

# How to use discussion forums

- *students*



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Discussion forums are used for several different purposes in a course. Among user things, it gives the student the opportunity to reflect on a topic, join discussions with other students, ask the teacher questions etc. As a student you have the opportunity to view and participate in discussions in the itslearning app.

**Here is a brief overview of how to**

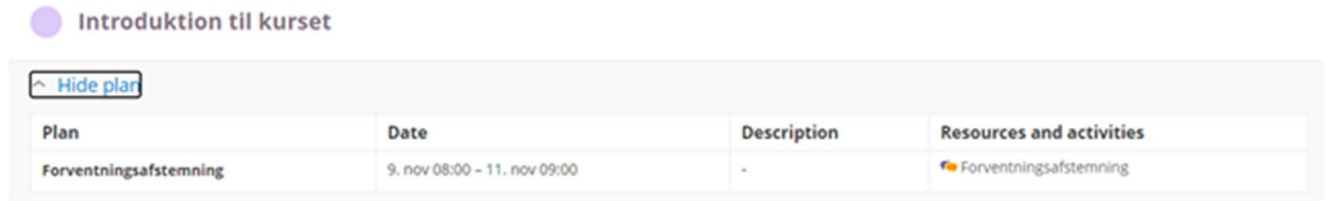
1. Join discussion forums in your course room
2. Create discussions forums in a project room



# 1. Join discussion forums in your course room

1.

Select the 'Plans' tab and find the relevant plan for your teaching. You will usually find discussion forums as a resource next to 'plan'



2.

Click on the title of the discussion forum. You will hereby enter the forum itself



3.

If your teacher has asked you as a student to start a thread yourself, you can click on 'Start new thread'

4.

If your teacher has already started a thread that you need to join, click on the heading under 'Subject/Topic'. You can see other responses, if any, from your fellow students



5.

Write your answer in the text box. You can insert links, images, tables, files, etc. via the text editor. Finish by clicking on 'Post reply'

## 2. Answer opportunities

1.

You have the option to edit your answer within 15 minutes by clicking 'Edit'

2.

You can also comment on a fellow student's response by selecting 'Reply with quote' next to the post you would like to comment on. Then your fellow student's answers can be seen in a text box where you can comment and finish by clicking 'Create reply / Post reply'

3.

You can print the entire thread by clicking 'Print' at the top left the thread. You can also sort the different posts by 'Date' or 'Participant'

The screenshot displays a forum interface. At the top, there is a rich text editor toolbar with options for font, size, bold, italic, underline, text color, background color, and list creation. Below the toolbar is a text input area containing a quoted message: "teststud Sund wrote: Jeg glæder mig til at lære noget. Jeg håber at få en god studiegruppe." Below the quote, the user has typed "Det lyder dejligt". A green "Post reply" button is circled in red. In the bottom right corner, there is a "Forventninger" section with a "Back to Discussion" link and a "Print" button, also circled in red. A "Sort by" dropdown menu is visible, showing options for "Date" and "Participant".

# 3. Join discussion forums in your course room

1.

