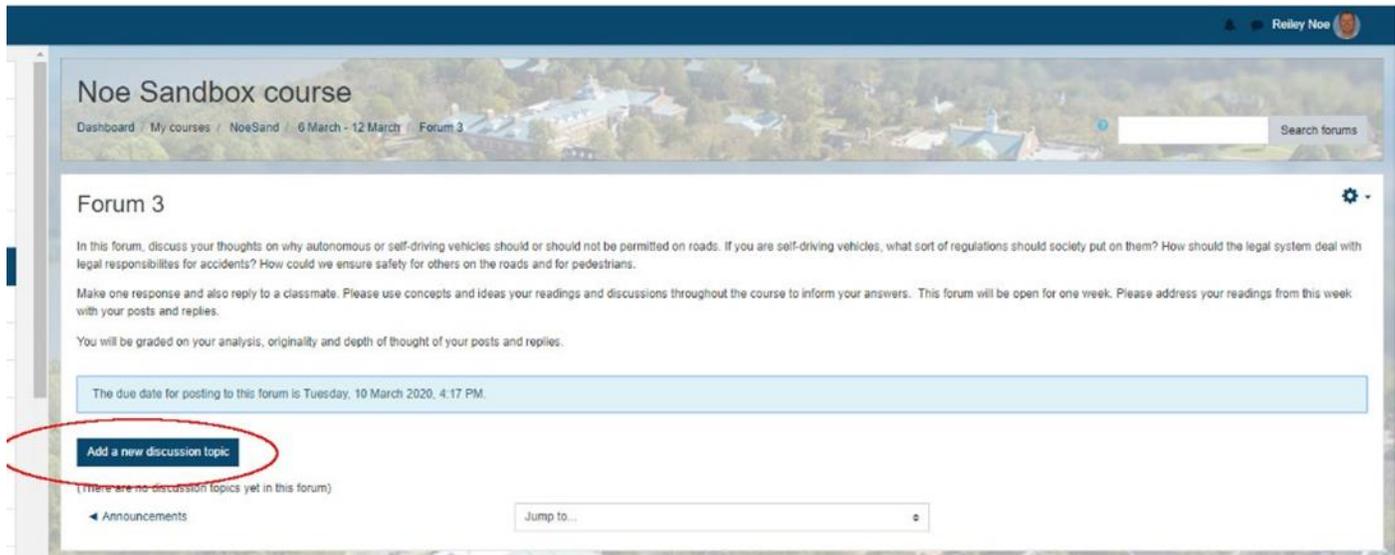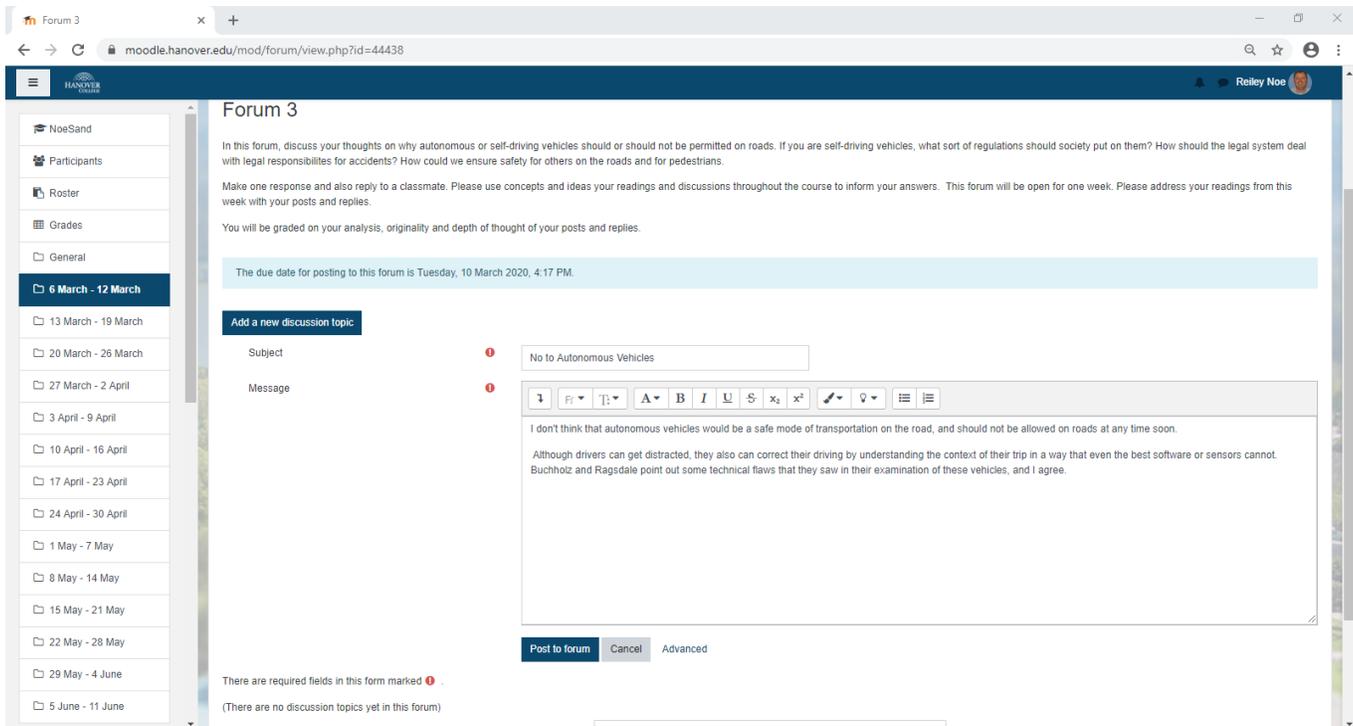Using Forums (for Students).

