

# eFundi Tutorial: Forums



The Forums tool allow lecturers to set up a threaded discussion that can be read or contributed to by the entire class or assigned groups. Students can write inline comments and share documents. The tool records the number of posts by students, and forum posts can be linked to Gradebook for grading.

Discussions are organised under the hierarchy of **Forums > Topics > Conversations > Replies**.

Below is an explanation of the workspace within the Forums tool:

## Forums

The screenshot shows the Forums tool interface. At the top, there is a section for "Introduction" with a "New Topic" button and "Forum Settings" and "More" links. Below this, there are two topics: "Explain why you chose to study this course/programme/module" and "Introduce yourself to the rest of the class". The "Introduce yourself to the rest of the class" topic is selected, and its "Topics" are listed below: "Defining happiness" and "Misconceptions about happiness". Red boxes and arrows highlight the hierarchy: "Forums" (the main section), "Topics" (the selected topic), and "Conversations" (the individual posts within a topic).

## Forums / Introduction / Introduce yourself to the rest of the class / Name & Surname

The screenshot shows a forum conversation thread. At the top, there is a "View" dropdown menu set to "by Conversation". Below this, there is a post by "Name & Surname" (ELNE VAN NIEKERK) with a "Reply" button. The post content is "Hello, I am Name Surname, from Cape Town, South Africa.? I am taking this course because I have been struggling with". Below this, there is a reply by "Name & Surname" (Test Test) with a "Reply" button. The reply content is "Hi Name, Nice to meet you! So sorry to hear about your parents. I'm sure that we will find ways to help you in this course one day help people like your parents." Red boxes and arrows highlight the hierarchy: "Forum" (the main section), "Topic" (the selected topic), "Conversation" (the individual post), and "Reply" (the response to the post).

## Index

This tutorial will address the following topics:

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[How to post to a forum topic](#)

[How to reply to a forum post \(conversation\)](#)

[How to email a forum post author](#)

[How to delete a forum post \(conversation\)](#)

[How to moderate a topic](#)

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[How to move a thread to a different topic](#)

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[How to delete a forum](#)

[How to modify forum template settings](#)

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## How to access the Forums tool

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Select **Forums** from the Tool Menu of your site.



The screenshot shows the eFundi interface. At the top, there is a purple header with the eFundi logo. Below the header, there is a navigation bar with a home icon and a dropdown menu showing 'Home' and 'ABCD 111 V 2017'. On the left side, there is a vertical navigation menu with several options: Overview, Podcasts, Tests & Quizzes, Forums (highlighted with a red box), Gradebook, Markbook, Announcements, Messages, and PostEm. The main content area is titled 'FORUMS' and contains several sub-sections: 'New Forum', 'Organise', 'Template Settings', 'Statistics & Grading', and 'Watch'. Below this, there is a section titled 'Forums' with a text box explaining that users should use 'Forum Settings' and 'Topic Settings' to change details, and 'Template Settings' to set up a template. At the bottom, there is a section for 'ABCD 111 V 2017 Forum' with links for 'New Topic', 'Forum Settings', and 'More'. Below that, there is a section for 'General Discussion' with '0 unread of 0 messages' and links for 'Topic Settings' and 'More'.

What if you cannot see the Forums tool? [Click here](#) for the steps to add a tool to your site.

## How to create a new forum

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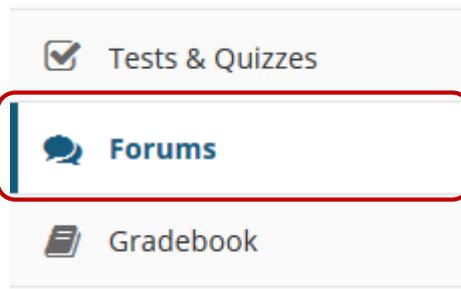
**Forums** are useful for grouping several similar topics together, such as graded discussions, or group topics. They can also be used to specify the default topic settings for all topics within the forum. **All new topics will inherit the forum settings by default.**

### **Important:**

*The Forum tool is organized by **Forums**, **Topics**, and **Conversations**.*

- A **Forum** is a mandatory category or grouping for topics. There may be more than one Forum in the course or project site.*
- **Topics** are required within Forums in order for site participants to be able to post, read, and reply to messages. If you create a forum but no topic, then students will not see the forum.*
- **Conversations** are messages or threads of discussion posted within a Topic.*

To create a new forum, go to the **Forums** tool in your Tool menu.



By default, new sites are populated with a single forum titled after the name of the site, and containing one topic for **General Discussion**. The default forum and topic may be edited for posting messages, add more topics to the existing forum, or add a new forum.

Click the **New Forum** tab at the top to add a new forum.



A settings page will appear where you can set the settings for the forum and any topics you will add to the forum.

**1** **Forum title** is required. Name the forum a title to easily identify the types of topics expected within it. *Remember that users post messages within topics, not forums. Forums are a grouping or classification of topics.*

**2** Add a **short description** that will be displayed to the user when they view the Forum tool.

## Forum Settings

Required items marked with \*

\* Forum Title

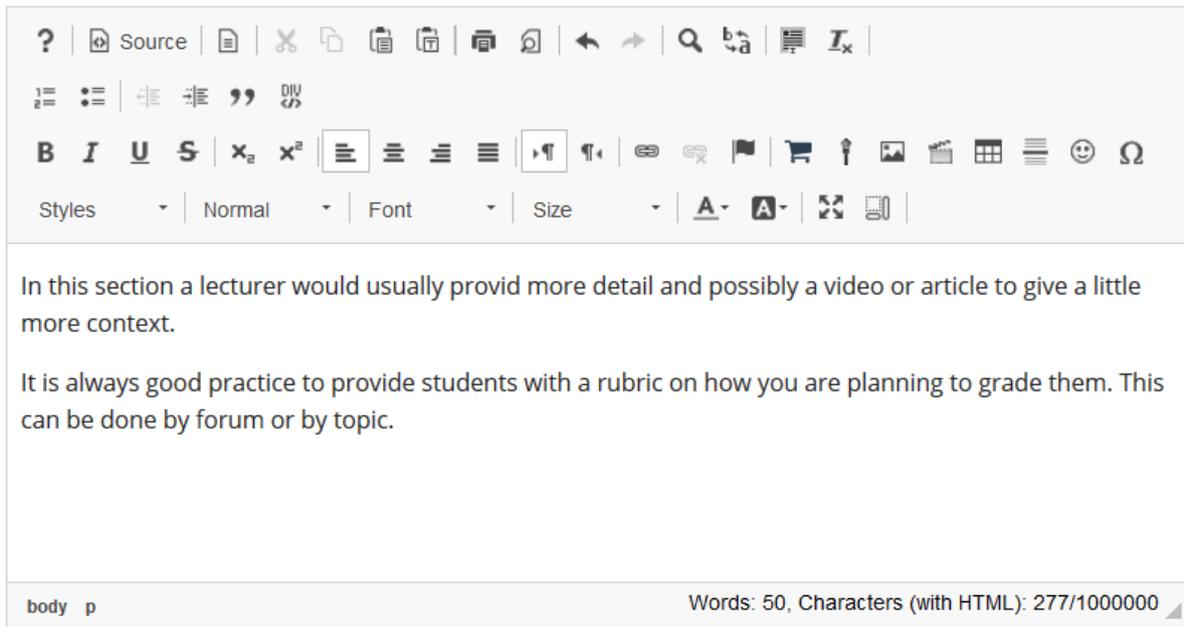
**1** Study unit 1: Verbal and non-verbal issues in intercultural communication

**2** Short Description (255 characters max) 59 chars remain

This forum will focus on the issues you can expect to encounter in verbal intercultural communication and we will discuss the examples of non-verbal cues that can cause issues in certain cultures.

3 After the short description box you have the option to provide more detailed instructions about the items in this forum, using the **Description** area to enter the information. This area includes the Rich Text Editor and allows for more advanced formatting options. You can even embed images or video.

### 3 Description



The screenshot shows a Rich Text Editor with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link, unlink, insert link, insert image, insert video, insert table, insert quote, and insert smiley. Below the toolbar, the text area contains the following content:

In this section a lecturer would usually provide more detail and possibly a video or article to give a little more context.

It is always good practice to provide students with a rubric on how you are planning to grade them. This can be done by forum or by topic.

body p

Words: 50, Characters (with HTML): 277/1000000

You may attach files to the forum. Click the **Add attachments** button to **browse** for and **select** a file.

