

How do students use the Forums tool?

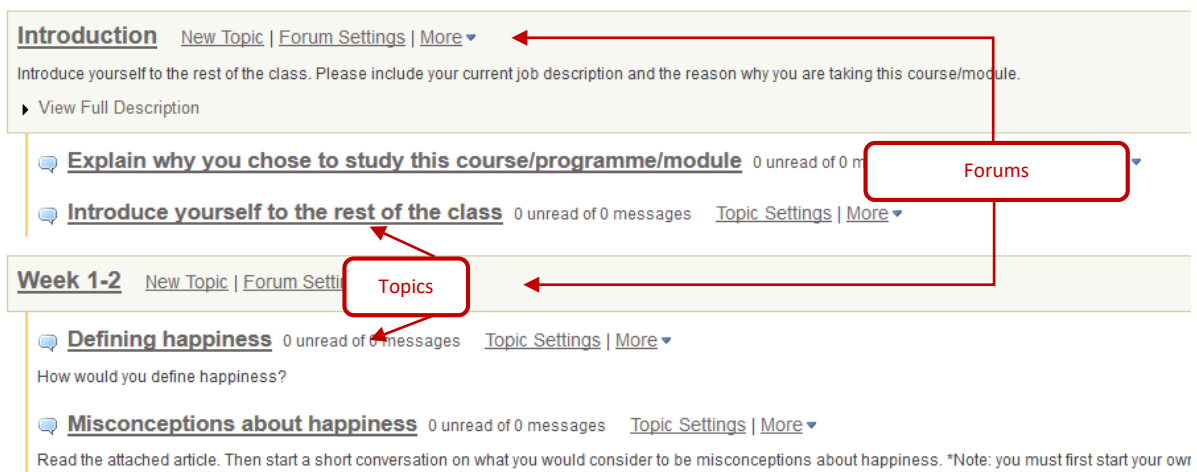
The Forums tool allow lecturers to set up a threaded discussion that can be read or contributed to by the entire class or assigned groups. Students can write inline comments and share documents. The tool records the number of posts by students, and forum posts can be linked

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 titled "Introduction" with a "New Topic | Forum Settings | More" dropdown menu. Below this, there is a description: "Introduce yourself to the rest of the class. Please include your current job description and the reason why you are taking this course/module." and a "View Full Description" link. Below the description, there are two topic cards. The first topic is "Explain why you chose to study this course/programme/module" with "0 unread of 0 messages" and a "Topic Settings | More" dropdown menu. The second topic is "Introduce yourself to the rest of the class" with "0 unread of 0 messages" and a "Topic Settings | More" dropdown menu. Below these topics, there is a section titled "Week 1-2" with a "New Topic | Forum Settings" dropdown menu. Below this, there are two topic cards. The first topic is "Defining happiness" with "0 unread of 0 messages" and a "Topic Settings | More" dropdown menu. The second topic is "Misconceptions about happiness" with "0 unread of 0 messages" and a "Topic Settings | More" dropdown menu. Annotations include a red box labeled "Forums" pointing to the "Topic Settings | More" dropdown menu of the second topic in the "Introduction" section, and a red box labeled "Topics" pointing to the "Topic Settings | More" dropdown menu of the "Defining happiness" topic in the "Week 1-2" section. Red arrows also point from the "Forums" box to the "New Topic | Forum Settings | More" dropdown menu of the "Introduction" section and from the "Topics" box to the "New Topic | Forum Settings" dropdown menu of the "Week 1-2" section.

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

View by Conversation

Forum

Topic

Conversation



Name & Surname

ELNE VAN NIEKERK (20686463) (Sep 16, 2016 3:37 PM) - Read by: 2

Reply

Hello,

I am Name Surname, from Cape Town, South Africa.? I am taking this course because I have been struggling with



Re: Name & Surname

Test Test (s80) (Sep 16, 2016 3:40 PM) - Read by: 1

Reply

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.