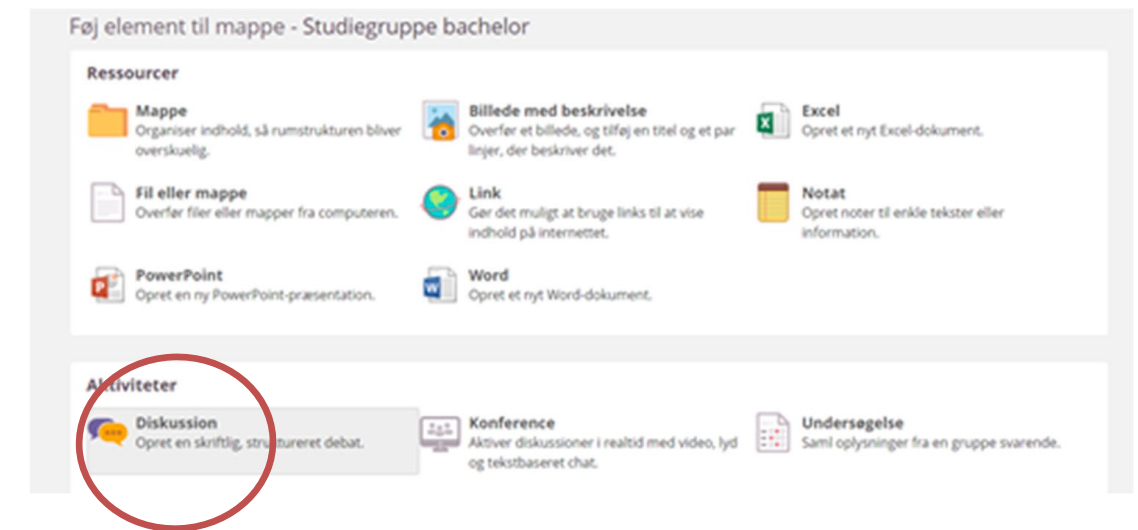
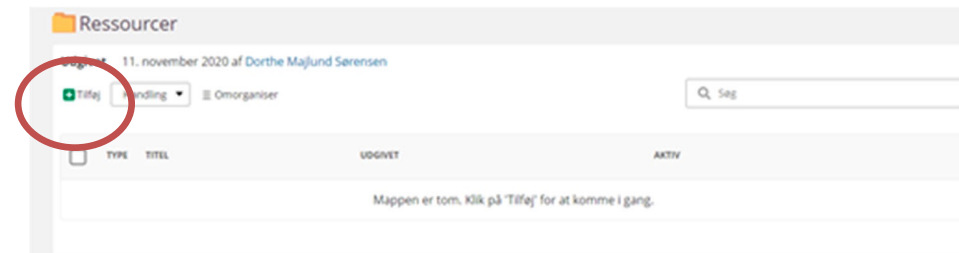
As a student, you have the opportunity of creating a project space. See instructions 'Create project space'

2.

To create a discussion forum, select resources and click 'Add' and choose 'discussion'. Give the discussion forum a name which different threads can be created under

3.

Choose whether your fellow students are allowed to post anonymously and whether you want to use categories. Categories can be used to categorize the various threads in the forum



3.

Finish by clicking 'Save'

4.

If you created categories when you created the discussion forum, you are now able to start a new thread that you can name and select a subcategory for. You can use the text editor for text formatting, inserting links, images, files, etc. Finish by clicking save

5.

Your fellow students in the project room now have access to answer your thread, create new threads etc.

The screenshot shows a web interface for creating a new thread in a discussion forum. At the top, there is a 'Titel' (Title) field containing 'Spørgsmål til undervisning'. Below it is a 'Beskrivelse' (Description) field with a rich text editor toolbar. Underneath the description field, there is a section for 'Brug kategorier' (Use categories) with a radio button for 'ja' (yes) selected. Below this, there are three category options: 'Forelæsninger' (Lectures) with a yellow background, 'Holdbøger' (Textbooks) with a green background, and 'Materiale' (Material) with a red background. Each category has a small 'x' icon to its right. Below the categories, there is a 'Aktiv' (Active) section with a radio button for 'Angiv tidsinterval' (Specify time interval). At the bottom of this section, there are two buttons: 'Gem' (Save) and 'Annuller' (Cancel). The 'Gem' button is circled in red. Below this section, there is a 'Tilføj en tråd' (Add a thread) button, also circled in red. Below the button, there is a form with an 'Emne' (Topic) field containing 'Ultral lyd'. Below the topic field is a 'Tekst' (Text) field with a rich text editor toolbar. At the bottom of the form, there is a 'Kategori' (Category) dropdown menu with 'Forelæsninger' selected. Below the dropdown menu, there are two buttons: 'Gem' (Save) and 'Annuller' (Cancel).