### Attachments

No attachments yet

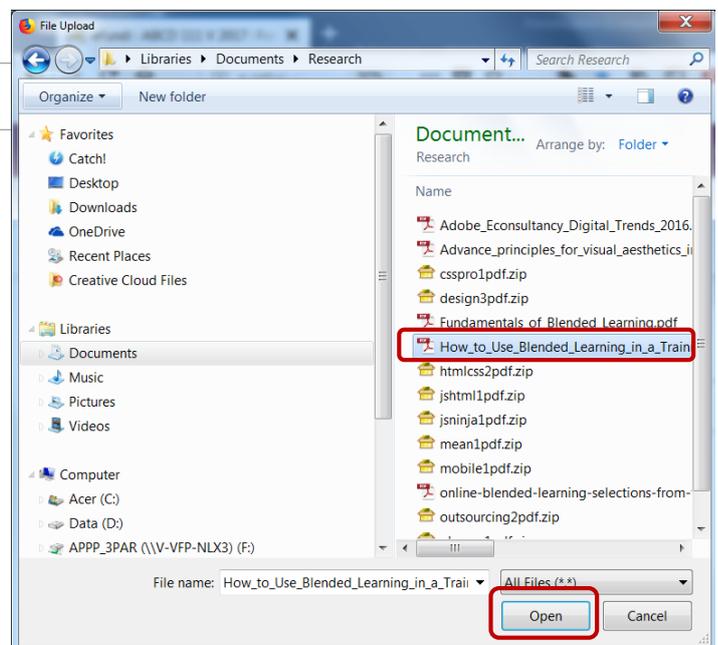
Add attachments

### Add Attachment

Select an existing item from Reso

### Upload local file

Browse... No file selected.



Once a file has been selected and uploaded you will see a view of the attachments. Click the **Browse** button again to add additional attachments or click **Continue**.

### Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
 <a href="#">How to Use Blended Learning in a Training Program.pdf</a>	<a href="#">✕ Remove</a>

#### Upload local file

No file selected.

or a URL (link to website)

You will return to the Forum settings page. From here you can indicate if you would like to remove the attachment, or add more attachments.

## Attachments

Title
How_to_Use_Blended_Learning_in_a_Training_Program.pdf <a href="#">Remove</a>

## Forum Posting

- Lock forum (disable forum postings)
- Moderate topics in forum
- Require users to post before reading

There are several **forum posting** options from which to choose. Remember, any settings selected here will apply to all of the topics within this forum by default. *(However, these may be overridden the settings on an individual topic if desired.)*

- **Lock forum:** This option locks the forum so users can no longer post messages. However, they can continue to read existing messages.
- **Moderate topics in forum:** This option means all messages posted within topics in this forum, must be approved by the instructor before other students can see them.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.

## Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

Select the **availability** for the forum. The default option is to **Show Immediately**, or choose to **Specify dates** to open (show) and/or close (hide).

*Tip: Setting open and close dates at the forum level can be tricky because individual topics may also have specified dates. However, the forum must be visible in order for the topics within the forum to be available to students. Typically, lecturers set open/close dates at the topic level only.*

## Mark All Messages in Conversations Read

- Automatically mark all messages in a conversation as read

Select the **Read** options. The default option is unchecked, allowing the user mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

## Grading

Gradebook Item:  This will be the default in this forum's topics. (More?)

Specify the **Gradebook item** that this Forum must be linked to. When grading forum posts, select a specific gradebook item for the grades to be included in the Gradebook calculations.

*Note: You must first create the gradebook item in Gradebook tool before you can select it to be associated with a forum or topic.*

*Tip: Similar to open/close dates, associating with the Gradebook at the forum level is not always ideal because individual topics may also be graded. Most lecturers may prefer to grade discussions at the topic level.*

## Permissions

In most cases, the default forum permissions are appropriate. By default, instructors are forum **Owners (1)**, and all other site participants are **Contributors**. The forum owner may add and delete topics, modify permissions, edit the forum and topic descriptions, etc. Contributors may only read, post and reply to messages.

To **modify** the default permissions, click **Customize (2)** to expand the permission settings.

▼ **Permissions**

Role	Permission Level	
Additional instructor	Contributor	► Customise
Examiner	Contributor	► Customise
Instructor	<b>1</b> Owner	► Customise
Student	Contributor	▼ Customise <b>2</b>

New Forum  
 New Topic  
 New Conversation  
 Reply  
 Post to Gradebook

Change Settings  
 Read  
 Mark as Read  
 Moderate Messages  
 Identify Anonymous Authors

**Edit Messages**  
 None  
 Own  
 All

**Delete Messages**  
 None  
 Own  
 All

1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer).
2. Forum permissions may be customised for different user roles, or for groups within the class. Click the **Customise** to further expand the options for a particular role and define more granular custom permissions.

**Note:** Groups must already exist in order for group role permissions to display.

Once completed, scroll to the bottom of the page and select the **Save** button. (Alternately, if you would like to go directly to the screen to begin adding a new topic to the forum you just created, you may select **Save Settings & Add Topic** instead. [Click here for the next steps in creating a topic.](#))

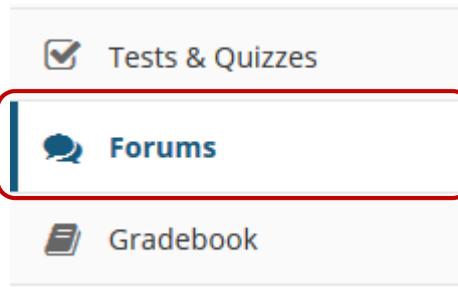
**Note:** All forums need at least one topic in order to be active.

# How to add a new topic

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**A Forum must contain a Topic for users to create a post. (See also [How do I create a new Forum?](#))**

Select **Forums** from the Tool Menu of your site.



Click the **New Topic** link for the Forum you wish to add the topic to. Alternatively, if no topics have been created for the forum yet, click the **Create a Topic** link in the box below.

**Study unit 1: Verbal and non-verbal issues in intercultural communication** [New Topic](#) [Forum Settings](#) | [More](#) ▾

This forum will focus on the issues you can expect to encounter in verbal intercultural communication and we will discuss the examples of non-verbal cues that can cause issues in certain cultures.

▶ View Full Description and attachments

You need to add at least one topic for the forum above to be active. [Create a topic?](#)

Next you will start to add the topic information.

Start by providing your **topic title** (required) and a **short description** of what this topic will focus on.

\* Topic Title

SS 1.1: Verbal issues in intercultural communication

Short Description (255 characters max) 181 chars remain

Critically discuss the role that language plays within different cultures.

**Note:** Be aware of the short description 255 character limit.

Create a **detailed description** in the description box that allows the use of the Rich Text Editor.

### Description

Use this space to provide more detailed explanations and what you expect of your students.

**Good practice guidelines:**

- Provide some questions to help your students get started with the discussion.
- You could also include some reading materials for your students, or a video that would provide some context or examples of typical issues in the topic.
- Always make sure that your students understand how they will be graded for this discussion to ensure good discussions.

body p span strong Words: 75, Characters (with HTML): 576/1000000

If you are going to refer to specific materials, you can attach it to the topic to make it easily accessible for your students:

### Attachments

No attachments yet

Add attachments

Select the **topic posting options**:

#### Topic Posting

- Lock Topic (Disable topic postings)
- Moderate Topic
- Require users to post before reading
- Posts are anonymous This setting cannot be changed after topic creation.

There are several **topic posting** options from which to choose. Any settings selected here will apply to this topic only.

- **Lock topic:** This option locks the topic so users can no longer post messages. However, they can continue to read existing messages.

- **Moderate topic:** This option means all messages posted within the topic must be approved by the lecturer before other students can see them.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option to select if the lecturer wishes students to respond to a discussion prompt before seeing other student responses and force them to really think about the topic and formulate their own opinions.
- **Posts are anonymous:** Select this option if you want site participants to be able to post without displaying the name of the post's author.

*Note: If you choose the option to make posts anonymous, an additional option will appear to allow you to reveal identities to certain roles or groups. If you are planning on grading the posts, make sure to indicate that the identities have to be revealed to your role.*

Posts are anonymous This setting cannot be changed after topic creation.

Reveal identities to roles with the "Identify Anonymous Authors" permission below This setting cannot be changed after topic creation.