Making a Post

1. The description above the forum will outline what the professor is looking for from your posts. Pay attention to any limits that they are making on the number of your posts or the length of your posts and replies. Make sure to see if you are required to reply to the comments of others.
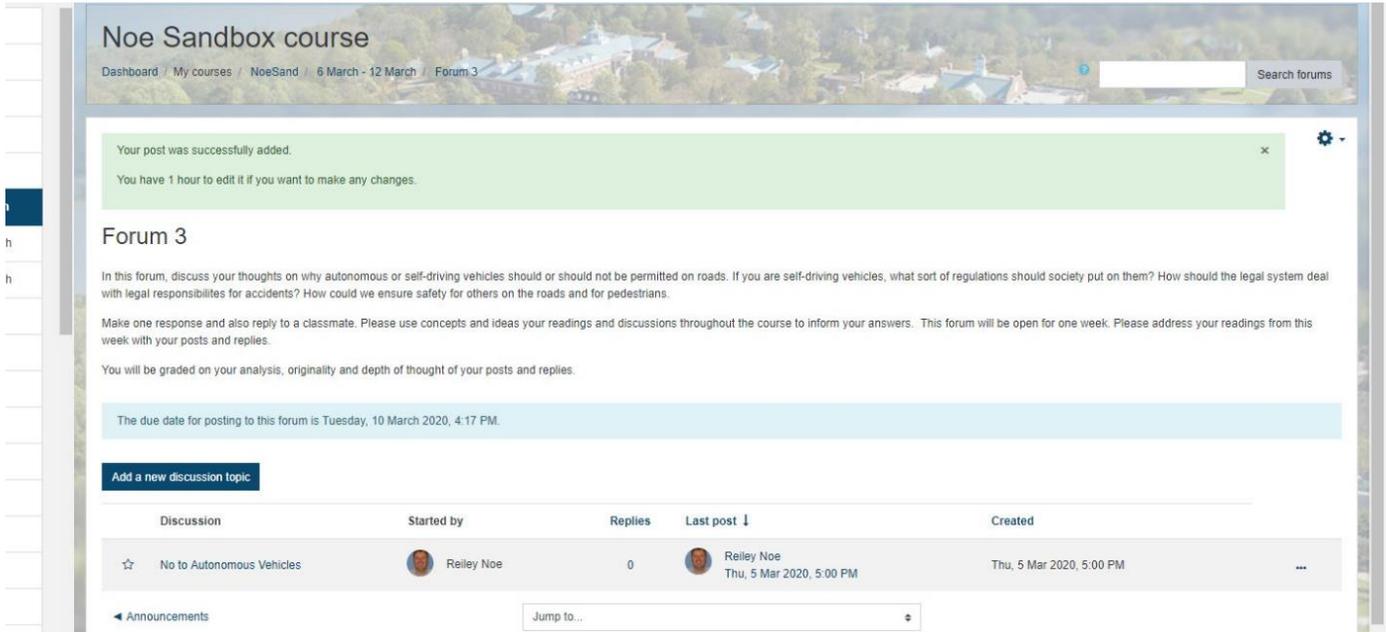
   Click the button to add your post.

