

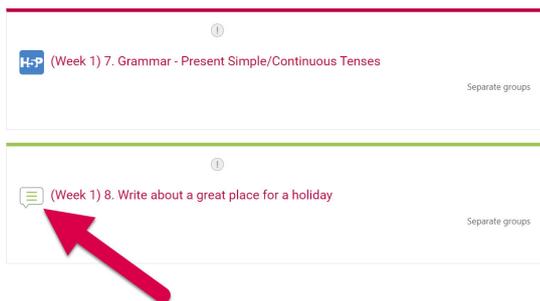
# Replying to Forum posts

Last Modified on 12/07/2022 4:01 pm AEST

## Introduction

Forums are used throughout the myAMES courses as a way for students to share their ideas with their class community and practice their reading and writing skills.

## Viewing student posts



### Locate the forum

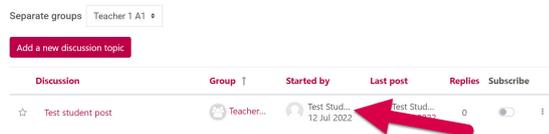
- Forums activities can be identified by the "Speech Bubble" icon and green line above the activity
- Click on the title of the forum to open the activity.



### Find your students

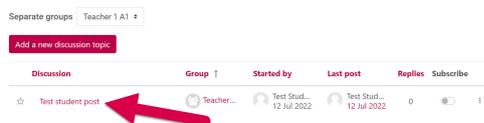
- You can only see students from your group's posts
- If you teach multiple groups you can choose the group you wish to view from the "Separate groups" drop-down box.

☐ Note: you will also be able to see any students that have not yet been assigned to a teacher group.



- The students' names will appear in the "Started by" column.

☐ Note: you can sort the column alphabetically by clicking on the column heading

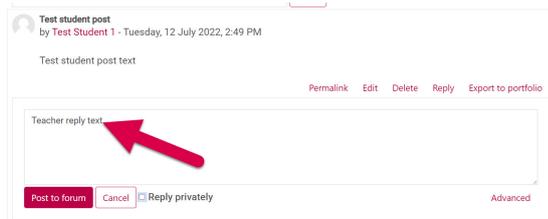


- To view an individual student's post, click on the "Discussion title"



## Reply to student's posts

- The student's post will appear at the top of the screen, under their name and the date.



- Type your reply to the student in the textbox below



- Once you are happy with the reply click "Post to forum"

☐ Note: you can reply privately to the student by ticking the "Reply privately" checkbox next to the "Post to forum" button.

☐ **IMPORTANT:** If you cannot see your students, double-check that they are enrolled in your course. If you cannot see your group double-check that you are enrolled in all of your groups.

Enrolling students, teachers and yourself in Markbook Groups