Anaheim University
Student Online Manual

Using the Forum

General forums

Forum	Description	Discussions	Unread posts	Track	Subscribed
News forum	General news and announcements	0	0	Yes	Yes
Teacher forum	A forum for teacher-only notes and discussion	0	0	Yes	No

Learning forums

	Forum	Description	Discussions	Unread posts	Track	Subscribed
1	Unit 1 Discussion Question Forum	1. What are the essential differences between qualitative and quantitative research?	0	0	Yes	Yes
		2. What is meant by the 'status of knowledge' and why is it significant to an understanding of research traditions?				
		3. What is meant by the terms 'validity' and 'reliability' and why are these important in research?				
		4.....				
4	Unit 2 Discussion Question Forum	Unit 2 Discussion Question Forum Nunan and Bailey 1996, Chapter 10 How is the literature review organized? What is the relationship between the	0	0	Yes	Yes

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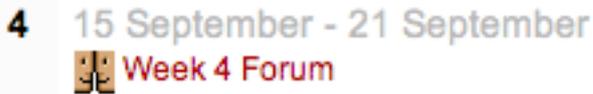
4 15 September - 21 September
   Week 4 Forum

FIGURE ONE: Initial Forum Contact

Initial Forum Contact

The student forum is the place where the weekly/topic discussions will take place within Anaheim University's online system. The forum enables students and lecturers to keep on track and up to date with the discussions that are occurring within their subjects and the University.

Activities

- Assignments
- Chats
- Forums
- Quizzes

In the above left picture (FIGURE ONE: Initial Forum Contact) you can see what the forum looks like within a particular course on the online system. To add your post, or view previous posts, you just need to click on the forum link and it will take you to that particular forum page.

You may also access the forum through the Activities block that is near the top left of the main University page or within the specific subject page. To enter here click on the forum link and it will take you to the avaiblable forum pages. There you will again have to choose the appropraite forum link.

FIGURE TWO Add a new discussion topic
(There are no discussion topics yet in this forum)

Forum Page

When you arrive at the forum page you should see one of two images.

The above image (FIGURE TWO) will be displayed if no posts have yet been made to the forum.
The below image (FIGURE THREE) will be displayed if a post has already been added to the forum.

To add your own post, select the "**Add a new discussion topic**" button. To read any of the posts just click on the post title, you will then be able to view the complete post. At this point you may reply to any of the messages that are listed within the posts.

FIGURE THREE

This is the forum for week Four

Add a new discussion topic

Discussion   **Started by**   **Group Replies   Unread** ✓   **Last post**
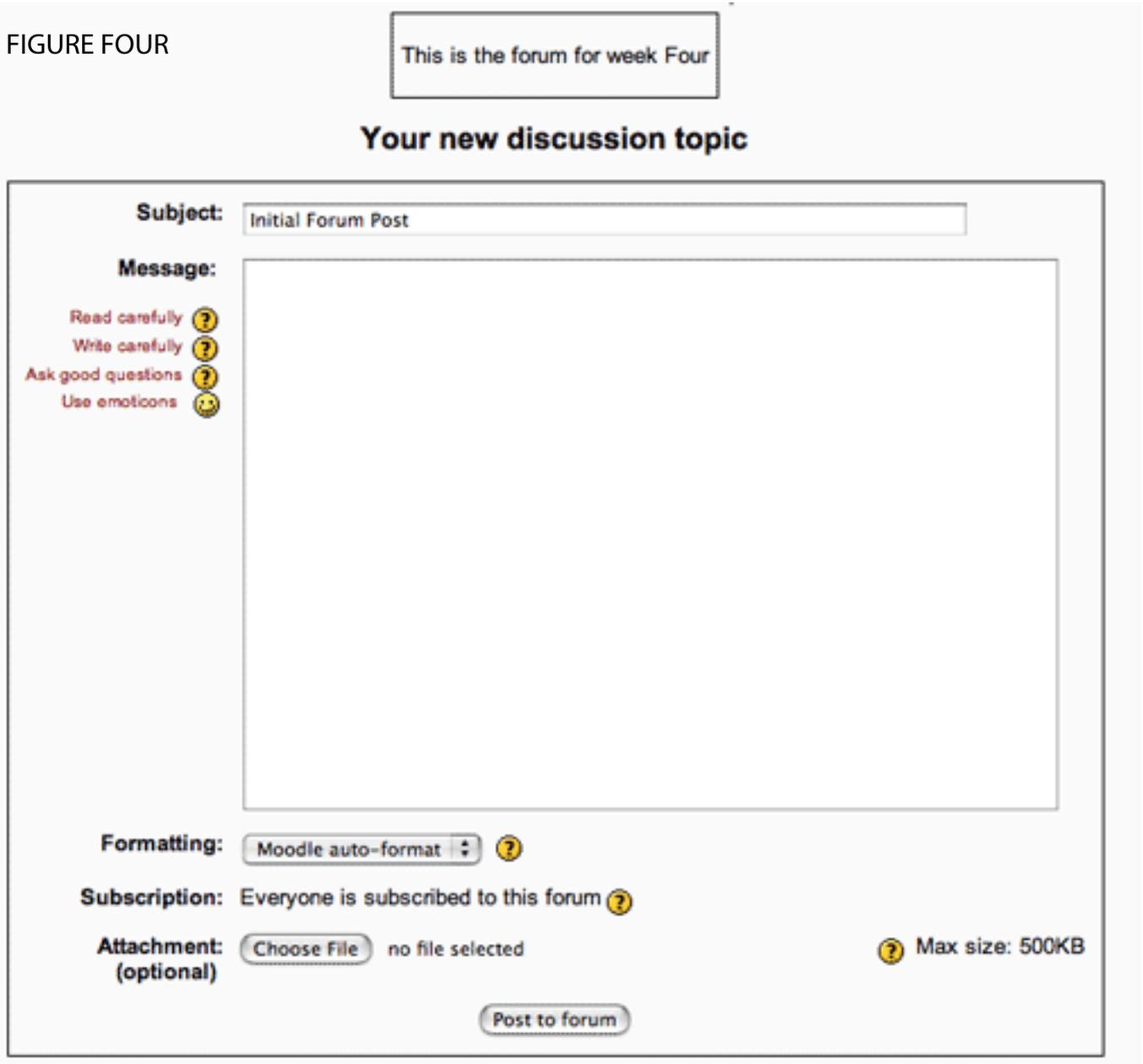
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To Post to the Forum