2. Name your post – you cannot proceed without creating a name or a heading for your post.

   Use the text editor to input your commentary. Click on the blue button to post your comments. You have a limited time to edit comments.
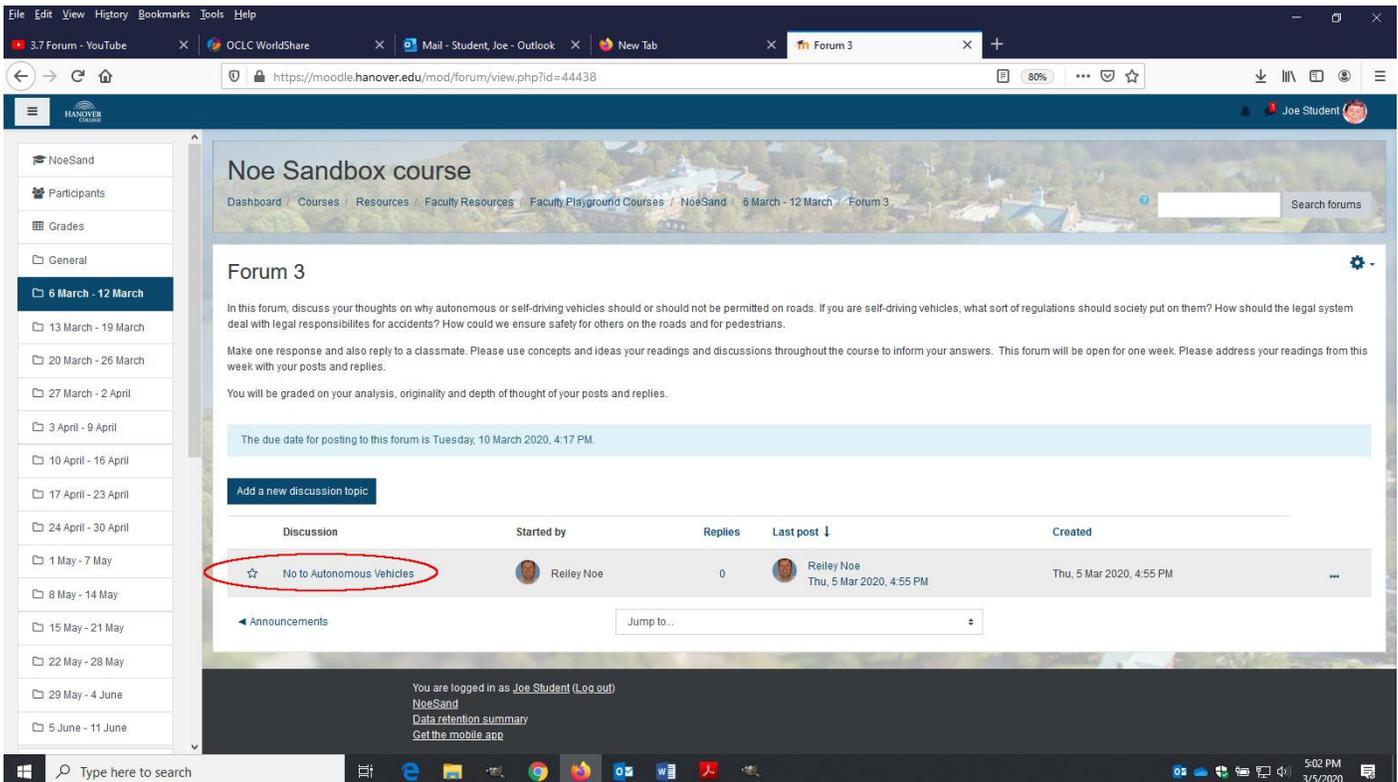
3. This is what the forum looks like after a posting. Note the green ribbon that warns you of the time remaining to make changes to your post or reply.
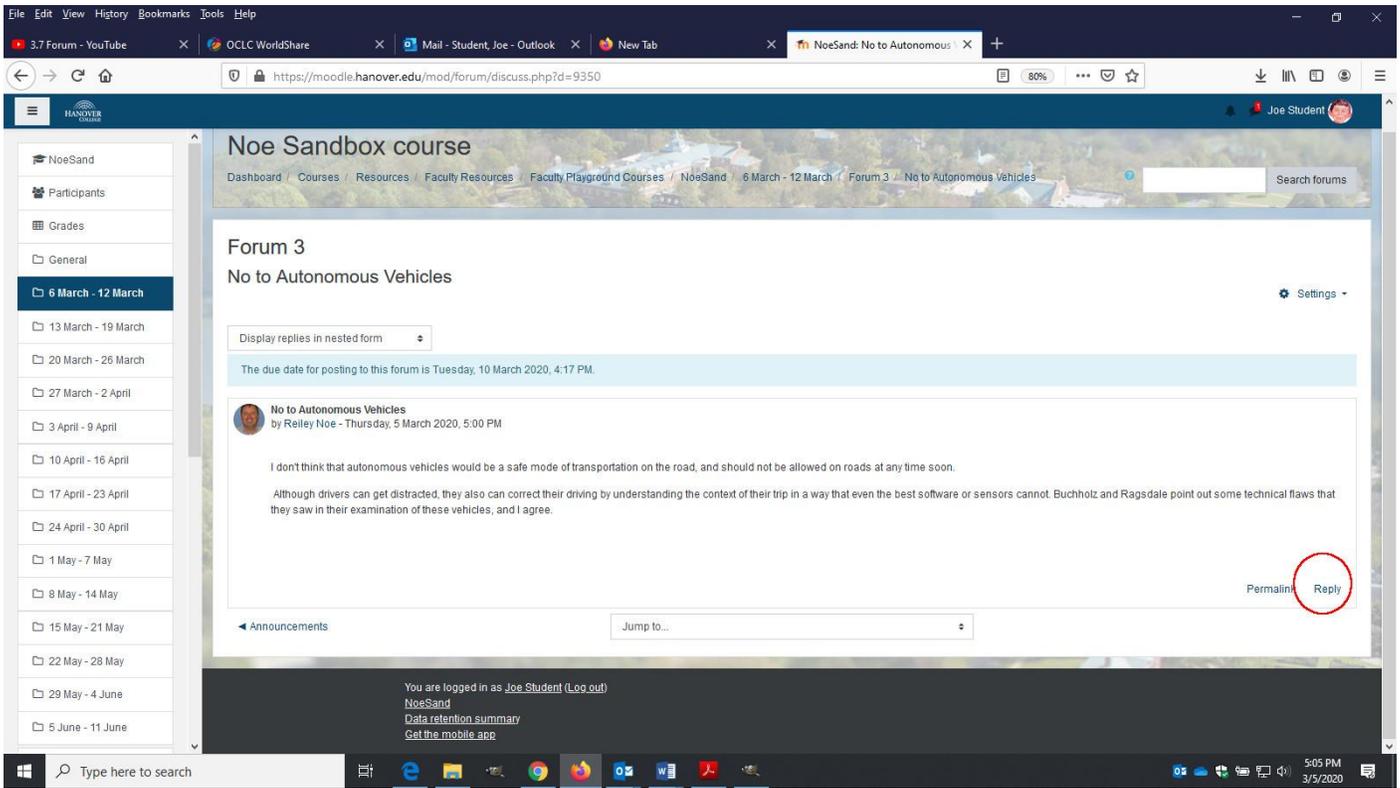