Instructor

<input checked="" type="checkbox"/> New Forum	<input checked="" type="checkbox"/> Change Settings	<input type="radio"/> N <input type="radio"/> O <input checked="" type="radio"/> A
<input checked="" type="checkbox"/> New Topic	<input checked="" type="checkbox"/> Read	
<input checked="" type="checkbox"/> New Conversation	<input checked="" type="checkbox"/> Mark as Read	
<input checked="" type="checkbox"/> Reply	<input checked="" type="checkbox"/> Moderate Messages	
<input checked="" type="checkbox"/> Post to Gradebook	<input checked="" type="checkbox"/> Identify Anonymous Authors	

## Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

Select the **availability** for the forum. The default option is to **Show Immediately**, or choose to **Specify dates** to open (show) and/or close (hide).

*Tip: Setting open and close dates at the forum level can be tricky because individual topics may also have specified dates. However, the forum must be visible in order for the topics within the forum to be available to students. Typically, lecturers set open/close dates at the topic level only.*

## Mark All Messages in Conversations Read

- Automatically mark all messages in a conversation as read

Select the **Read** options. The default option is unchecked, allowing the user mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

## Grading

Gradebook Item:

Existing item

This will be the default in this forum's topics. [\(More?\)](#)

Specify the **Gradebook item** that this Forum must be linked to. When grading forum posts, select a specific gradebook item for the grades to be included in the Gradebook calculations.

**Note:** You must first create the gradebook item in Gradebook tool before you can select it to be associated with a forum or topic.

### Automatically Create Topics

- Create one topic
- Automatically create multiple topics for groups

An instance of this topic will be created for each group selected below.

Permissions are configured automatically. [\(More?\)](#)

- Group Assignment (1)
- Group Assignment (2)
- Group Assignment (3)
- Group Assignment (4)

If you would like to create multiple, private group topic areas, select the radio button for **Automatically create topics for groups** and then check the box next to each group for which a topic should be created. Each group member will be set to "Contributor" in their group's topic and "None" in other automatically created topics. The default Student role will also automatically be set to the permission level of "None".

**Tip:** This is an especially helpful feature when you are dealing with very large classes and would like to divide the class into smaller groups to ensure that all get a fair chance for contributing. The larger the group, the more likely students will have similar opinions making it difficult for students to formulate their unique contributions.

### Permissions

In most cases, the default topic permissions are appropriate. By default, instructors are forum **Owners (1)**, and all other site participants are **Contributors**. The topic owner may add and delete topics, modify permissions, edit the topic and topic descriptions, etc. Contributors may only read, post and reply to messages.

To **modify** the default permissions, click **Customise (2)** to expand the permission settings.

▼ **Permissions**

Role	Permission Level	
Additional instructor	Contributor	► Customise
Examiner	Contributor	► Customise
Instructor	1 Owner	► Customise
Student	Contributor	▼ Customise 2

<input type="checkbox"/> New Forum	<input type="checkbox"/> Change Settings	Edit Messages <input checked="" type="radio"/> None <input type="radio"/> Own <input type="radio"/> All	Delete Messages <input checked="" type="radio"/> None <input type="radio"/> Own <input type="radio"/> All
<input type="checkbox"/> New Topic	<input checked="" type="checkbox"/> Read		
<input checked="" type="checkbox"/> New Conversation	<input checked="" type="checkbox"/> Mark as Read		
<input checked="" type="checkbox"/> Reply	<input type="checkbox"/> Moderate Messages		
<input type="checkbox"/> Post to Gradebook	<input type="checkbox"/> Identify Anonymous Authors		

1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer).
2. Forum permissions may be customised for different user roles, or for groups within the class. Click the **Customise** to further expand the options for a particular role and define more granular custom permissions.

**Note:** Groups must already exist in order for group role permissions to display.

Once completed, scroll to the bottom of the page and select the **Save** button. (Alternately, if you would like to add more topics to the forum, you may select **Save Settings & Add Topic** instead.

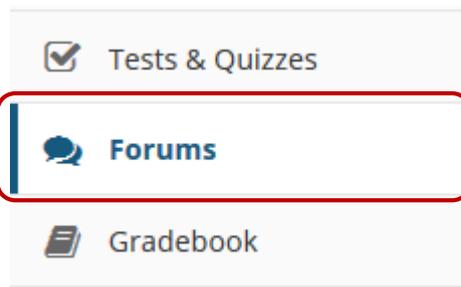
**Note:** All forums need at least one topic in order to be active.

## How to organise forums & topics

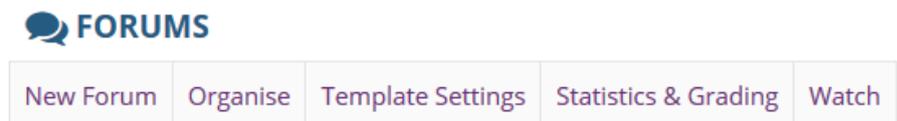
[Back to index](#)

*Forums may be rearranged to change the order in which discussions are listed.*

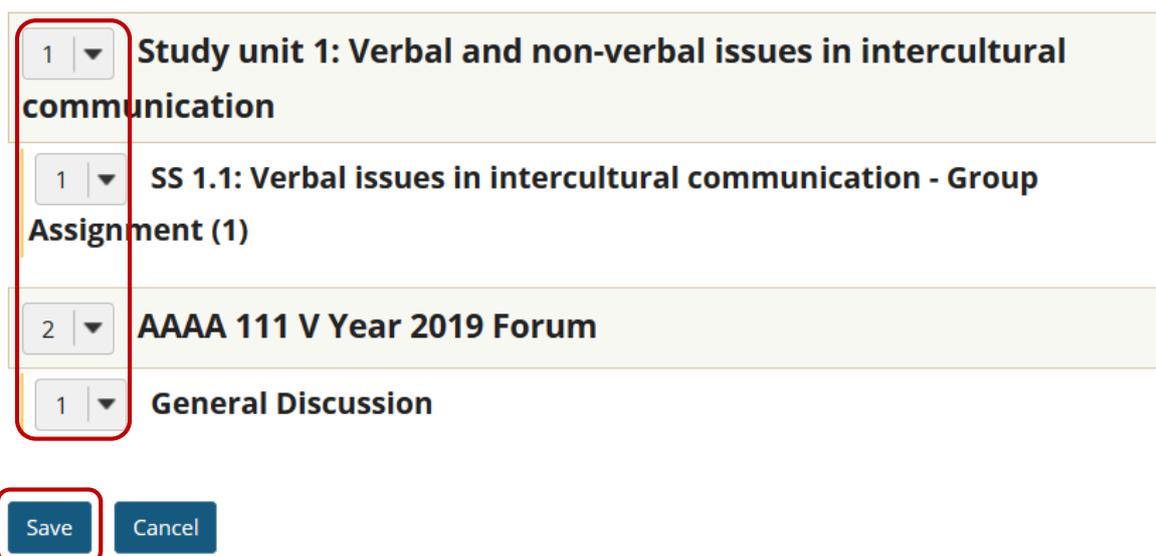
Select **Forums** from the Tool Menu of your site.



Click the **Organise** tab at the top of the screen.



Select the appropriate number next to the Forum or Topic. The numeric pull down menu allows for reordering the Forum, Topic or both. Select the appropriate number for the order in which the items should appear. One will appear at the top, while the highest number will appear at the bottom of the page.



After you have placed the forums and topics in the desired order, click **Save**.

