

Participating in Moodle Discussions

A Moodle forum usually allows a number of different discussions or “threads” to take place, around the theme of the forum.

To make discussions easier to follow you should click on the **“Reply”** button to respond to statements or questions from other participants in your class. This keeps all related postings in one discussion thread.

Use the **“Add a new discussion topic”** button to start a new discussion on a different topic.

Viewing discussion postings

Read the introductory message and respond with your thoughts.

Return later in the week and comment on at least two other postings.

[Add a new discussion topic](#)

| Discussion | Started by | Replies | Unread ✓ | Last post |
|--|-----------------|---------|----------|---------------------------|
| To learn or not to learn ICT?... | Sonali Carter | 0 | 0 | Mon, 10 Sep 2012, 8:06 PM |
| ICT in Learning | Saskia Nickless | 1 | 0 | Fri, 17 Aug 2012, 4:30 PM |
| A place for ICT in the classroom | Maria Pese | 8 | 0 | Mon, 30 Jul 2012, 7:37 PM |
| Role of ITC | Tami Ann Shortt | 2 | 0 | Mon, 30 Jul 2012, 7:18 PM |
| Has ICT come of age? | Jo Grant | 0 | 0 | Sun, 29 Jul 2012, 9:25 PM |
| Using ICT in Education | Karin Lindgren | 2 | 0 | Sun, 29 Jul 2012, 9:25 PM |

To view all the messages in a discussion thread, click on the topic of the discussion.

You can select different ways to view these postings from the pull-down menu at the top of each discussion...

- Display replies flat =, with oldest first
- Display replies flat, with newest first
- Display replies in threaded form
- Display replies in nested form

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Display replies in nested form [Choose display format](#)

Thinking about E- Learning
by Neil Ann Shortt - Tuesday, 17 July 2012, 8:52 PM

E- learning to me can be a form of different learning and teaching...This learning mechanism allows just another mechanism for finding and absorbing new data...BUT here's the thing with technology so readily available /easy to find should we not be teaching them to sift through the information...to take what is relevant only. I say this because it is an almost impossible task to prep students for futures workforces. We don't know what they will be. We do know for a certainty that technology will change so teaching them how to type a document is probably not the point but rather how to find the relevant information for that document...In the future computers might be voice activated...so we may be able to verbally read out what we want written (like a voice recognition type software). I'm not sure if I'm on the right path or not with

[Click to reply](#)

You can experiment to find which of these you find easiest to understand.

Posting a message:

You can edit the “Topic” line of the message to make it more descriptive of your posting.

You can edit or delete your own message within 30 minutes of posting it.

You can add a file as an attachment to your message by dragging the file icon onto the attachment window or browsing for files using your computers menus.

Picture files, audio files and video files will be automatically displayed within the message, while a link will be provided to enable readers to open or download other types of file (such as pdf files or word processor files)

Your photograph or avatar

If you want to add a personal image to all your postings you can do so by uploading it to your Moodle profile. See the information on editing your profile on a later page.

Subscribing

This term refers to your receiving e-mail copies of messages posted in a particular forum.

The Course News forum is set up so that every participant in the course automatically receives a copy of every message posted here by lecturers, and this cannot be changed. This is to ensure that everybody will receive important course announcements.

Other discussion forums: You may be automatically subscribed to some other forums, or not subscribed, but you can also choose to change this at any time.

There are two ways to change your subscription status:

- (a) **From the discussion forum**, when posting a message:

Before you post a message you can select one of two **Subscription** options from the pull-down menu

*I don't want email copies of posts to this forum or
Send me email copies of poists to this forum*



The screenshot shows a Moodle posting form. At the top, there is a 'Path:' field with the value 'p'. Below this, there are two sections: 'Subscription' and 'Attachment'. The 'Subscription' section has a dropdown menu that is currently set to 'I don't want email copies of posts to this forum'. The 'Attachment' section is empty. The 'Subscription' section also has a small blue question mark icon next to it.

- (b) **From the Forums page**

Locate the “Activities” block which is probably on the right-hand side of the Moodle window and click on “Forums”

This will show you a list of all the forums in your course, and the current status of these. It will indicate whether or not you

are subscribed to any forum with a “YES” or a “NO”. If these appear as a button you can click on the button to change the setting for any forum.

If no button appears, you cannot change the setting.



| General forums | | | | | |
|--|---|-------------|--------------|------------------------------------|-----------------------------------|
| Forum | Description | Discussions | Unread posts | Track | Subscribed |
| Course News | General news and announcements from your course lecturers. You cannot reply here to these messages, but if you have any comments or questions you are invited to post them in the General Course Forum. | 2 | 2 | <input type="button" value="Yes"/> | Yes |
| Current Educational Issues | This is a forum in which to share thoughts about important educational issues which affect your professional life. Discussion threads will be raised regularly by lecturers and you are welcome to start a new discussion yourself. | 1 | 3 | <input type="button" value="Yes"/> | <input type="button" value="No"/> |
| General Course Forum | This is a forum for you to ask any questions or raise any issues about the course that are of relevance to other participants. If you have | 0 | 0 | <input type="button" value="Yes"/> | <input type="button" value="No"/> |

Tracking unread messages

Tracking of unread messages can be turned on or off using the same “Forums” page.