Making a Reply

4. Click on the link for the heading of the post to which you would like to reply.
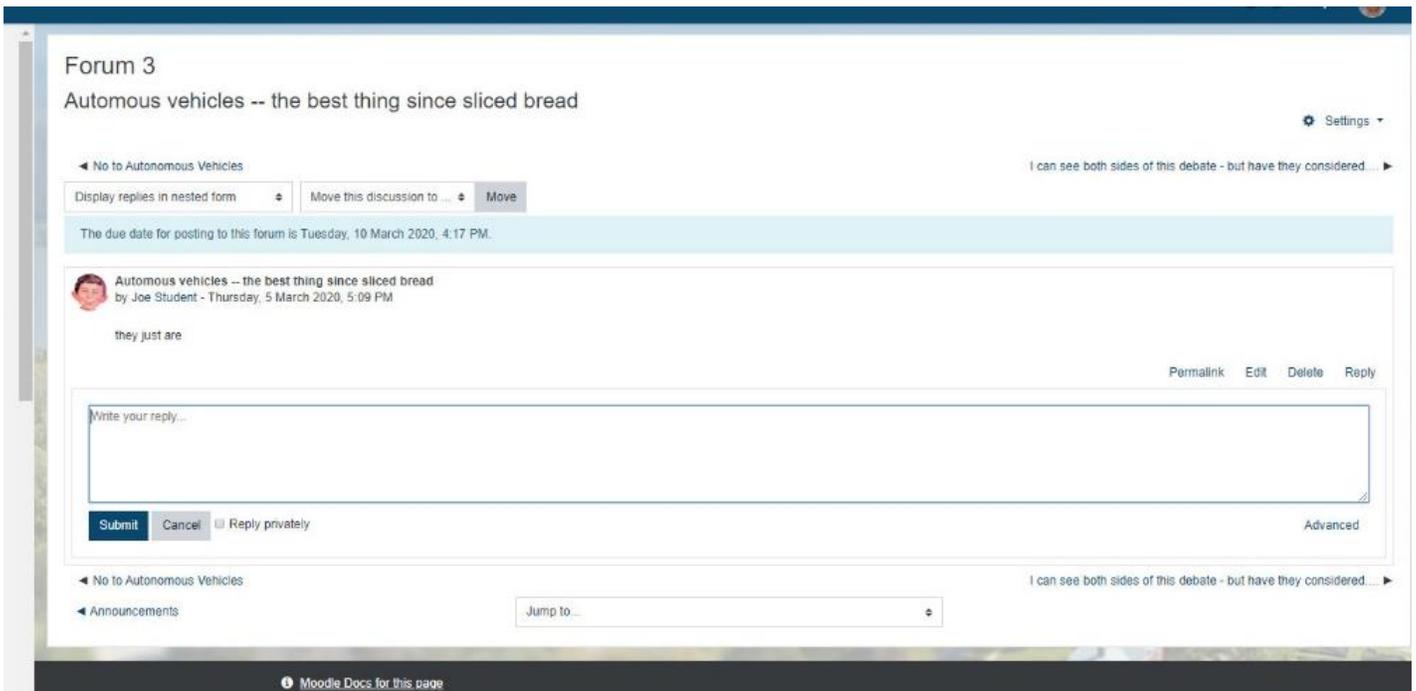
5. Add your comments and thoughts. Click the reply link at the bottom right.

6. The space for making a reply appears at the bottom. Use the links to edit or delete.

The submit button will post your comments.

7. This is how a finished post will appear.

8. This is how the forum will display as people post and reply.