1. Select "Add a new discussion topic" button (as seen in FIGURE TWO)
2. The next page will be similar to FIGURE FOUR (seen below).
3. Add in your "**Subject**" and "**Message**". It is also possible to add a file from your computer using the "**Choose File**" button, this is similar to adding an attachment when emailing.
Click on this button and it will open a window displaying your computer hard drive. Locate the file you wish to upload. **N.B. Any file that you upload to the forum will be open for all other forum users to see and download.**
4. To post your message click on the "**Post to forum**" button. The post will then be available for everyone to view.
5. If you wish to edit your post, you will have 30 minutes after posting to edit. If you do not edit it in this time it will not be editable after the time has past.

FIGURE FOUR

This is the forum for week Four

Your new discussion topic

Subject: Initial Forum Post

Message:

Read carefully (?)
Write carefully (?)
Ask good questions (?)
Use emoticons (☺)

Formatting: Moodle auto-format (?)

Subscription: Everyone is subscribed to this forum (?)

Attachment: (Choose File) no file selected   (?) Max size: 500KB
(optional)
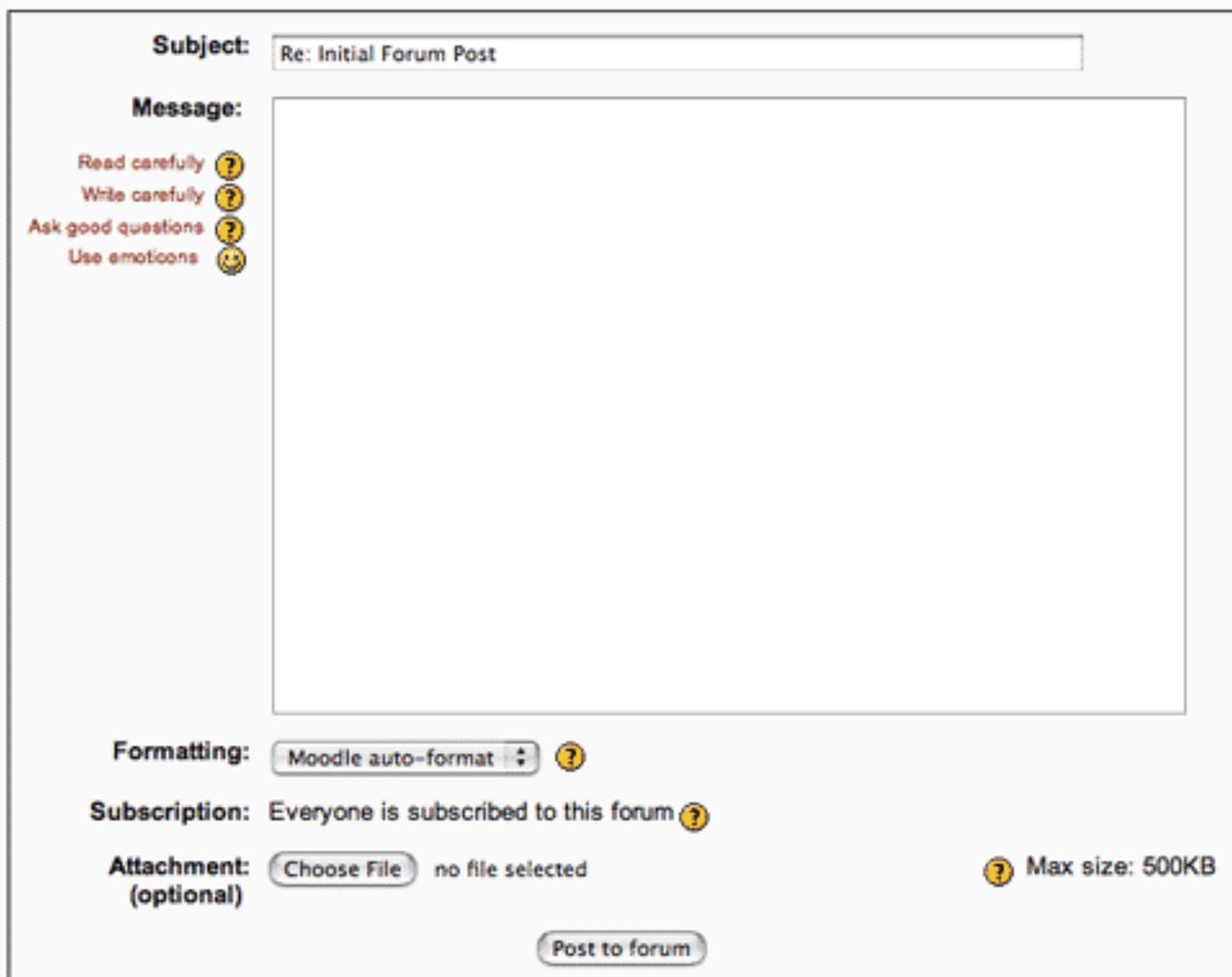
(Post to forum)

To Reply to a Forum Post

1. Click on the "**Reply**" link in the post (as seen in FIGURE FIVE). The "**Reply**" link is in the bottom right of the post.

2. The next page will be similar to FIGURE SIX (seen below). The message that you are replying to will be above the reply message block. It **will not** be in the message area.

3. It is possible to edit or add your own "**Subject**" and "**Message**". It is also possible to add a file from your computer using the "**Choose File**" button, this is similar to adding an attachment when emailing.
Click on this button and it will open a window displaying your computer hard drive. Locate the file you wish to upload. **N.B. Any file that you upload to the forum will be open for all other forum users to see and download.**

4. To post your message click on the "**Post to forum**" button. The post will then be available for everyone to view.

5. If you wish to edit your post, you will have 30 minutes after posting to edit. If you do not edit it in this time it will not be editable after the time has past.

