Forums

Forums are an ideal place to post short messages and participate in public discussions on the information or opinions expressed there.

Forums are the main communication tool, and therefore, the main place for classroom users to share and generate knowledge. They work very similarly to other discussion forums on the web.

The most important thing in the forums is the interaction that is used to promote dialogue and exchange ideas. Students should not be limited to answering questions during the learning-teaching process.

There are also forums that professors use to post news and others called cybercafé that are open to all participants.

In terms of receiving emails corresponding to forum messages (subscription to the forum), this is dependent upon the personal configuration of each user within the Moodle platform (both in the configuration of the specific forum and in your personal profile preferences). This is regardless of whether you are a student or teacher.
Forums

In the course page, you will find links to the different forums of the course. All forums will have the same icon:
Discussion topics in a forum

Once you click on its title, you will see the discussion topics inside that forum. A forum can contain one or more discussion topics.

Each discussion topic will appear below the previous one (discussion topics are usually added by the tutor).

For each discussion topic you will see the title, who started the topic, the number of replies, unread messages, the author, date and time of the last post.
Sending replies in a discussion topic (Step 1)

You must remember that in forums, the discussion topics are organized as a hierarchy of levels. **Before responding, you should be sure about who you wish to respond to;** that is, if you want to reply to the first message posted in the discussion topic, or if you wish to reply or comment on the response of one of the other course participants. This facilitates the process of following and understanding the discussion.

**Step 1**

The first thing to do is enter the forum and then the discussion topic in which you wish to participate. Click the number under “Replies” (1), which indicates the number of replies in that discussion thread.
Sending replies in a discussion topic (Step 2)
Once you are sure about whose message you want to reply to, click on the word “Reply” at the bottom of that specific message. The platform will display the responses at different levels according to the messages to which they correspond.
Sending replies in a discussion topic (Steps 3 & 4)

Once you click on the word Reply, a form will appear.

Type your answer or ideas in the “Message” box (3).

With the help of the editor, you will be able to format your text (bold letters, underline, images, links...).

Click on the box to put a checkmark and subscribe to the discussion.

Also, you can attach files to your messages posted in forums using the + icon.

Click on “Post to forum” (4) to send your message.
Sending replies in a discussion topic
Your answer will appear a bit to the right of the message that you are replying to.
How to check if you are subscribed to a forum

When you click on “Forums” in the “Activities” block, you will be able to see a list of all the forums in the course.

The last two columns show if you are subscribed to the forum and the email digest type.
How to “subscribe” or “unsubscribe” from a forum

In forums where you have the option to subscribe / unsubscribe, one of the columns will display a button that changes from “Yes” to “No” each time you click on it (1).

In some forums you are subscribed by default, and you don’t have the option to unsubscribe. In those cases, you will just see “Yes” (2).

In the next column you will have the option to change between the email digest types (3). The available options are: No digest (single email per forum post), Complete (daily email with full posts), and Subjects (daily email with subjects only).

In the “Administration” block of each forum, you will also have the option to subscribe / unsubscribe.
Forum preferences in your personal profile
Remember that through the user menu you will be able to edit your forum options (but you can also adjust for each forum).

1. **Email digest type:** This setting determines the type of e-mails that you will receive containing a copy of the forum posts in which you are subscribed.

2. **Forum auto-subscribe:** This setting allows automatic subscription to forums where you send a reply.

3. **Forum tracking:** This setting helps users keep track of read and unread messages for each forum.
### Forum with tracking enabled

When you have “forum tracking” enabled in your personal preferences, you will see next to each forum the number of unread messages highlighted in yellow.

<table>
<thead>
<tr>
<th>Forum</th>
<th>Description</th>
<th>Discussions</th>
<th>Unread posts</th>
<th>Track</th>
<th>Subscribed</th>
<th>Email digest type</th>
</tr>
</thead>
<tbody>
<tr>
<td>News &amp; Announcements</td>
<td>In this forum news and announcements by coordinators will be published.</td>
<td>2</td>
<td>1</td>
<td>Yes</td>
<td>Yes</td>
<td>Default (No digest)</td>
</tr>
<tr>
<td>Forum #1</td>
<td>Module 1 thematic forum</td>
<td>2</td>
<td>3</td>
<td>Yes</td>
<td>No</td>
<td>Default (No digest)</td>
</tr>
<tr>
<td>Forum #2</td>
<td>Share your experience!</td>
<td>2</td>
<td>0</td>
<td>Yes</td>
<td>Yes</td>
<td>Default (No digest)</td>
</tr>
</tbody>
</table>
VIRTUAL CAMPUS HELP DESK

If you need assistance, please go to the Campus Help Desk:

https://ayuda.campusvirtualsp.org/?q=en

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