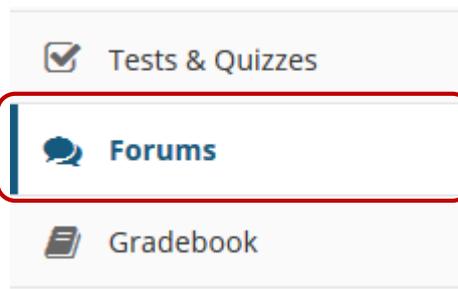
# How to post to a forum topic

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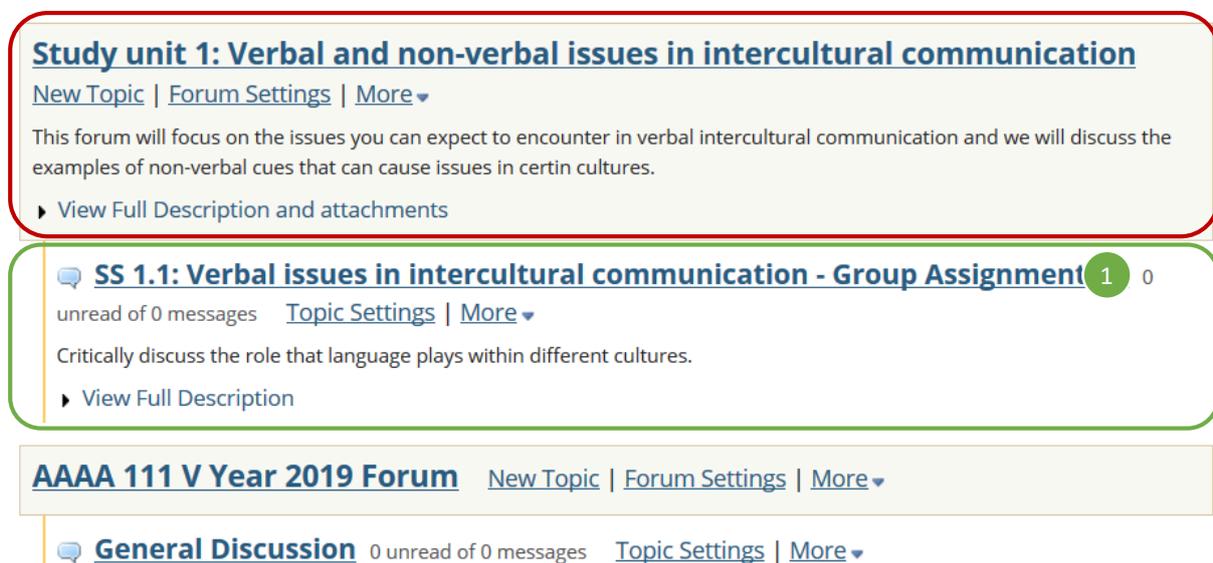
*Forums are organisational units that group topics within the site. You cannot post directly to a forum, you must first enter a topic and post your message there.*

*In order to post to a forum topic, you will **Start a New Conversation or thread**.*

Select **Forums** from the Tool Menu of your site.



Below is an example of a forum. The forum title will appear in bold and in a larger font than the topic titles indented beneath it. If you would like to view more information about the forum, you may click ***View Full Description*** to view any additional information provided by the site owner.

A screenshot of a forum page. At the top, a forum title 'Study unit 1: Verbal and non-verbal issues in intercultural communication' is shown in bold blue text, with links for 'New Topic', 'Forum Settings', and 'More'. Below it is a description of the forum's focus. A red rounded rectangle highlights the forum title and its description. Underneath, a topic title 'SS 1.1: Verbal issues in intercultural communication - Group Assignment' is shown in bold blue text, with a green circle containing the number '1' and '0' unread messages. It includes links for 'Topic Settings' and 'More'. A green rounded rectangle highlights this topic title and its description. At the bottom, another forum title 'AAAA 111 V Year 2019 Forum' is shown in bold blue text, with links for 'New Topic', 'Forum Settings', and 'More'. Below it, a topic title 'General Discussion' is shown in bold blue text, with '0 unread of 0 messages' and links for 'Topic Settings' and 'More'.

Indicated by the green block above is an example of the topic. If you would like to view more information about the topic, you may click ***View Full Description*** to view any additional information provided by the site owner. Click on the **topic title (1)** to enter that topic.

[Start a New Conversation](#)
[Display Message Content](#)
[Topic Settings](#)


## Forums / Study unit 1: Verbal and non-verbal issues in ir communication / SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)

[< Previous Topic](#)
[Next Topic >](#)

### SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)

Critically discuss the role that language plays within different cultures.

▶ [View Full Description](#)

Move Thread(s)

There are no messages posted.

[< Previous Topic](#)
[Next Topic >](#)

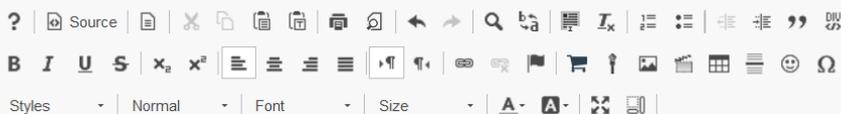
Starting a new conversation is the same thing as starting a new thread. After you click [Start a New Conversation](#), the message composition window will appear.

\*Title

1 The role of language in culture

Message  Word Count: (65)

2



Viewed from a linguistic determinism perspective, language is extremely important in how intercultural communication takes shape. In fact, many believe that language as a linguistic code provides the ultimate framework for thinking, communicating and being.

Take the opportunity now to compare the language and verbal cues from your own language to that of the culture that you have chosen to focus on for this module.

body p

Words: 65, Characters (with HTML): 434/1000000

3

Enter a **title (1)** and a **message (2)** for your students. The message box allows for use of the Rich Text Editor, this means you can include elements such as video and images in your messages. Take note of the **message count (3)** in the lower right corner.

## Attachments

No attachments yet

Add attachments

Post

Cancel

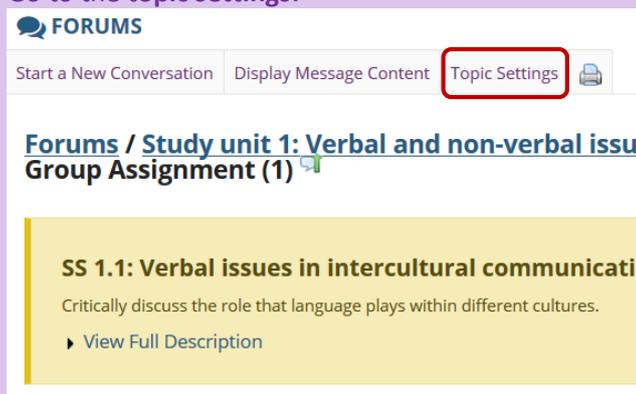
If desired, there is an option to upload attachments to the conversation. Click **Add attachments** to browse for and select your file.

After completing the conversation, click **Post** to make the conversation viewable.

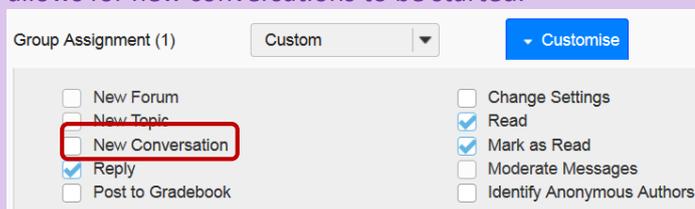
### TIP:

Depending on the type of forum discussion, you might not want each student to start and have a separate conversation, but rather have the entire conversation taking place in on space. To achieve this you will have to follow these steps:

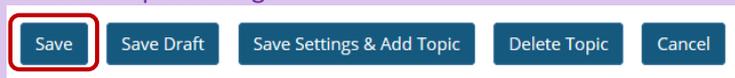
1. Go to the **topic settings**:



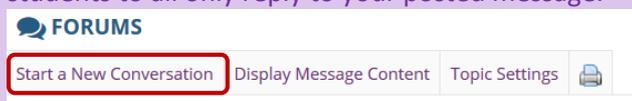
2. In the Permissions section, customise the role of contributor, and uncheck the option that allows for new conversations to be started:



3. Save the topic settings.



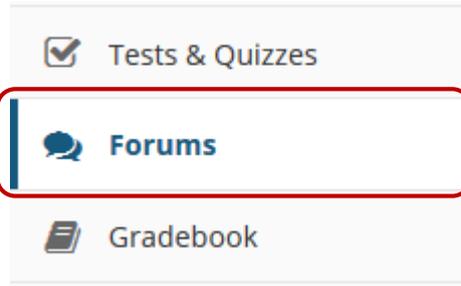
4. Then click on **Start a New Conversation** and post the first message that will allow students to all only reply to your posted message.



# How to reply to a forum post (conversation)

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Select **Forums** from the Tool Menu of your site.



Click on the **title of the topic** to enter the topic.

**[Study unit 1: Verbal and non-verbal issues in intercultural communication](#)**  
This forum will focus on the issues you can expect to encounter in verbal intercultural communication and we will discuss the examples of non-verbal cues that can cause issues in certain cultures.  
▶ [View Full Description and attachments](#)

**[SS 1.1: Verbal issues in intercultural communication - Group Assignment \(1\)](#)** 1 unread of 1 message  
Critically discuss the role that language plays within different cultures.  
▶ [View Full Description](#)

**Note:** The message indicator next to the topic title will tell you how many messages have been posted within that topic, and how many of them are new or unread.

