

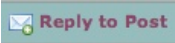
Grant MacEwan University Faculty Association website: Discussion Forum Help

How to Read Posts in a Forum

Under the “Forums” heading click on the title of the forum you would like to enter. You’ll see a list of topics under the “Topics” heading.

Click on the topic title you would like to read. You’ll see the posts in that topic starting with the first post at the top with subsequent posts following.

How to Submit a Post to a Topic

1. Once you are in a topic, click on “Reply to Post” 
2. Compose your reply in the editor.
3. Click “Post New Reply” to submit your post to the topic.


How to Quote and Reply to a Post

You may want to quote the text of another post and reply specifically to it. To do so:

1. Click “Quote and Reply” above the specific post you want to quote and reply to.
2. The post will be quoted at the top of the editor with a line underneath it. Compose your reply below the line.
3. Click the “Post New Reply” button at the bottom right.


How to Add a Topic to a Forum

To add a brand new topic to a forum:

1. Click the “Add a New Topic” button in the topic’s title bar 
2. Type in a descriptive topic name
3. Compose a description of the topic in the editor (required). This description serves as the first post to the topic.
4. Click the “Post New Topic” button at the bottom left.

How to Delete a Post

You can delete a post you have submitted to a forum. To do so, navigate to the post you want to delete.

1. Click the “Edit Tools” button at the left, above the post 
2. Click “Delete the Post” in the pop-up window.
3. Click “Ok” in the confirmation pop-up window.
4. A confirmation of the deletion will appear at the top of the screen.