When tracking is turned ON you will see the number of unread messages alongside each forum on this page and also on the main Course page.

Once you have opened a message it will be considered as “read”.

Your Moodle profile

There are a number of relevant settings in your Moodle Profile.

To edit your profile, locate the “Settings” block which is probably at the top right-hand side of the Moodle window.

Select “My profile settings” and “Edit Profile”.

Check the following settings...

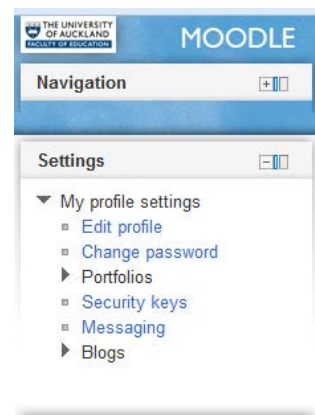
First name & Surname: If these are not correct you can make corrections

Email address: The default address for messages from Moodle is your official University email account (which is where all official messages will be sent, for example from the library). You can substitute a more convenient personal email address if you wish (but you still need to monitor your @aucklanduni.. email account or set up forwarding from it. You cannot leave this entry blank - you need to enter some valid email address.

Email digest type: If you subscribe to forums but would like to receive only one e-mail each day you can choose to receive digests. There are three options - (a) *No digest* (but copies of each individual message, (b) *Complete* (copy of all full messages once a day); or *Subjects* (one daily email with the subject only of each message).

Forum auto-subscribe: If this is turned on you will be automatically subscribed to any forum if you post a message to it (you can unsubscribe later if you wish).

Forum tracking: If this is turned on you will see tracking of unread posts in all forums (which can be changed at a later time if you wish, as noted above.



General

First name*

Anna

Surname*

Student

Email address*

astud999@aucklanduni.ac.nz

Email display

Hide my email address from everyone

Email format

Pretty HTML format

Email digest type

No digest (single email per forum post)

Forum auto-subscribe

Yes: when I post, subscribe me to that forum

Forum tracking

Yes: highlight new posts for me

When editing text

Use HTML editor

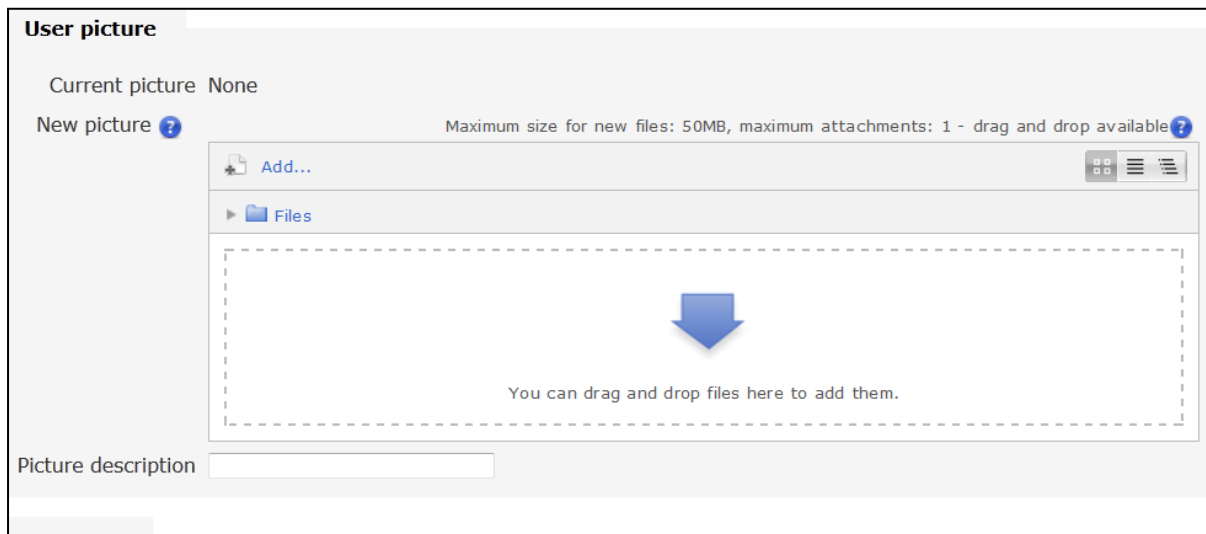
Screen reader

No

User picture

This is part of your Profile setting. You can upload a picture (a photo of yourself or a representative avatar) which will appear alongside your name in discussion postings, user listings, and sine other contributions that you make to the course.

