WSI Online Quick Guide
Students – Participate in a forum

Use this guide whenever... you want to contribute to a WSI Online student forum

1. Once you have successfully logged in to WSI Online you can access the courses you are enrolled in by opening the My courses menu on the right-hand side of your screen.
2. Click on the name of a course to open it.
3. Once inside your course you can access discussion forums in a couple of different ways. The easiest way to find a forum activity within your course is to look for the forum icon, shown above.

Replying to an existing post
1. Once inside the relevant course, click on the name of the forum to open it.

2. You will now see a list of topics in the forum, similar to the one shown below:

<table>
<thead>
<tr>
<th>Useful Moodle Quizzes Resource</th>
<th>Nayomie Baihn</th>
<th>0</th>
<th>Nayomie Baihn</th>
<th>Fri, 15 Feb 2013, 4:54 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy way to apply for a new site/unit/course</td>
<td>Caitlyn Duggan</td>
<td>0</td>
<td>Caitlyn Duggan</td>
<td>Thu, 14 Feb 2013, 3:00 PM</td>
</tr>
</tbody>
</table>

3. Click on a topic name to open it.
4. Click **Reply** in the bottom right-hand corner of the post.

Now type your reply in the **Message** box. (You can add an attachment to your reply by clicking **Add**.) When your reply is ready to post click **Post to forum**.

Create a new forum post (not all students will have access to this)

1. Once inside the relevant course, click on the name of the forum to open it.
2. You should now see a list of existing forum topics. At the top of that list is an **Add a new discussion topic** button. Clicking that button will enable you to start a new topic.

3. In the **Your new discussion topic** box you will need to type a **Subject** and a **Message**. (You can add an attachment to your reply by clicking **Add**.) When your post is ready to publish, click **Post to forum**. You have 30 minutes after publication to edit the post if you need to.
Editing a forum post

1. Once inside the relevant course, click on the name of the forum to open it.

You will now see a list of topics in the forum, similar to the one shown below:

| Useful Moodle Quizzes Resource | Nayomie Baihn | 0 | Nayomie Baihn  
<table>
<thead>
<tr>
<th></th>
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<td>0</td>
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</tr>
</tbody>
</table>

2. Click on a topic name to open it.

3. Left-click **Edit** in the bottom right-hand corner of the post.

4. Now edit your reply in the **Message** box. (You can add an attachment to your reply by clicking **Add**.) When you have made the necessary changes, click **Post to forum**.