

# Create Post/ Reply Post on Discussion Forum

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

## Posting a new discussion topic in forum



New Forum

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

Add discussion topic


2. Click 'Add discussion topic' button.

Subject

Message

Rich text editor toolbar with icons for bold, italic, underline, list, link, unlink, image, video, audio, code, and more.

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.

Advanced

Attachment

Maximum file size: 500 KB, maximum number of files: 9

Files

You can drag and drop files here to add them.

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

Post to forum

Discussion Started by Last post ↓ Replies Subscribe

☆ My first post STUDENT01 LT... 15 May 2023 STUDENT01 LT... 15 May 2023 0

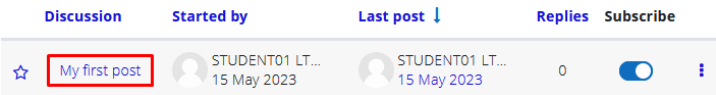
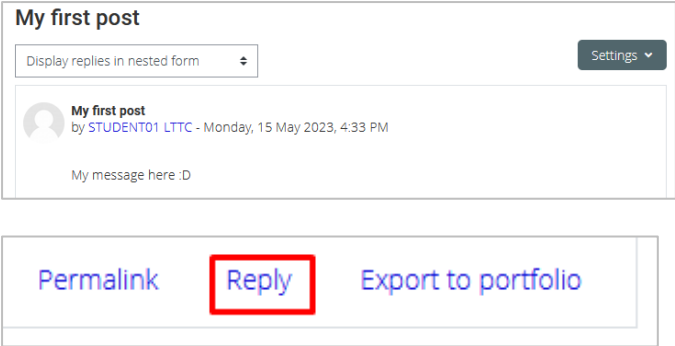

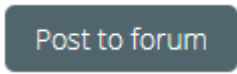
5. Scroll down the page and click '**Post to forum**' to finish.

## Reply post in forum



New Forum

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

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