The picture on screen will be small and square so, if you are able, you may want to crop your picture so that it will make the best use of that space. The picture that you upload must be of .jpg or .png format and no greater than the stated size (usually 50 Mb). It will be cropped if not square, and resized automatically to 100 pixels square.

The screenshot shows the 'User picture' section of a Moodle profile. At the top, it says 'Current picture: None'. Below this, the 'New picture' section has a help icon and a text box stating 'Maximum size for new files: 50MB, maximum attachments: 1 - drag and drop available'. There are two buttons: 'Add...' with a file icon and 'Files' with a folder icon. Below these is a large dashed rectangular area containing a blue downward-pointing arrow and the text 'You can drag and drop files here to add them.' At the bottom of the section is a 'Picture description' label followed by a text input field.

To delete the current picture: If you want to delete an existing picture, click in the "Delete" check box.

To upload a picture: You can either search for the picture on your computer using the directory structure or you can drag and drop the icon of the picture into the Moodle window,

(a) to drag and drop:

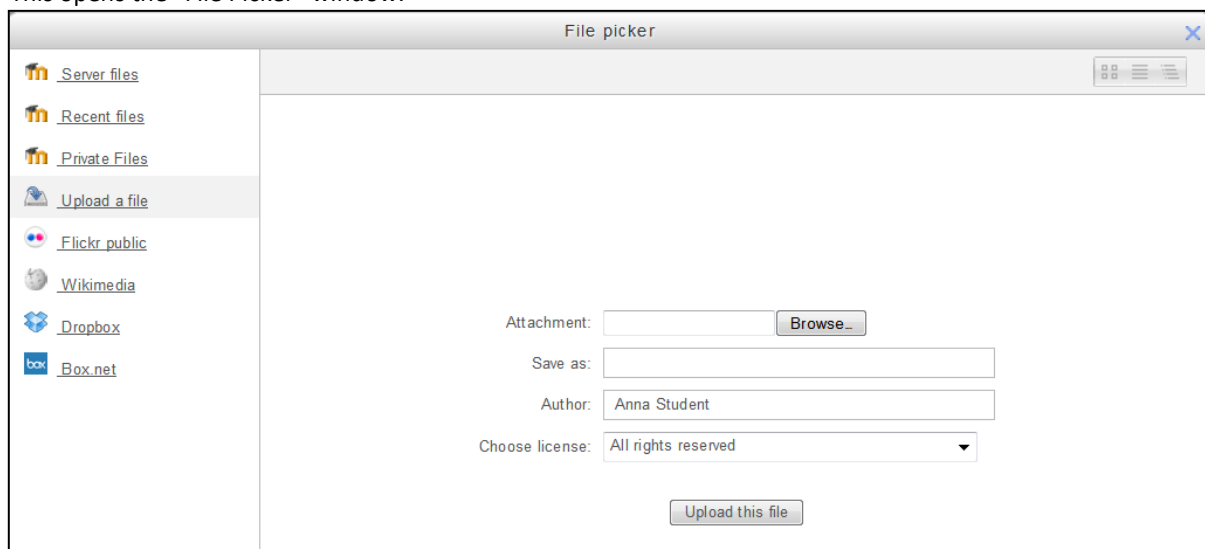
Open up the directory window containing the picture file so that you can see both that window and the Moodle window on your screen at the same time;

Use your mouse to drag the picture icon onto the large arrow in the "Files" box of the Moodle window.

(b) Alternatively

Click on the word "**Add**" under "New picture" in Moodle

This opens the “File Picker” window.



Choose "**Upload a file**" (at left hand side) if necessary.

Click on "**Browse**" and then use your computer's directory to locate and "**Open**" the required picture

The name of the picture file will appear in the "Attachments" box.

Click on the "**Upload this file**" button at the bottom of the window.

The file will appear in the "Files" box

- (c) *The process will be completed when you click on the "Update profile" button at the bottom of the Moodle window.*



Other profile settings

There are a number of other settings in your profile that have not been discussed here, since they do not relate to discussion forums. The titles, with the help notes, clearly indicate what they are and most can be left in their “default” state (usually empty).

If you have visual impairment and use a **Screen reader**, you should change this setting to “Yes”

It would be helpful to change the **City/town** and **Country** settings if these are not correct for you.

You can change the **Preferred language** (options include Maori and various Pacific languages) if you wish. This changes the Moodle headings and instructions, but will not change the content or any Faculty-specific adaptations to Moodle.

The “**Interests**” and “**Optional items**” at the end are not made use of in our courses at present, though some of the contact details, such as mobile ‘phone number, could be useful to your lecturers if they need to contact you.