

## Introduction

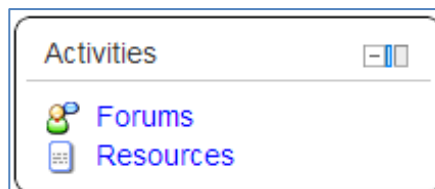
There are 4 different types of forums your Instructors can create.

- A standard forum, where any student can start a discussion or reply to any discussion.
- Each person starts (posts) one discussion.
- A Single Simple discussion – You can only reply to the original post in this type of forum.
- Q & A forum – You must post your reply to the original post before you will be able to see the other student's replies.

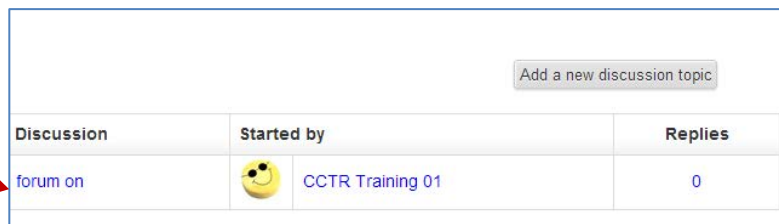
## Add a new discussion topic

1. Log onto Cougar Courses and go to the main page of your course.

2. Access the forum by selecting the forums link in the Activities block then clicking on the forum name, or by clicking the link from within the course content area.



3. You will be taken to a new page that shows the forum instructions or prompt and the different active discussions (threads).

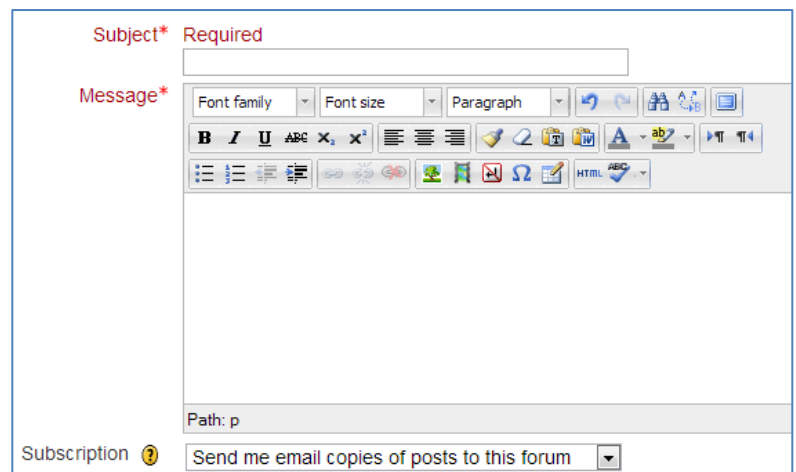


4. To make a new post, click the **Add a new discussion topic** button.

Add a new discussion topic

5. Clicking this will create a new discussion topic which will be shown in the thread creation page.

- **Subject:** enter in the title of your thread.
- **Message:** type your message into the text box. You can use the text editing functions to format, add links, images, tables etc.
- **Subscription:** This drop down lets you determine if you want to be emailed when/if someone replies to your thread.



Subject\* Required

Message\*

Font family Font size Paragraph

B I U ABC X<sub>2</sub> X<sub>3</sub> [List icons]

Path: p

Subscription ? Send me email copies of posts to this forum

- **Attachment:** if you need to include any files to the forum post, you can add them here
- Once happy with your post submission, click the **Post to forum** button. You will have 15 minutes to edit your post if necessary.
  - Your post will now be shown with the other active threads in your class forum.

## Responding to Posts

- Log on to Cougar Courses, locate your classes' forum and select a discussion.

- To reply to a post, click the **Reply** link at the bottom right-hand side of the post. Do not use the Add a Discussion topic button to respond to another student's post.

- From the reply page, type your reply in the Message section.
- Click **Post to forum**. Note: it's not necessary to change the subject when replying to a discussion.
- If you wish to edit your post, you have 15 minutes to do so after you first create your reply.
- Your response will be nested under the post that you replied to.