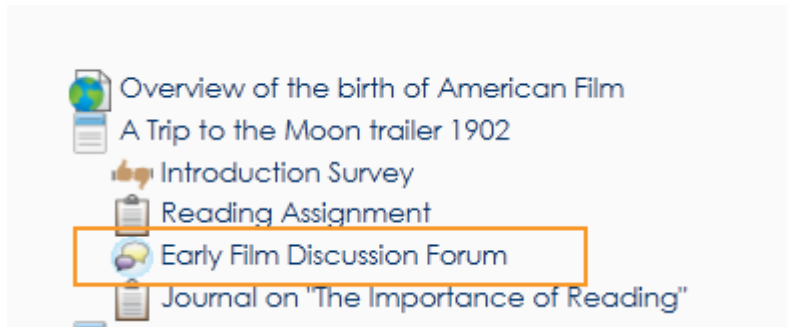


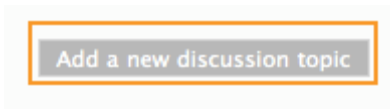
How to add a topic to a Forum in Moodle 2.

The forum is an asynchronous activity that allows for discussion between users. To add to a discussion by adding a topic follow the steps below.

Navigate a Forum within the course and click on its title.



Click the "Add a new discussion topic" button.



Create a subject for the post.

Subject*

Create a Message for the forum.

Message*

Font family Font size Format

B *I* U ABC X₁ X₂ [List icons] [Link icon] [Image icon] [Media icon] [Table icon] [Quote icon] [Code icon]

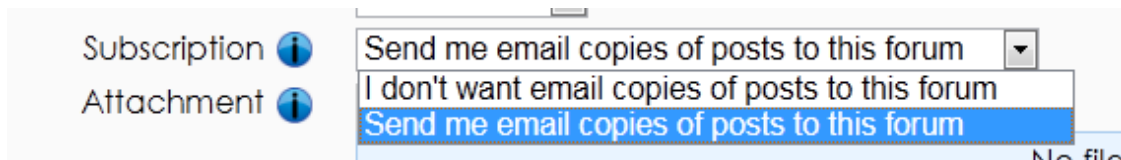
[More icons]

Path:

1 HTML format

1. If the HTML editor does not display, select HTML format from the drop-down menu.

Choose the Subscription method for the message post.



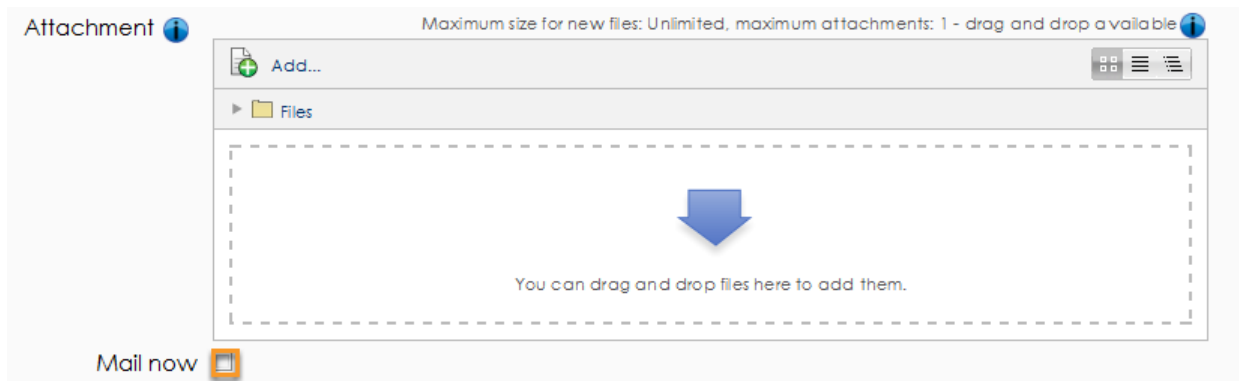
When a user is subscribed to a Forum it means that they will be sent email copies of every post in that Forum (posts are sent about 30 minutes after the post was first written). Users can usually choose whether or not they want to be subscribed to each Forum. However, if a teacher forces subscription on a particular Forum then this choice is taken away and everyone in the class will get email copies. This is especially useful in the News forum and in Forums towards the beginning of the course (before everyone has worked out that they can subscribe to these emails themselves).

Choose a file to upload as an attachment (optional).



Drag and drop a file or click "Add..." and use the [File Picker](#) to select an attachment.

Check the box "Mail now" to send the message immediately after posting.



1.

Click the "Post to forum" button to complete.

A rectangular button with a grey background and the text "Post to forum" in a sans-serif font. The button is highlighted with a thick orange border.

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