Using Forums – Posting

1. Log in to Cougar Courses and navigate to your course.
2. Find the desired Forum on the course home page, or go to the Activities block or This Course on the navigation, and select Forums.
3. Click on the title of the Forum you wish to post to.
4. To create a new post, select **Add a new discussion topic**.

Note: If you do not see "Add a new discussion topic" your instructor is likely using a Q&A Forum. Skip to the next section on Replying to Posts.

5. Enter the **Subject** of your post.
6. Enter your content in the **Message** box. See our Help Guide on *Using the Text Editor Toolbar* to assist in adding any images, links, tables, etc.
7. Check the box for **Discussion subscription** if you wish to receive email notifications when others post to this forum.
8. If you need to attach any files, drag and drop the file into the box provided, or click the Add icon in the upper left to open the File picker window where you will browse for and upload your file.
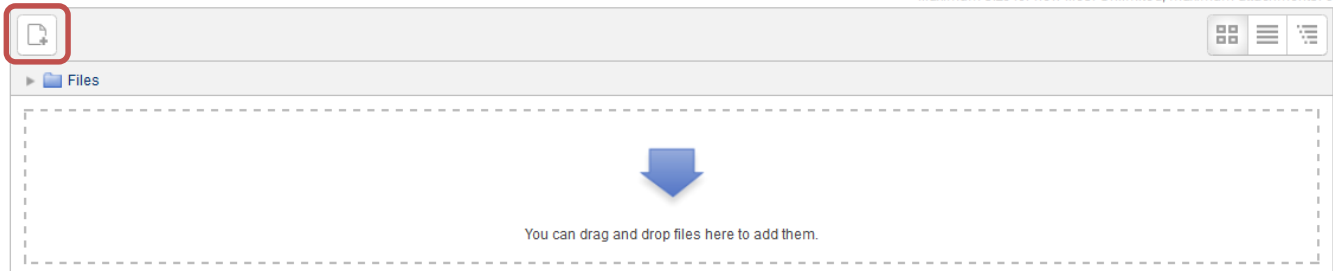
9. Once finished, select **Post to forum**. Once posted, you will have a 15 minute window to edit your post, if needed.

10. Your post will now appear with any others on the main page of the forum.

1. Log in to Cougar Courses and navigate to your course.
2. Find the desired Forum on the course home page, or go to the Activities block or This Course on the navigation, and select Forums.
3. Click on the title of the Forum.
4. The posts from your peers and instructor(s) will be listed on the main page of the forum.

Discussion	Started by	Replies	Unread ✓	Last post
Hey Hey Hey	cctr Training 18	1	2 ✓	cctr Training 18 Fri, Sep 11, 2015, 4:20 PM
test	Jane Sim	0	1 ✓	Jane Sim Fri, Sep 4, 2015, 1:28 PM

Note: If you only see one discussion thread (authored by your instructor) and no "Add a new discussion topic" button, your instructor is likely using a Q&A Forum. You will need to post your message in a reply to your instructor's post in order to see any posts by your peers.

5. To read a post (and any replies to it), click on the title (listed in the Discussion column) of the post. Clicking on the poster's name will take you to their profile page.
6. When viewing a post, select **Reply** in the lower right of the post.

Reply
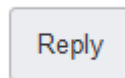
7. Follow Steps 5-8 in the previous section for instructions on entering your Subject, Message, and adding any attachments.
8. Once finished, select **Post to forum**. Once posted, you will have a 15 minute window to edit your post, if needed.

Post to forum
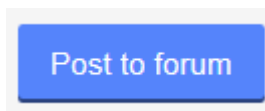
9. Once you have posted, your message will appear as a reply to the post you selected.
10. If your instructor is using a Q&A Forum, 15 minutes after you post your initial reply you will be able to view the posts of your peers.