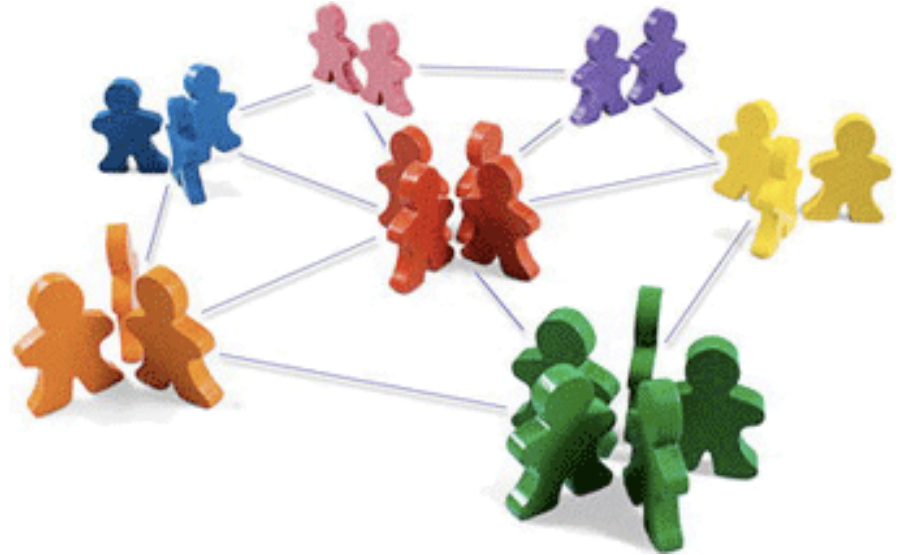


## Forums

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.



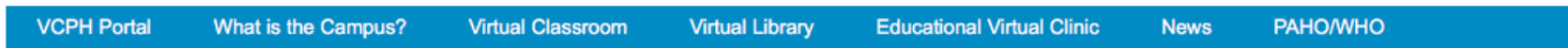
The most important thing in the forums is the interaction that is used to promote dialogue and exchange ideas. Students should not be limited to answering questions during the learning-teaching process.

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:



Home ▶ Prácticas cursos regionales ▶ Talleres CVSP-Moodle 2.X ▶ Course

**Administration**

- Course administration
- Grades

**People**

- Participants

**Messages**

No messages waiting

Messages

## COURSE



- News & Announcements
- Cybercafé
- Syllabus
- Assignment #1
- Forum #1 1 unread post
- Assignment #2
- Assignment #3
- Forum #2
- Optional reading



## 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.

VCPH Portal    What is the Campus?    Virtual Classroom    Virtual Library    Educational Virtual Clinic    News    PAHO/WHO

Home ▶ Prácticas cursos regionales ▶ Talleres CVSP-Moodle 2.X ▶ Course ▶ CURSO ▶ Forum #1    ?  Search forums



### Administration

- Forum administration
  - Optional subscription
  - Subscribe to this forum
  - Don't track unread posts
- Course administration

### Forum #1

Module 1 thematic forum

Add a new discussion topic

Discussion	Started by	Replies	Unread ✓	Last post
Comments on Module 1 reading	 Nichole Anderson	1	2 ✓	Michael Palmer Wed, 9 Mar 2016, 10:40 AM
Module 1 Overview	 Nichole Anderson	0	1 ✓	Nichole Anderson Wed, 9 Mar 2016, 10:33 AM