Click on the title of an existing post to view the conversation:

**SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)**  
Critically discuss the role that language plays within different cultures.  
▶ [View Full Description](#)

Conversation	Authored By	Date
New! <b><a href="#">The role of language in culture</a></b> 1 unread of 1 message	6BD73E	Dec 6, 2018 11:17 AM

*On the next page, note the differences between the instructor and student view when replying to messages.*

## Instructor view of a conversation

FORUMS

1 [Reply to Initial Message](#) [Mark All as Read](#) 

[Forums / Study unit 1: Verbal and non-verbal issues in intercultural communication / SS 1.1: Verbal issues in intercultural communication - Group Assignment \(1\) / The role of language in culture](#) [< Previous Conversation](#) [Next Conversation >](#)

View [by Conversation](#)



**The role of language in culture**

ELNE VAN NIEKERK (20686463) (Dec 6, 2018 11:17 AM) - Read by: 1

2 [Reply](#) [Email](#) [Grade](#) [Edit](#) [Delete Message](#)

Viewed from a linguistic determinism perspective, language is extremely important in how intercultural communication takes shape. In fact, many believe that language as a linguistic code provides the ultimate framework for thinking, communicating and being.

Take the opportunity now to compare the language and verbal cues from your own language to that of the culture that you have chosen to focus on for this module.

[< Previous Conversation](#) [Next Conversation >](#)

## Student view of a conversation

FORUMS

1 [Reply to Initial Message](#) [Mark All as Read](#) 

[Link](#) [? Help](#)

[Forums / Study unit 1: Verbal and non-verbal issues in intercultural communication / SS 1.1: Verbal issues in intercultural communication - Group Assignment \(1\) / The role of language in culture](#) [< Previous Conversation](#) [Next Conversation >](#)

View [by Conversation](#)

[Go to first new message](#)

**New!** **The role of language in culture**

6BD73E (Dec 6, 2018 11:17 AM) - Read by: 1

[Mark as Read](#) [Reply](#) 2

Viewed from a linguistic determinism perspective, language is extremely important in how intercultural communication takes shape. In fact, many believe that language as a linguistic code provides the ultimate framework for thinking, communicating and being.

Take the opportunity now to compare the language and verbal cues from your own language to that of the culture that you have chosen to focus on for this module.

[< Previous Conversation](#) [Next Conversation >](#)

**You have two different options for replying to the post within the Forums tool.**

1. Click **Reply to Initial Message** at the top of the conversation to reply to the first message in the conversation or thread.
2. Click the **Reply** button within the message itself to reply to the item you are currently viewing. This is the option you want to use if you would like to reply to someone else's reply.

**Replying to: The role of language in culture** 6BD73E ( Dec 6, 2018 11:17 AM )

1 [View message you are replying to](#)

Your post will be anonymous, but your identity will be revealed to those with appropriate permission. Please refrain from including any identifying information in your post, such as your name or email address.

Required items marked with \*

**\* Reply Title**

2 Re: The role of language in culture

3 Message [Insert original text](#) Word Count:

A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link, unlink, insert link, insert image, insert video, insert table, insert quote, and insert code. Below the toolbar is a large empty text area for writing the reply. At the bottom right of the text area, it says "Words: 0, Characters (with HTML): 0/1000000".

**Attachments**

No attachments yet

4 [Add attachments](#)

5 [Post](#) [Cancel](#)

1. The message you are replying to will be displayed at the top. You can hide/view the message by clicking on the small downward arrow next to "**Hide/view the message you are replying to**".
2. The title will be taken from the initial message and prefilled for you, but you may modify it if you wish.
3. Use the Rich Text Editor message box to type your reply.

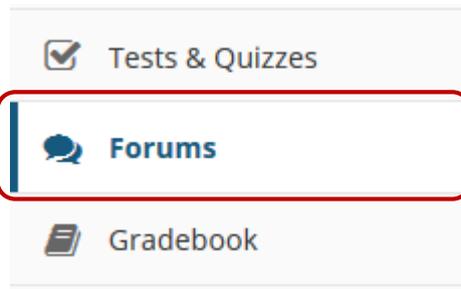
**Note:** You may optionally click on the **Insert original text** link above the editor area to include the original message along with your reply.

4. Click the **Add attachments** button if you would like to browse for and attach a file.
5. Click the **Post** button to post your message to the conversation.

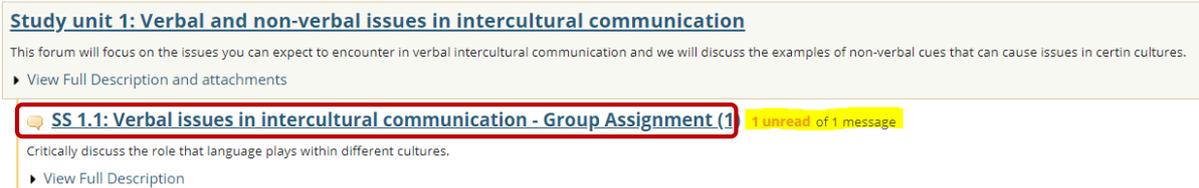
# How to email a forum post (conversation) author

[Back to index](#)

Select **Forums** from the Tool Menu of your site.



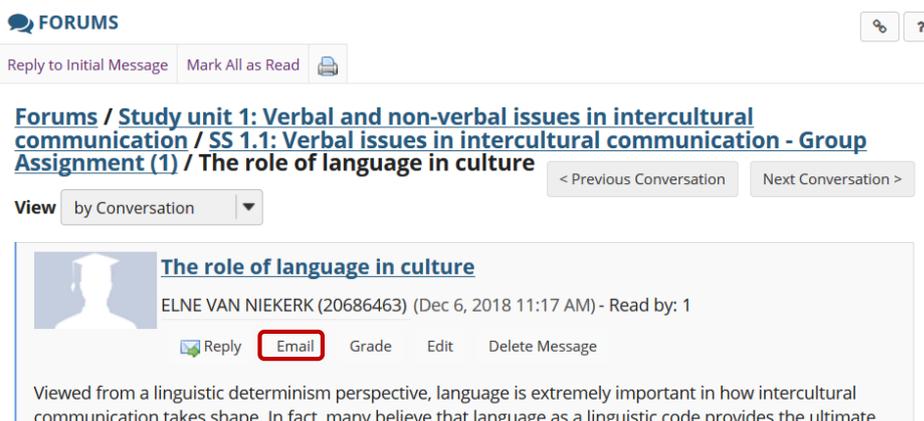
Click on the **title of the topic** to enter the topic.



Click on the title of an existing post to view the conversation:



Click **Email** below the author's name in order to email the forum post author.



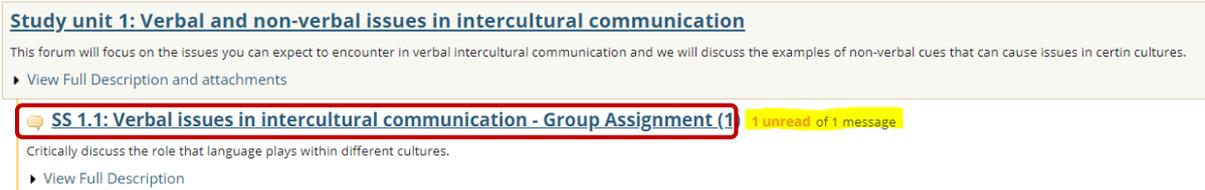
# How to delete a forum post (conversation)

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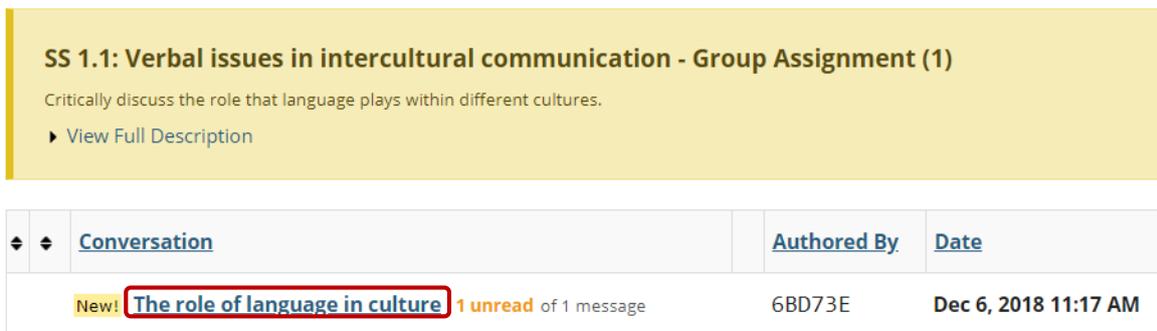
Select **Forums** from the Tool Menu of your site.