FIGURE FIVE: Forum Post

FIGURE SIX: Forum Reply Block

To Reply to a Forum Email

1. Click on the "**Reply**" link in the email (as seen in FIGURE SEVEN). The "**Reply**" link is in the bottom right of the post. This will initially open up your web browser and take you to the login page at http://online.ana-hiem.edu.

2. After entering in your login name and password, you will then be forwarded to the correct forum area and then message that you are replying to. The page you should see will be similar to FIGURE SIX.

3. It is possible to edit or add your own "**Subject**" and "**Message**". It is also possible to add a file from your computer using the "**Choose File**" button, this is similar to adding an attachment when emailing.
Click on this button and it will open a window displaying your computer hard drive. Locate the file you wish to upload. **N.B. Any file that you upload to the forum will be open for all other forum users to see and download.**

4. To post your message click on the "**Post to forum**" button. The post will then be available for everyone to view.

5. If you wish to edit your post, you will have 30 minutes after posting to edit. If you do not edit it in this time it will not be editable after the time has past.

FIGURE SEVEN: Forum Email

Some Notes About Forum Email Messages

1.Your user account has been set up by Anaheim University to only send you a daily digest of the forum posts. This means that you will only receive one post per day per forum that you are subscribed to. BUT importantly it will include all of the messages that have been posted.

2. If you click on the "**See this post in context**" it will open your web browser in the forum area and display the post with any replies that have been made to the particular post.

3. The email address that sends the daily digest of the forum posts is **no-reply@online.anaheim.edu**. It is not possible to reply to the forum post using this email address. If you do the email will go nowhere and vanish into the cyberworld.

4. The link at the top of the email post is called a breadcrumb trail. eg TEST101 >> Forums >> Week 4 Forum >> Initial Forum Post. This highlights the path to the webpage where the forum post is located in the online course guide.