### Activities

- Assignments
- Databases
- Feedback
- Forums

## 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.

#### Forum #1

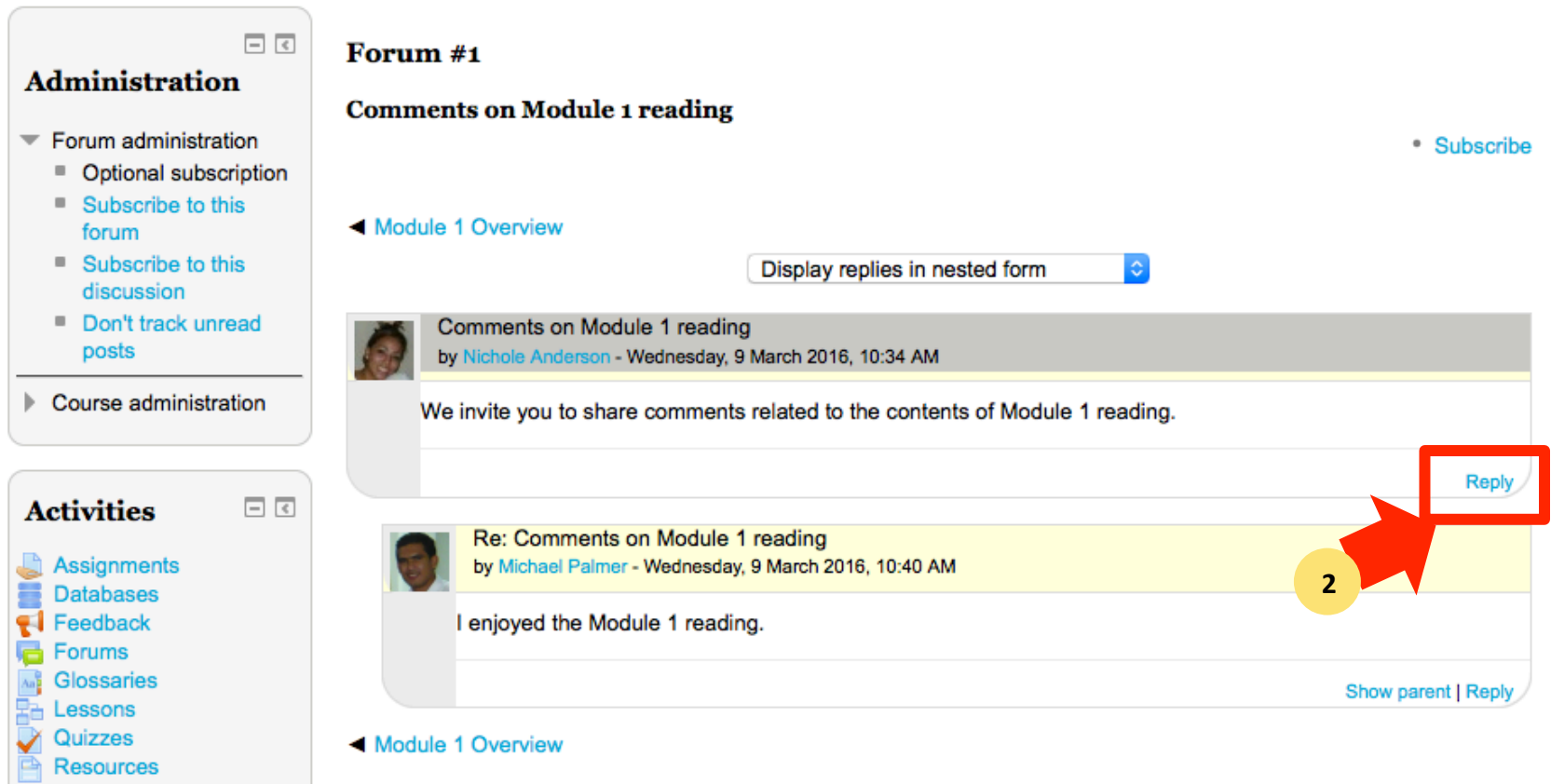
Module 1 thematic forum

Add a new discussion topic

Discussion	Started by	Replies	and ✓	Last post
<a href="#">Comments on Module 1 reading</a>	 Nichole Anderson	1	2 ✓	<a href="#">Michael Palmer</a> Wed, 9 Mar 2016, 10:40 AM
<a href="#">Module 1 Overview</a>	 Nichole Anderson	0	1 ✓	<a href="#">Nichole Anderson</a> Wed, 9 Mar 2016, 10:33 AM

## 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**” (2) at the bottom of that specific message. The platform will display the responses at different levels according to the messages to which they correspond.



The screenshot displays a forum interface with a sidebar on the left and a main content area on the right. The sidebar contains two sections: "Administration" and "Activities". The "Administration" section includes links for "Forum administration", "Optional subscription", "Subscribe to this forum", "Subscribe to this discussion", and "Don't track unread posts". The "Activities" section includes links for "Assignments", "Databases", "Feedback", "Forums", "Glossaries", "Lessons", "Quizzes", and "Resources".

The main content area is titled "Forum #1" and "Comments on Module 1 reading". It features a "Subscribe" button and a "Module 1 Overview" link. A dropdown menu is set to "Display replies in nested form". The main content area shows a discussion topic with two messages. The first message is by Nichole Anderson, dated Wednesday, 9 March 2016, 10:34 AM, and reads: "We invite you to share comments related to the contents of Module 1 reading." The second message is by Michael Palmer, dated Wednesday, 9 March 2016, 10:40 AM, and reads: "I enjoyed the Module 1 reading." A red arrow points to the "Reply" button at the bottom of the second message, which is highlighted with a yellow background. A yellow circle with the number "2" is also present next to the "Reply" button. At the bottom of the second message, there is a "Show parent | Reply" link. A "Module 1 Overview" link is also visible at the bottom of the main content area.