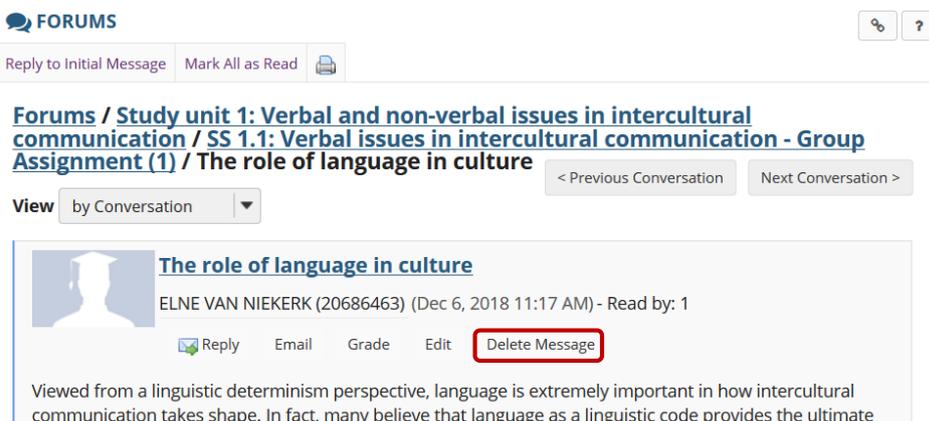
Click on the **title of the topic** to enter the topic.



Click on the title of an existing post to view the conversation:



Click **Delete Message** below the author's name in order to email the forum post author.



If you are sure you want to delete the message, click **Delete** again to confirm removal. The message will be permanently deleted.

 **The role of language in culture**  
ELNE VAN NIEKERK (20686463) ( Dec 6, 2018 11:17 AM )

Viewed from a linguistic determinism perspective, language is extremely important in how intercultural communication takes shape. In fact, many believe that language as a linguistic code provides the ultimate framework for thinking, communicating and being.

Take the opportunity now to compare the language and verbal cues from your own language to that of the culture that you have chosen to focus on for this module.

**Delete** **Cancel**

## How to moderate a topic

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A moderated discussion allows the instructor to review and approve a discussion posting before the participants may view the post. When a discussion is moderated, each message submitted by a participant must be reviewed and approved before other participants may read them.

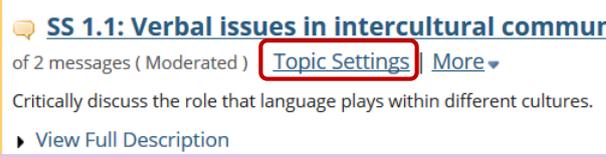
Select **Forums** from the Tool Menu of your site.

Tests & Quizzes

**Forums**

Gradebook

**Note:** If you did not indicate that you want to moderate a specific topic, you can edit the topic settings, check the box to moderate and then save the settings for the topic.

 **Topic Posting**

Lock Topic (Disable topic postings)

**Moderate Topic**

**Save** **Save Draft** **Save Settings & Add Topic** **Delete Topic** **Cancel**

Click on the **title of the topic** to enter the topic.

**SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)** 1 unread  
of 2 messages (Moderated) [Topic Settings](#) | [More](#) ▾  
Critically discuss the role that language plays within different cultures.  
▶ [View Full Description](#)

Click on the title of a message/conversation with new/unread messages to view it.

**SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)**  
Critically discuss the role that language plays within different cultures.  
▶ [View Full Description](#)

Conversation	Authored By	Date
New! <b>The role of language in culture</b> 1 unread of 1 message	6BD73E	Dec 6, 2018 11:17 AM

All messages pending approval will display **Pending** highlighted in green next to the conversation/message.

**The role of language in culture**  
ELNE VAN NIEKERK (20686463) (Dec 6, 2018 11:17 AM) - Read by: 2  
[Reply](#) [Email](#) [Grade](#) [Edit](#) [Delete Message](#) [Moderate](#)

Viewed from a linguistic determinism perspective, language is extremely important in how intercultural communication takes shape. In fact, many believe that language as a linguistic code provides the ultimate framework for thinking, communicating and being.  
Take the opportunity now to compare the language and verbal cues from your own language to that of the culture that you have chosen to focus on for this module.

New **Pending** **Re: The role of language in culture**  
**Test Test (s80)** (Dec 6, 2018 12:12 PM) - Read by: 1  
[Mark as Read](#) [Email](#) [Grade](#) [Edit](#) [Delete Message](#) [Moderate](#)

In my culture this and in my chosen culture that.

New **Pending** **Re: The role of language in culture**  
**Test Test (s80)** (Dec 6, 2018 12:22 PM) - Read by: 1  
[Mark as Read](#) [Email](#) [Grade](#) [Edit](#) [Delete Message](#) [Moderate](#)

Blah blah example of a reply by a student

Click the **Moderate** button. Click either **Deny** or **Approve** to moderate the message. Approved messages will be visible to the rest of the site participants. Denied messages remain visible to the instructor only.

[Reply to Initial Message](#) [Delete](#) [Edit](#) [Grade](#) [Email](#) [Copy link](#) [Deny](#) [Approve](#)

< Previous Message    Next Message >

**Pending** **Re: The role of language in culture**  
**Test Test (s80)** (Dec 6, 2018 12:12 PM)  
In my culture this and in my chosen culture that.

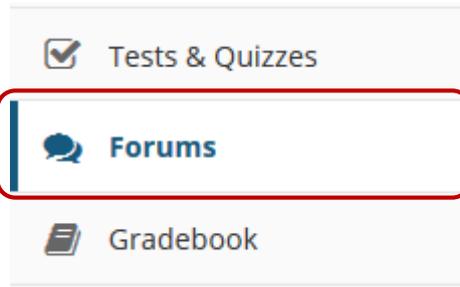
[Delete](#) [Cancel](#)

## How to grade a discussion forum topic

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**Note:** You must create the gradebook item in the gradebook BEFORE you can associate a Forum or Topic with the item for grading.

Select **Forums** from the Tool Menu of your site.



Select on the topic you want to grade, then click the **More** link and select the **Grade** link option.

A screenshot of a forum topic page. The main heading is 'Study unit 1: Verbal and non-verbal issues in intercultural communication' with a 'New' tag. Below it are links for 'Topic', 'Forum Settings', and 'More'. A description follows: 'This forum will focus on the issues you can expect to encounter in verbal intercultural communication and we will discuss the examples of non-verbal cues that can cause issues in certin cultures.' There is a link to 'View Full Description and attachments'. Below that is a topic entry: 'SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)' with '1 unread of 3 messages (Moderated)'. It has links for 'Topic Settings' and 'More'. A dropdown menu is open from the 'More' link, showing options: 'Duplicate Topic', 'Grade' (highlighted with a red box), and 'Delete Topic'. At the bottom, another forum entry 'AAAA 111 V Year 2019 Forum' is partially visible.

**Note:** You may grade by either Forum or Topic. The grading process is very similar. However, most lecturers prefer to grade by Topic, since a Forum may contain several different Topics and each Topic may represent a separate gradebook item or score.

You will see a list of site participants along with summary statistics for each user on number of posts authored, read, unread, and percent read in the current topic. You may sort the list by any of those columns by clicking on the **column title** if you choose.

**Select the gradebook item** where you would like to record the scores for this topic from the drop-down menu in the upper right corner. Once you select a gradebook item, the screen will change to display a grade entry column where you may enter points.

**Forums / Statistics & Grading / Study unit 1: Verbal and non-verbal issues in intercultural communication / SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)**

Select a gradebook item:   **Existing item**

Filter by group: All Participants

Name	Details	Authored	Read	Unread	Per cent Read	Grade
Test, Test	<a href="#">Details</a>	2	3	0	100%	Grade
Test, Test	<a href="#">Details</a>	0	0	2	0%	Grade
Test, Test	<a href="#">Details</a>	0	0	2	0%	Grade

**Forums / Statistics & Grading / Study unit 1: Verbal and non-verbal issues in intercultural communication / SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)**

0

Select a gradebook item: Existing item

Filter by group: All Participants

Name	Details	Authored	Read	Unread	Per cent Read	Existing item (100.0 points possible)	Show Comments
Test, Test	<a href="#">Details</a>	2	3	0	100%	<input type="text"/>	--Hidden--
Test, Test	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	--Hidden--
Test, Test	<a href="#">Details</a>	0	0	2	0%	N/A	N/A

*Note: If you already associated your Topic with a gradebook item, then you do not need to complete this step. You should have been taken directly to the grade entry screen.*

Test, Test (s80)

Sort by Topic | Sort by Date

Word Count: (9)  
**Study unit 1: Verbal and non-verbal issues in intercultural communication / SS 1.1: Verbal issues in intercultural communication - Group Assignment (1) / Re: The role of language in culture** (Dec 6, 2018 12:22 PM)  
 Blah blah example of a reply by a student

Word Count: (10)  
**Study unit 1: Verbal and non-verbal issues in intercultural communication / SS 1.1: Verbal issues in intercultural communication - Group Assignment (1) / Re: The role of language in culture** (Dec 6, 2018 12:12 PM)  
 In my culture this and in my chosen culture that.

