How to Post or Reply to a Discussion Forum in WebCampus

Follow these steps to post or reply in a Discussion Forum.

Locate a Forum with the course and click on its title.
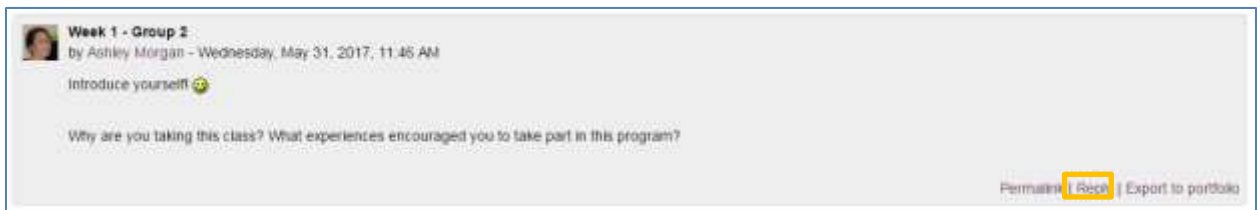
The Forum page will appear.

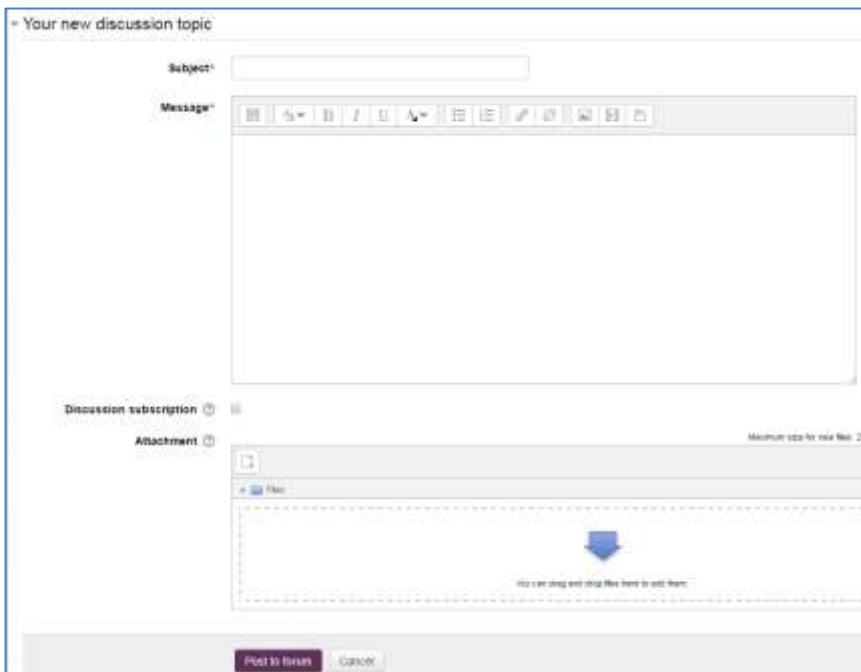> To add a *new* discussion topic to the forum, click the ***Add new discussion topic*** button.

> To reply to another user's post in a discussion forum, click on the discussion topic and view its threads.
>
> Scroll to the post where the reply will be added, then click the "Reply" link in the lower right corner.

A page to write your post or reply will appear.

Enter the subject of your post and the message in the text fields.

Click the **Post to Forum** button when finished. The message will post to the forum 15 minutes after clicking this button.

Optional Feature: Choose a file to upload as an attachment. To attach a document or file to the post, drag and drop the file into area indicated.