

## **Activity Guide: Discussion Forums**

### **Period Covered**

As indicated in the Course Guide

### **Requirement**

Everyone **MUST** post a message, however short, in all the discussion forums.

### **Objective**

This activity serves as an opportunity for everyone to share comments or questions on the topics being covered, issues/concerns/suggestions related to the course, reflections, or just to say “Hi” and interact with co-learners and facilitators.

The answers to the exercises will also be discussed in the forum every Thursday afternoon onwards. (Your answers to the exercises must be submitted and uploaded to the site **BEFORE 12:00 noon** every Thursday. The date and time of your submission are automatically captured by the system.)

### **Task and Output**

Everyone is expected to participate in each discussion forum.

### **Specific Guidelines**

1. Click on the icon for the discussion forum.
2. Click on the discussion forum started by the Course facilitator. Click “reply” to enter your message. In the “Message” field, enter your message, then click “Post to forum” to submit your post.
3. If you wish to start a discussion, click on “Add a new discussion topic.”
4. Fill in the field for “Subject.” This refers to the subject of your post or message.
5. In the “Message” field, enter your message. Then click “Post to forum” to submit your post.
6. Please limit each post to a maximum of 200 words.
7. Read the posts of others.
8. Reply to any of the posts or to everyone in general.
9. Always observe network etiquette when posting in discussion forums. Please read <http://www.albion.com/netiquette/corerules.html>.

*Your activity in the course site is tracked and documented automatically by the system.*