## 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.

### Forum #1

The screenshot shows a forum interface for 'Forum #1'. At the top, there is a header for 'Comments on Module 1 reading' by Nichole Anderson. Below this, a message from Michael Palmer is shown. The 'Your reply' form is highlighted with a red border. A red arrow points to the 'Subject\*' field, which contains 'Re: Comments on Module 1 reading', with a yellow circle containing the number '3'. Another red arrow points to the 'Message\*' text area, which contains the text 'I enjoyed the reading and it was very interesting.', with a yellow circle containing the number '3'. Below the message area, there is a 'Discussion subscription' section with a checked checkbox. An 'Attachment' section is also visible, with a dashed box for file uploads and a blue arrow pointing down, with a yellow circle containing the number '4'. At the bottom, a red box highlights the 'Post to forum' button, with a yellow circle containing the number '4'. A 'Cancel' button is also visible next to it.

Comments on Module 1 reading  
by Nichole Anderson - Wednesday, 9 March 2016, 10:34 AM

We invite you to share comments related to the contents of Module 1 reading.

Re: Comments on Module 1 reading by Michael Palmer - Wednesday, 9 March 2016, 10:40 AM

▼ Your reply

**Subject\***  
Re: Comments on Module 1 reading

**Message\***

Paragraph **B** *I* [List] [Menu] [Link] [Image] [Video] [Attachment]

I enjoyed the reading and it was very interesting.

Path: p

Discussion subscription

**Attachment**  Maximum size for new files: 500KB, maximum attachments: 9

Files

You can drag and drop files here to add them.

Post to forum Cancel

There are required fields in this form marked \*.

# Sending replies in a discussion topic


Your answer will appear a bit to the right of the message that you are replying to.

## Forum #1

### Comments on Module 1 reading

[Subscribed](#)

[◀ Module 1 Overview](#)

Display replies in nested form 



#### Comments on Module 1 reading

by [Nichole Anderson](#) - Wednesday, 9 March 2016, 10:34 AM

We invite you to share comments related to the contents of Module 1 reading.

[Reply](#)



#### Re: Comments on Module 1 reading

by [Michael Palmer](#) - Wednesday, 9 March 2016, 10:40 AM

I enjoyed the Module 1 reading.

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



#### Re: Comments on Module 1 reading

by [John Rowland-Smith](#) - Wednesday, 9 March 2016, 2:32 PM

I enjoyed the reading and it was very interesting.

Maximum rating: -

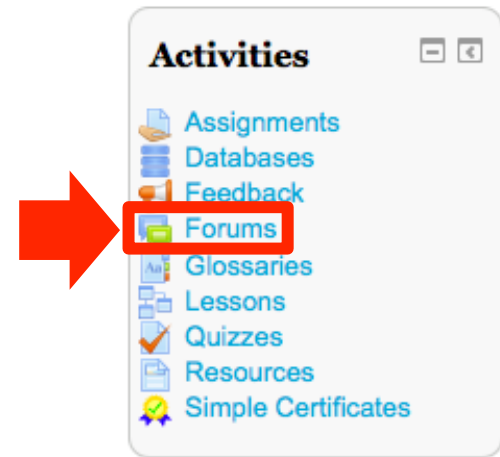
[Show parent](#) | [Edit](#) | [Delete](#) | [Reply](#)



## 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.



[Subscribe to all forums](#)  
[Unsubscribe from all forums](#)

**Administration**

Course administration

- Grades

**Activities**

- Assignments
- Databases
- Feedback
- Forums**
- Glossaries
- Lessons
- Quizzes
- Resources
- Simple Certificates

**People**

- Participants

### General forums

Forum	Description	Discussions	Unread posts	Track	Subscribed	Email digest type
<a href="#">News &amp; Announcements</a>	In this forum news and announcements by coordinators will be published.	1	0	<input type="checkbox"/> Yes	Yes	Default (No digest)
<a href="#">Forum #1</a>	Module 1 thematic forum	2	3	<input type="checkbox"/> Yes	No	Default (No digest)
<a href="#">Forum #2</a>	<i>Share your experience!</i>	2	0	<input type="checkbox"/> Yes	Yes	Default (No digest)
<a href="#">Cybercafe</a>	Open space for exchange between	1	0	<input type="checkbox"/> Yes	No	Default (No digest)



