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Moodle 2.2

Student User Guide

Posting a Discussion

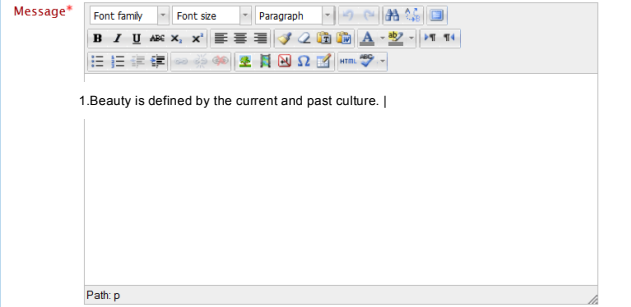
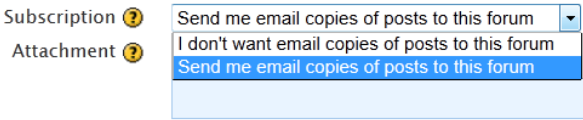
Posting a Discussion

Step	Screenshot
1. Read the instructions and requirements.	<ol style="list-style-type: none"> 1. Write a response to the question <i>How is beauty defined?</i> 2. Write a response to the questions <i>What is art? What is not art? & Does all art have beauty?</i> 3. Choose one work of art from the lesson or the assigned readings. Analyze this work using as much of the terminology learned in the lesson.
2. Click Add a new discussion topic .	
The Discussion topic page will open.	
3. Type in a subject.	



Note

Some discussion forums require you to post before you can see others' replies or discussions.

Step	Screenshot
<p>4. Press Tab on your keyboard once.</p> <p>The cursor will move to the next field, Message.</p>	
<p>5. Type in your message.</p>	
<p>6. Edit your subscription settings by selecting your choice from the drop-down list.</p>	



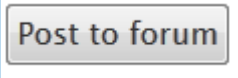
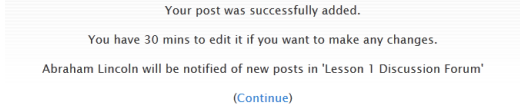
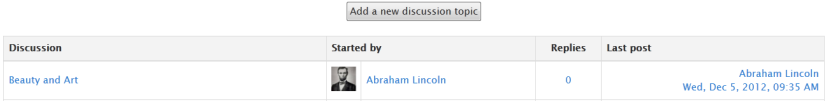
Tip

Because this is a WYSIWYG text editing box, you can type and save the information elsewhere (e.g., a Word document) and then copy and paste it here. This saves you from having to retype everything if your browser times out while you are posting.



Note

- If you want Moodle to send you an email each time someone posts a reply to your discussion topic, select **Send me email copies of posts to this forum**, which is the default.
- If you do not want this, select **I don't want email copies of posts to this forum**.

Step	Screenshot
7. If you want to add an attachment, see the next section.	
8. Click Post to forum .	
You will see a notification that says you have 30 minutes to edit your post if you would like to make changes.	
9. Click Continue to go back to the discussion forum's page, and your post will appear at the top.	
	
<p>If you click on your discussion within 30 minutes of posting it, you will see the Edit link at the bottom right corner.</p> <p>You can click this link (<u>within 30 minutes of posting</u>) to edit or delete your post.</p>	



Note


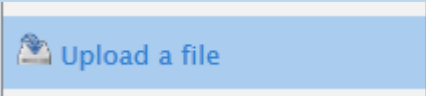
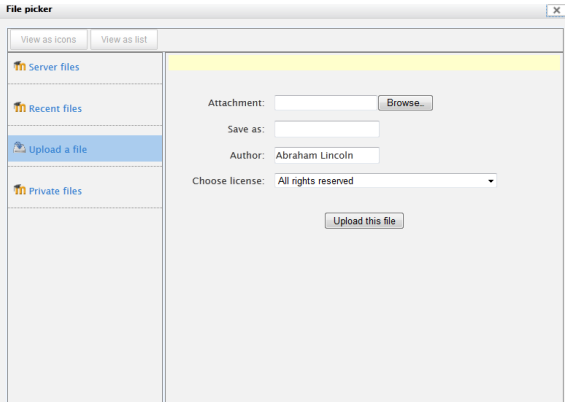
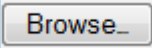
If you do not click **Continue**, Moodle will automatically redirect you to the discussion forum's page.



Note

The topics appear in order from newest to oldest.

Adding an Attachment to a Post

Step	Screenshot
a) Click Add in the Attachment field.	
b) Click Upload a file .	
c) The file picker will display.	
d) Click Browse.	
e) Select your file from your computer and click Open .	



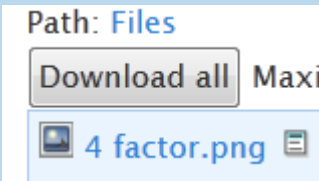
Note

Look at the maximum file size before you select your attachment.



Note

You can also select **My Private Files** and choose a file from there to add.

Step	Screenshot
<p>f) Click Upload this file.</p> <p>You will now see the file name under Download in the Attachment field.</p>	 <p>The screenshot shows a file management interface. At the top, it says 'Path: Files'. Below that, there is a button labeled 'Download all' and a partially visible button labeled 'Maxi'. Underneath these buttons, there is a file entry for '4 factor.png' with a small icon to its left and a document icon to its right.</p>



Note

To the right of any file you upload to your course (regardless of where in the course you upload it), you will see the following button:



If you click on this button, a drop-down menu will appear that has items such as Download, Rename, Move, and Delete.

Inside a Post

Parent topics start a thread, and nested replies are replies either to the parent topic (such as Bob Ross' first reply below) or to a previous reply (such as Joan Miro's and Annie Leibovitz's replies at the end). Think of it like outline form:

1. Parent topic: My name is Maurits Cornelis Escher . . . (posted by M. C. Escher)
 - a. Nested reply to parent: I think this could use more trees. (posted by Bob Ross)
 - i. Nested reply to first reply: I just realized that what this forum needs . . . (posted by Joan Miro)
 - Nested reply to above reply: I agree! (posted by Annie Leibovitz)



M.C. Escher

by [M.C. Escher](#) - Friday, August 24, 2012, 09:08 AM

My name is Maurits Cornelis Escher, born 17 June 1898 - 27 March 1972), usually referred to as M. C. Escher. I am a Dutch Artist. I am known for my often mathematically inspired woodcuts, lithographs, and mezzotints. These feature impossible constructions, explorations of infinity, architecture, and tessellations..

My favorite colors are the presence and absence of all colors. :)

This is my piece on Relativity.



[Reply](#)



Re: M.C. Escher

by [Bob Ross](#) - Friday, August 24, 2012, 01:00 PM

I think this could use more trees.

[Show parent](#) | [Reply](#)



Re: M.C. Escher

by [Joan Miro](#) - Saturday, August 25, 2012, 12:22 AM

I just realized that what this forum tool needs is a Facebook "like" button.

[Show parent](#) | [Reply](#)



Re: M.C. Escher

by [Annie Leibovitz](#) - Thursday, August 30, 2012, 04:28 PM

I agree!

[Show parent](#) | [Reply](#)