To view posts, **click on the author's name**. A window will open showing the message/s posted by that author. Notice that the Word Count in each post is also shown.

Click the **Close Window** button to close the window and return to the grade entry screen.

Enter **points(1)** into the grade entry column.

If you would like to add comments, click on the **Show Comments (2)** link to expand the comment column.

Enter your comments into the text boxes provided.

If you would like to apply a single score to all **ungraded** items, enter the score to be applied and then click the **Apply Grade to all Ungraded** button.

0 Apply Grade to all Ungraded

Name	Authored	Read	Unread	Per cent Read	Existing item (100.0 points possible)	Show Comments
<a href="#">Test_Test</a>	<a href="#">Details</a>	2	3	0	100%	<input type="text"/> --Hidden--
<a href="#">Test_Test</a>	<a href="#">Details</a>	0	0	2	0%	<input type="text"/> --Hidden--
<a href="#">Test_Test</a>	<a href="#">Details</a>	0	0	2	0%	N/A N/A



0 Apply Grade to all Ungraded

Name	Authored	Read	Unread	Per cent Read	Existing item (100.0 points possible)	Hide Comments
<a href="#">Test_Test</a>	<a href="#">Details</a>	2	3	0	100%	<input type="text"/>
<a href="#">Test_Test</a>	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>

After you have entered all of the grades and/or comments, scroll down to the bottom of the list and click the **Submit Grades** button to save your changes and send the grades to the gradebook.

<a href="#">VAN NIEKERK, ELNE</a>	<a href="#">Details</a>	1	2	1	67%	N/A	N/A
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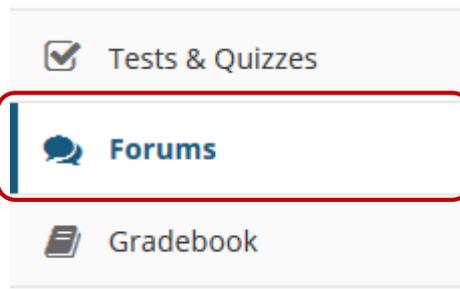
Submit Grades Cancel Changes

# How to move a thread (conversation) to a different topic

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This option allows for a thread or conversation to be moved to a different topic.

Select **Forums** from the Tool Menu of your site.



The topics will be listed underneath the corresponding forum in smaller, bold font. Click on the **topic** containing the item to be moved.

**Study unit 1: Verbal and non-verbal issues in intercultural communication** [New Topic](#) | [Forum Settings](#) | [More](#) ▾

This forum will focus on the issues you can expect to encounter in verbal intercultural communication and we will discuss the examples of non-verbal cues that can cause issues in certain cultures.

▶ [View Full Description and attachments](#)

**SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)** 0 unread of 3 messages (Moderated) | [Topic Settings](#) | [More](#) ▾

Critically discuss the role that language plays within different cultures.

▶ [View Full Description](#)

**SS 1.2: Non-verbal communication issues** 0 unread of 0 messages | [Topic Settings](#) | [More](#) ▾

Identify cultural differences in nonverbal behaviour

**Check the box (1)** next to the conversation/thread you would like to move. Click the **Move Thread(s)** (2) button.

[Forums / Study unit 1: Verbal and non-verbal issues in intercultural communication](#) | [Previous Topic](#) | [Next Topic](#) >

**Verbal issues in intercultural communication - Group Assignment (1)** ▶

**SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)** (Moderated)

Critically discuss the role that language plays within different cultures.

▶ [View Full Description](#)

2

Conversation	Authored By	Date
<input checked="" type="checkbox"/> <a href="#">The role of language in culture</a> 0 unread of 3 messages	ELNE VAN NIEKERK (20686463)	Dec 6, 2018 11:17 AM

### Move Thread(s)



The following conversation(s) will be moved from **SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)** to the topic selected below.

- **The role of language in culture**

- 1  Leave reminder about the move in the old topic

#### Filter Topics

2 By Name:

In Forum: Study unit 1: Verbal and non-verbal issues in intercultural communication ▼

Locked topics will not show up as available options

Topics (showing 2 of 3 topics)

- 3  SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)  
 SS 1.2: Non-verbal communication issues

Cancel

Move Thread(s) to Selected Topic

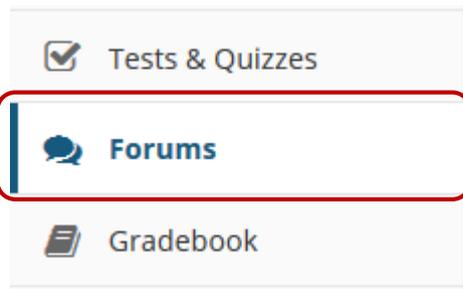
4

1. You have the option to check the box to *leave a reminder about the move in the old topic*.
2. Select the **Forum** that contains the new topic you would like to move the conversation to.
3. Select the **topic** in the forum you would like to move the conversation to.
4. Click the **Move Thread(s) to Selected Topic** button to complete the move.

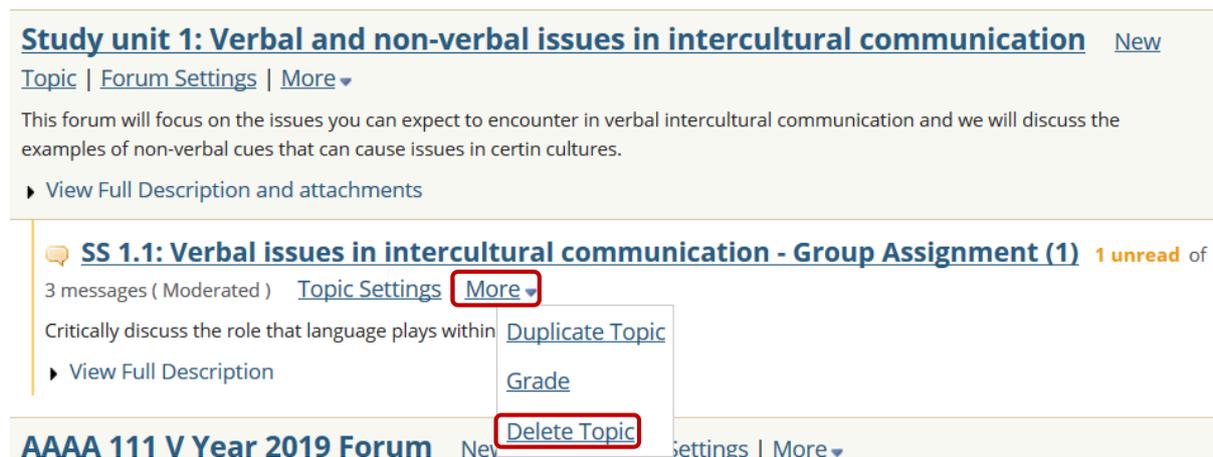
## How to delete a Topic

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Select **Forums** from the Tool Menu of your site.



Click the **More** link next to the topic you would like to delete, then choose the **Delete Topic** option from the drop-down menu.

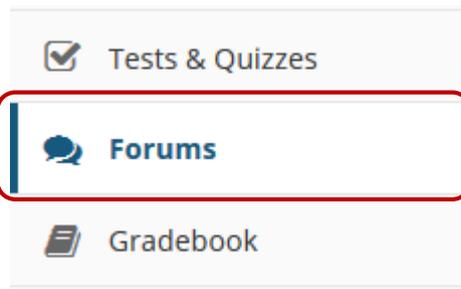
A screenshot of a forum topic page. The main heading is 'Study unit 1: Verbal and non-verbal issues in intercultural communication' with a 'New' tag. Below it are links for 'Topic', 'Forum Settings', and 'More'. The description states: 'This forum will focus on the issues you can expect to encounter in verbal intercultural communication and we will discuss the examples of non-verbal cues that can cause issues in certin cultures.' There is a link to 'View Full Description and attachments'. Below this is a topic entry: 'SS 1.1: Verbal issues in intercultural communication - Group Assignment (1)' with '1 unread' messages. It has '3 messages (Moderated)', 'Topic Settings', and a 'More' dropdown menu. The 'More' menu is open, showing options: 'Duplicate Topic', 'Grade', and 'Delete Topic'. The 'Delete Topic' option is highlighted with a red rectangular border. Below this is another forum entry: 'AAAA 111 V Year 2019 Forum' with 'New', 'Settings', and 'More' links.