## 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.

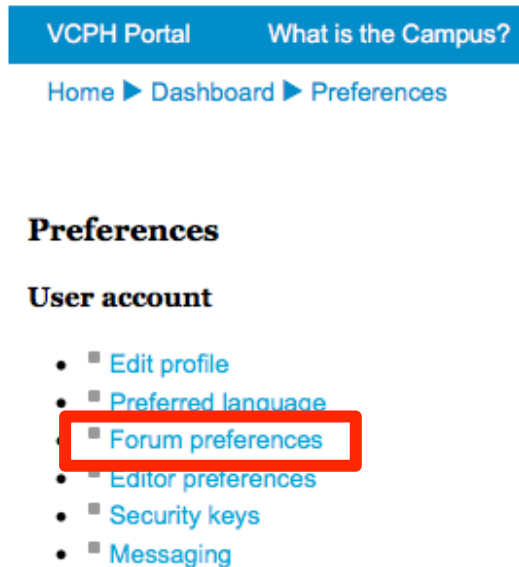
The screenshot shows a forum administration interface. On the left, there are three sidebar blocks: "Administration" (with "Course administration" and "Grades" sub-items), "Activities" (with a list of activity types like Assignments, Databases, Feedback, Forums, Glossaries, Lessons, Quizzes, Resources, and Simple Certificates), and "People". On the right, there is a "General forums" table. The table has columns for Forum, Description, Discussions, Unread posts, Track, Subscribed, and Email digest type. The "Subscribed" column contains buttons that can be "Yes" or "No". The "Email digest type" column contains dropdown menus. Red boxes and yellow circles with numbers 1, 2, and 3 highlight specific elements: 1 points to the "No" button in the "Subscribed" column for "Forum #1"; 2 points to the "Yes" button in the "Subscribed" column for "News & Announcements"; 3 points to the "Email digest type" dropdown for "Forum #2". Above the table, there are links for "Subscribe to all forums" and "Unsubscribe from all forums".

Forum	Description	Discussions	Unread posts	Track	Subscribed	Email digest type
News & Announcements	In this forum news and announcements by coordinators will be published.	1	0	Yes	Yes	Default (No digest)
Forum #1	Module 1 thematic forum	2	3 ✓	Yes	No	Default (No digest)
Forum #2	Share your experience!	2	0	Yes	Yes	Default (No digest)

## 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.



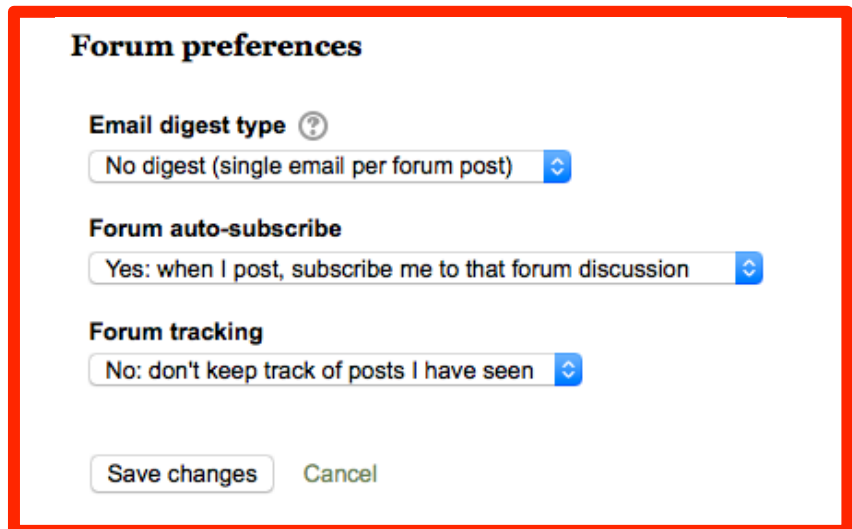
VCPH Portal What is the Campus?

Home ► Dashboard ► Preferences

### Preferences

#### User account

- Edit profile
- Preferred language
- **Forum preferences**
- Editor preferences
- Security keys
- Messaging



### Forum preferences

**Email digest type** ⓘ  
No digest (single email per forum post) ▾

**Forum auto-subscribe**  
Yes: when I post, subscribe me to that forum discussion ▾







**Forum tracking**  
No: don't keep track of posts I have seen ▾

Save changes Cancel

## 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.

### General forums

Forum	Description	Discussions	Unread posts	Track	Subscribed	Email digest type 
<a href="#">News &amp; Announcements</a>	In this forum news and announcements by coordinators will be published.	2	1 	<input type="button" value="Yes"/>	Yes	Default (No digest) 
<a href="#">Forum #1</a>	Module 1 thematic forum	2	3 	<input type="button" value="Yes"/>	<input type="button" value="No"/>	Default (No digest) 
<a href="#">Forum #2</a>	<b><i>Share your experience!</i></b>	2	0	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>	Default (No digest) 



Pan American  
Health  
Organization



World Health  
Organization  
REGIONAL OFFICE FOR THE Americas



VIRTUAL CAMPUS FOR PUBLIC HEALTH

## VIRTUAL CAMPUS HELP DESK

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

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



www.campusvirtualsp.org



cvsp@paho.org

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