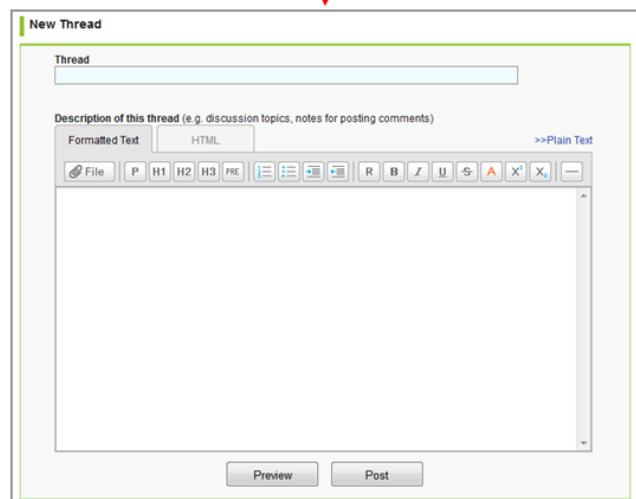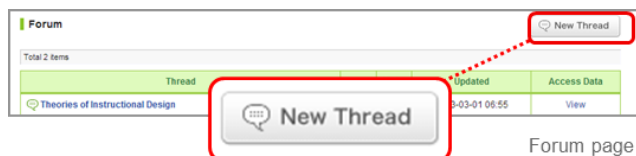# Forum

There is a forum in each course. You can use it for discussion purposes among instructors and students.

Add a thread

1. Click **New Thread** in Forum page.
2. Enter the title of the thread.
3. Enter the description of the thread.

> You can attach various files such as video files and images. (For more information about adding a file, please check "How to add a file".)
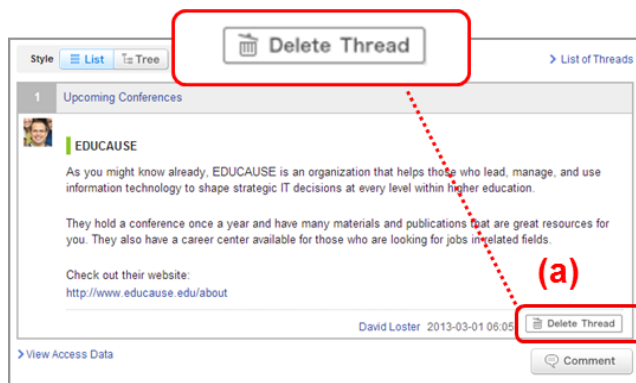
4. Click Post and create a new thread.
   ※Students receive reminders by email if they set Receive in the following reminder on the Individual Settings. "New comments made on your course"

Forum page

New Thread page

Delete a thread

Each thread can be deleted the author and the instructor. Click **Delete Thread (a)** to delete the thread.

> ⚠ Once a thread is deleted, all comments and attached files in the thread will be deleted as well. This is not a recoverable operation.
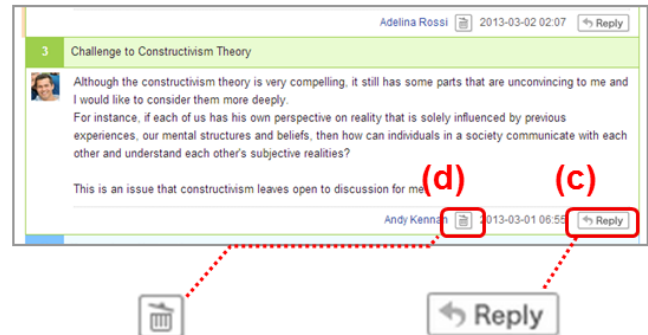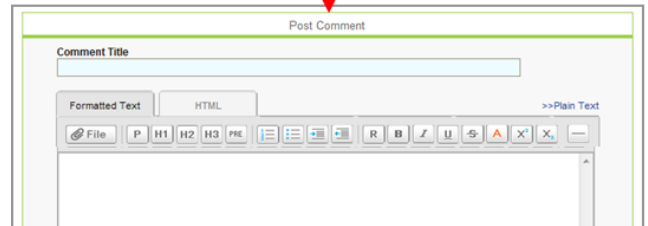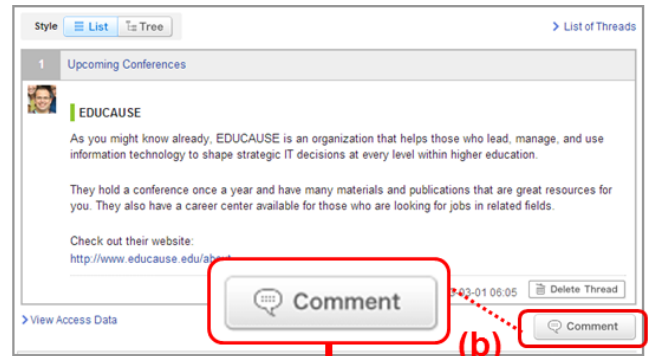
Add a comment

1. Select a thread you would like to add a comment to and click **Comment (b)**.

   > You can add a response to a particular comment on a thread by clicking **Reply (c)**.

2. Enter the title and text.
3. Click Post to add a comment in the thread.
   ※The other course members receive reminders by email if they set Receive in the following reminder on the Individual Settings. "New comments made on your course"

Delete a comment

Each comment can be deleted by the person who posted it as well as instructors by clicking 🗑(d) on the comment. **Once you delete a comment, it can not be recovered.**
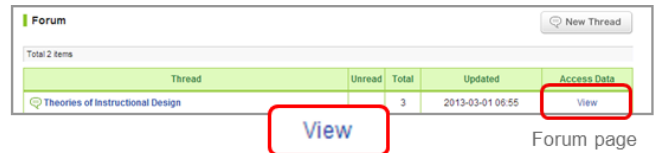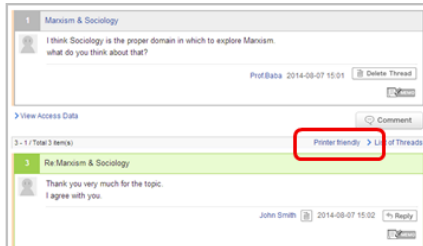
View access data of a thread

Instructors can view student access data of each thread. Please click **View** on the target thread.

Instructors can download a list of access data in an Excel sheet. Instructors can grade student participation in forum by using data from the Excel sheet. （ For more information about grades, please go to "Register Grades".)

Click on the **Printer friendly** link on the thread you would like to print, then the printer-friendly page will appear.

Forum page

Access Data page

Select display of comments

There are two ways to display comments.
Go the Style button to switch the setting.

List

Comments are displayed top-down from the latest post.

Tree

Comments are displayed top-down by the oldest post. Response for each comment is displayed associating with the original comment.