

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.



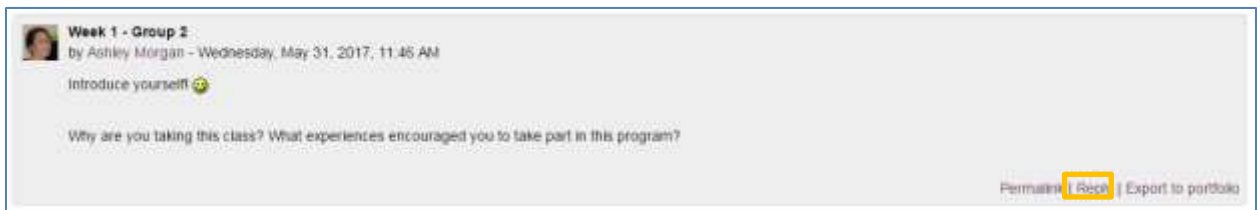
The Forum page will appear.

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

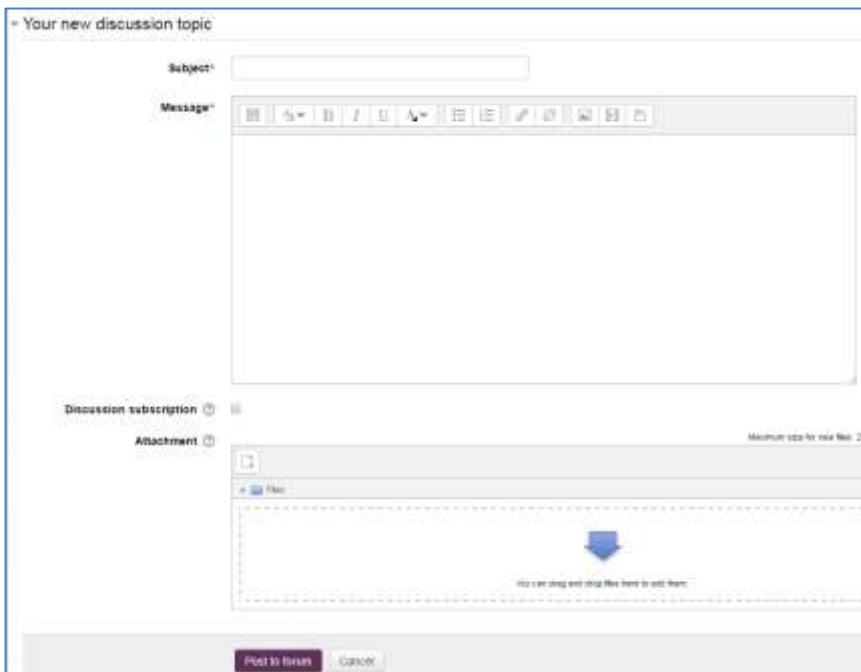


To reply to another user's post in a discussion forum, click on the discussion topic and view its threads.

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.

A screenshot of a form titled "Your new discussion topic". It has a "Subject" text field and a "Message" text area with a rich text editor toolbar. Below the message field are sections for "Discussion subscription" and "Attachment". The attachment section shows a dashed box with a blue arrow pointing down and the text "You can drag and drop files here to add them." At the bottom are "Post to forum" and "Cancel" buttons.

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.