

How to use discussion forums

Target group

Students

Discussion forums are used for several different purposes in a course. Among other 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:

- Join discussion forums in your course room
- Create discussion forums in a project room

Join discussion forums in your course room

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

Introduction

[Hide plan](#)

Plan	Date	Description	Resources and activities
Course purpose and curriculum	30. nov 08:00 - 10:00	-	Expectations

3. Click on the title of the discussion forum.
4. You will hereby enter the forum itself.
5. If your teacher has asked you as a student to start a thread yourself, then you can click on “Start new thread”

Expectations

Start new thread Mark as read Mark as unread

<input type="checkbox"/> Subject	Started	Last post	Total	Unread
<input type="checkbox"/> Student expectations	13-11-2020 10:05 by Dorthe Majlund Sørensen	13-11-2020 10:05 by Dorthe Majlund Sørensen	1	0

6. If your teacher has already started a thread that you need to join, click on the heading under “Subject / Topic”
7. You can see other responses, if any, from your fellow students.
8. Write your answer in the text box. Note that you can insert links, images, tables, files, etc. via the text editor

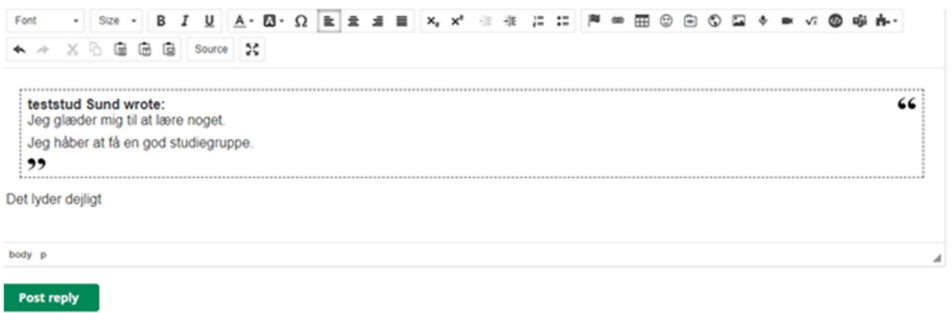


9. Finish by clicking on “Post reply”.

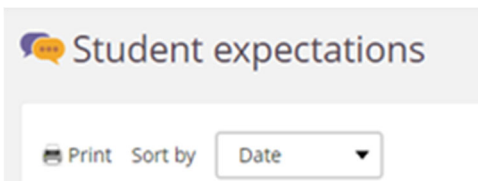
10. You have the option to edit your answer within 15 minutes by clicking “Edit”.

11. 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.

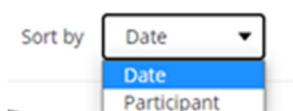
12. Then your fellow student's answers can be seen in a text box where you can comment and finish by clicking “Create reply / Post reply”.



13. You can print the entire thread by clicking “Print” at the top left of the thread



14. You can sort the different posts by date or participant

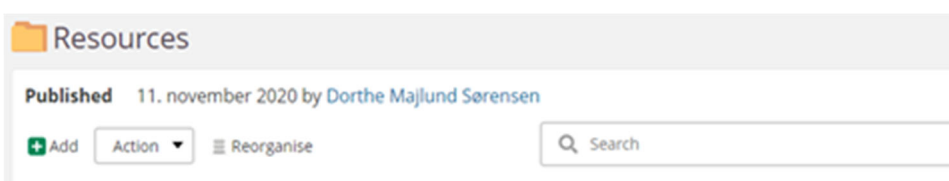


[Join discussion forums in your course room](#)

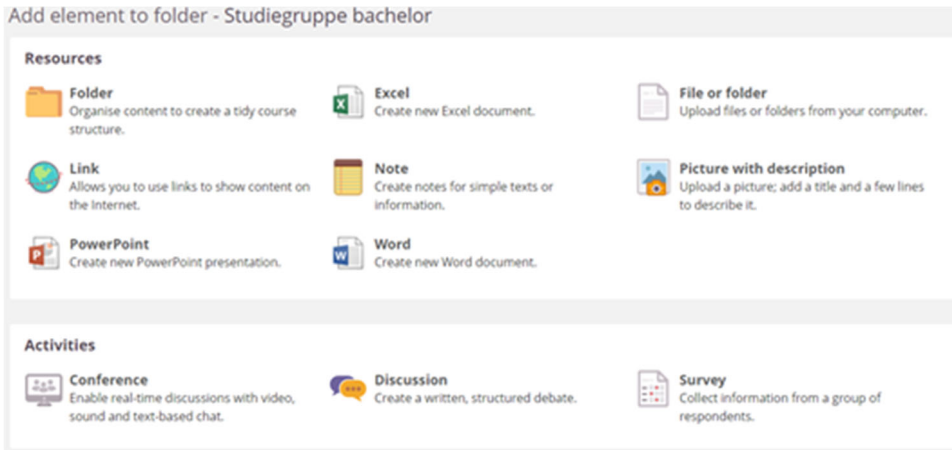
As a student, you have the opportunity of creating a project space. See instructions 'Create project space'

To create a discussion forum, please do the following:

1. Select resources and click “Add”



2. Choose discussion



3. Give the discussion forum a name, e.g. a topic of which different threads can be created under

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

5. Finish by clicking "Save"

The screenshot shows a form for creating a discussion forum. It includes the following fields and options:

- Title:** A text input field containing "Questions to classes in week 1".
- Description:** A rich text editor with a toolbar and a large text area.
- Allow anonymous posts:** A checkbox that is currently unchecked.
- Use categories:** A radio button that is checked, with "Yes" selected.
- Categories:** A list of categories: "Lectures" (yellow), "Exercises" (green), and "Course Materials" (red). Each category has a small "x" icon to its right. Below the list is a "New category" button.
- Active:** A radio button that is checked, with "Yes" selected.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

6. 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"

The screenshot shows a dialog box titled "Add a thread" with a speech bubble icon. It features a "Subject" text box at the top. Below it is a "Text" area containing a rich text editor toolbar with options for font, size, bold, italic, underline, text color, background color, link, unlink, list, and indent. At the bottom of the dialog are "Save" and "Cancel" buttons.

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