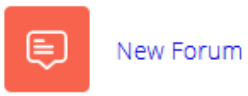
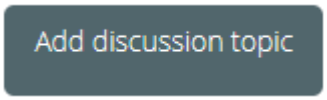
Create Post/ Reply Post on Discussion Forum

Moodle 4.0 Help (For Students): https://www.lttc.eduhk.hk/moodle/help-std

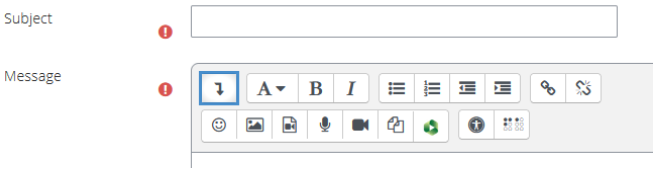
Posting a new discussion topic in forum



1. To post a discussion topic in forum, click the name of the forum on your course page.

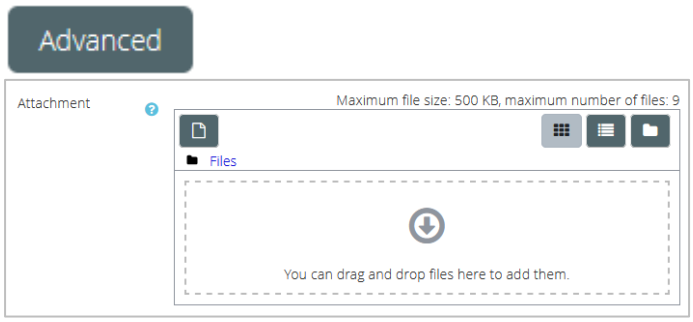


2. Click '**Add discussion topic**' button.

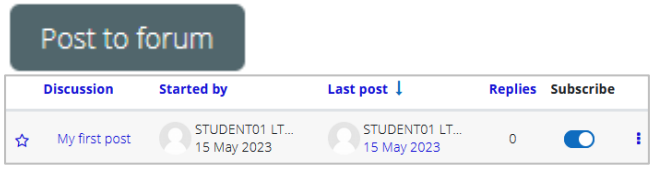


3. Enter a topic title in '**Subject**' field and then write your message in the '**Message**' editor.

   Tip: You can add images, links, media or code in the editor. Click the icon to show more tools.



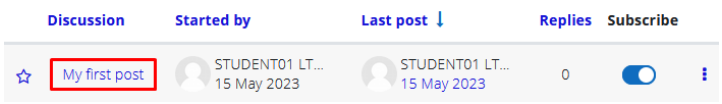
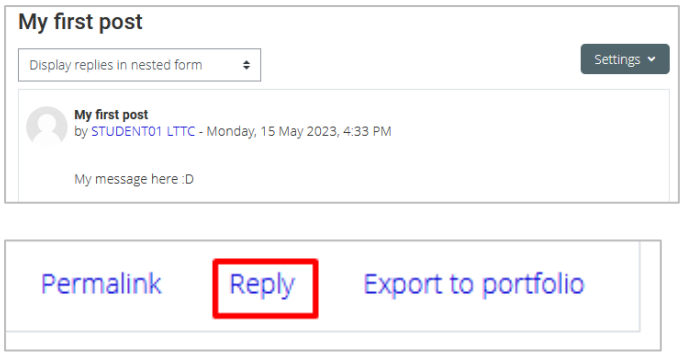
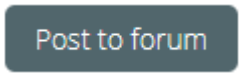
4. If you want to add file into the post, click '**Advanced**' button to open '**Attachment**' option.



5. Scroll down the page and click '**Post to forum**' to finish.

Reply post in forum

1. To post a discussion topic in forum, click the name of the forum on your course page.

	2. Click the discussion forum topic to view the original posting and all replies.
	3. Find the posting you want to reply to and click the '**Reply**' link.
	4. Type your reply message in the text box. **Tip:** If you want to add file into the post, click on 'Advanced'.
	5. Scroll down the page and click '**Post to forum**' to finish.