You will be prompted to confirm the deletion. If you are sure that you want to delete the topic and all of the messages within it, click the **Delete Topic** button.

## How to delete a Forum

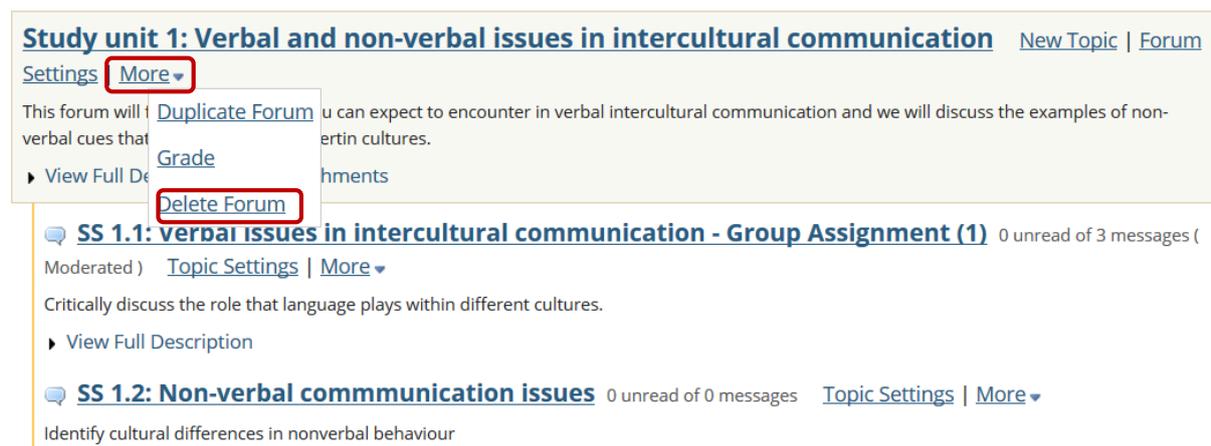
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Select **Forums** from the Tool Menu of your site.



### METHOD 1:

Click the **More** link next to the forum you would like to delete, then choose the **Delete Forum** option from the drop-down menu.



You will be prompted to confirm the deletion. If you are sure that you want to delete the topic and all of the messages within it, click the **Delete Topic** button.

### METHOD 2:

Click the **Forum Settings** link next to the forum you would like to delete. Then scroll down to the bottom of the page and click the **Delete forum** button. Confirm deletion on the next screen.



Deleting a forum will remove the forum and everything associated with it, including all topics and conversations. If you are sure you want to delete the forum, click Delete Forum to remove it from the site.

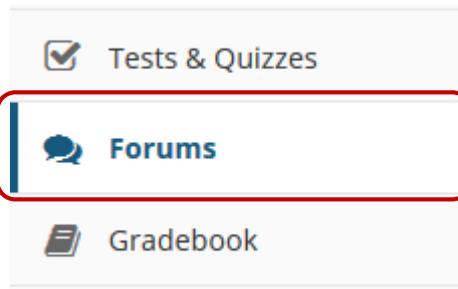


# How to modify template settings

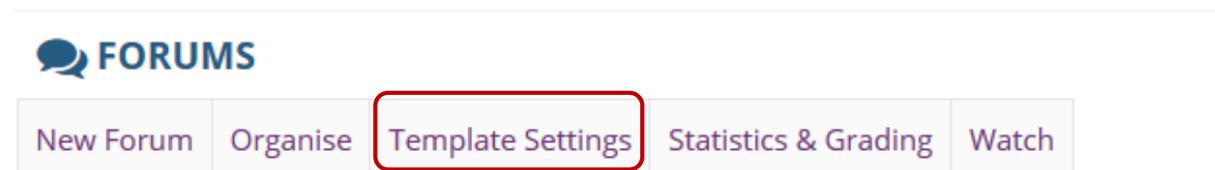
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**Template Settings** control the default settings of each created forum. These settings can be overridden for a specific forum or topic, but must be manually changed after the default settings template is created.

Select **Forums** from the Tool Menu of your site.



Click the **Template Settings** tab at the top of the screen.



The default settings template allows you configure the default settings for all new Forums and Topics in this site.

## Default Settings Template

Settings from this template will apply each time a new Forum or Topic is created. You can override these settings for a specific Forum or Topic after it has been created.

Choose the preferred **Forum Posting** settings:

### Forum Posting

Moderate topics in forums

Yes

No

Require users to post before reading

Yes

No

Template Settings allows the option for all Forums to be shown immediately after they are created or based on specified open (show) and close (hide) dates.

### Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

Template settings allows the option for conversations to be marked read automatically.

### Mark All Messages in Conversations Read

Automatically mark all messages in a conversation as read

- Yes
- No

Template Settings allows the option to select permission levels within Forums based on user roles or groups within the site. User roles can be given the title of Author, Contributor, None, Nonediting Author, Owner, Reviewer, and Custom. In the Customize drop-down menu, the check boxes are automatically selected based on the permission level selected. If the check boxes are manually chosen, this fulfills the Custom Permission Level.

▼ Permissions		
Role	Permission Level	
Additional instructor	Contributor	► Customise
Examiner	Contributor	► Customise
Instructor	Owner	► Customise
Student	Contributor	► Customise
Teaching Assistant	Contributor	► Customise
UODL Facilitator	Contributor	► Customise

**Note:** You may see different roles depending on whether your site is a course or a project, and whether or not there are any groups or custom roles in your site.



Click **Save** to save your settings (or Cancel to continue without saving).

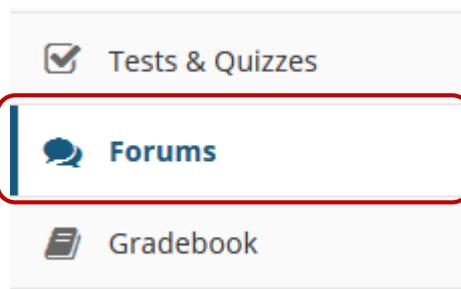
## How to watch or subscribe to forums

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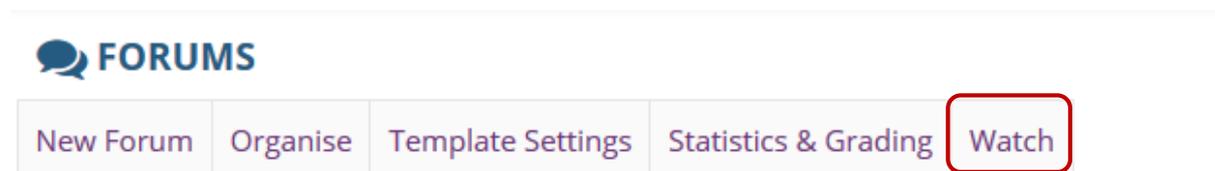
In order to stay notified of recent posts on a forum, the Watch option is helpful in doing so.

*Note: New post notifications will be sent to the user's external/institutional email address, not via the Messages tool.*

Select **Forums** from the Tool Menu of your site.



Click the **Watch** tab at the top of the screen.



The default settings template allows you to configure the default settings for all new Forums and Topics in this site.

### Watch Forums Options

Use the settings below to change what notifications **you** receive when activity in the forums of **this** site take place.

- Send me an email whenever a new message is posted
- Send me an email when a conversation that I have contributed to receives a new message
- No notification

Select whether an email is desired for every new message posted on the Forum, every new message posted on a Forum that the user has contributed to, or turn off all notifications. Click **Save** when you are done.

## Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

### **eFundi Support Desk:**

**Call centre:** 018 285 5930

### **Campus support:**

<b>Mafeking:</b> Tel.: 018 389 2447 Office: ADC Building, Block D Room G80	<b>Potchefstroom:</b> Tel.: 018 285 2295 Office: Building E8, Room 107A	<b>Vanderbijlpark:</b> Tel.: 016 910 3035/8 Office: Building 13, Room SL313
---	---	--

**OR**

**Log a ticket:** [support.nwu.ac.za](http://support.nwu.ac.za)