Index

This tutorial will address the following topics:

[How to access the Forums tool](#)

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

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

[What the Watch feature does in forums](#)

[Need Help?](#)

How to access the Forums tool

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

The screenshot shows the eFundi website interface. At the top, there is a purple header with the 'eFundi' logo. Below the header, there is a navigation bar with 'Home' and 'ABCD 111 V 2017' dropdown menus. 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 a sub-menu with 'New Forum', 'Organise', 'Template Settings', 'Statistics & Grading', and 'Watch'. Below this, there is a section titled 'Forums' with instructions: 'Use **Forum Settings** and **Topic Settings** to change the title and other details of this forum. New forums and topics can only be created by you or someone with your level of access. Use **Template Settings** to set up a template for all new forums.' There is also a section for 'ABCD 111 V 2017 Forum' with links for 'New Topic', 'Forum Settings', and 'More'. Below that, there is a topic titled 'General Discussion' with '0 unread of 0 messages' and links for 'Topic Settings' and 'More'.

What if you cannot see the Forums tool? Contact your lecturer as the rights to see the forum may not have been set yet.

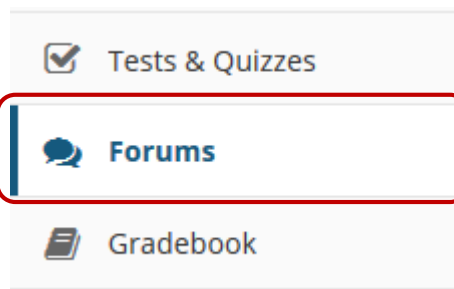
How to post to a forum topic

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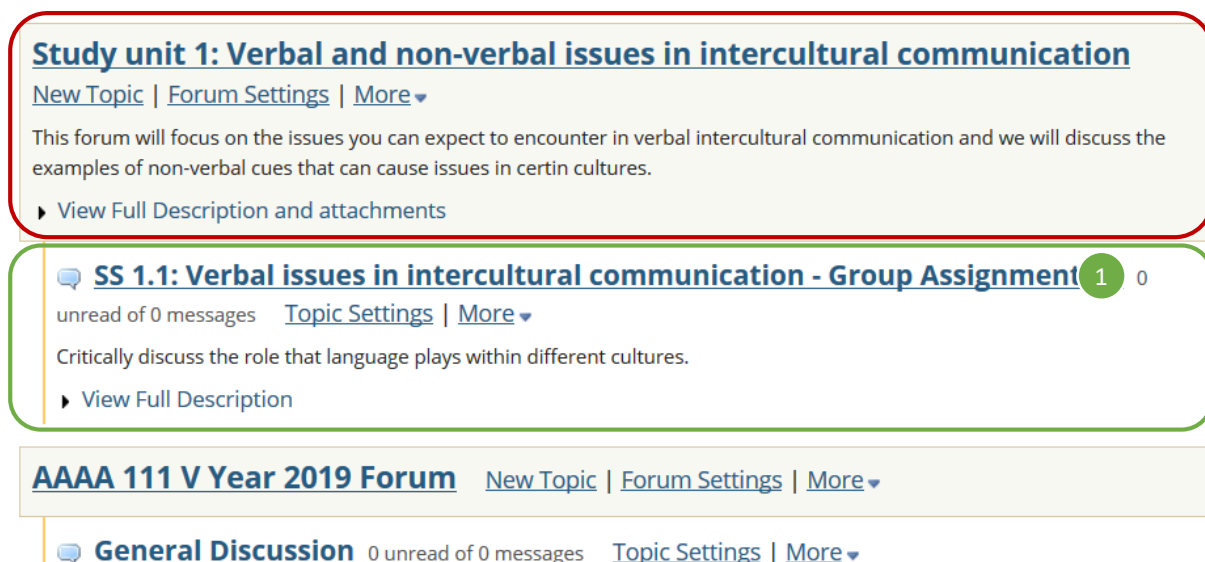
Forums are organisational units that group topics within the site. You cannot post directly to a forum, you must first enter a topic and post your message there.

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: '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.' and a link to 'View Full Description and attachments'. Below that, a topic is shown in a green rounded box: 'SS 1.1: Verbal issues in intercultural communication - Group Assignment' with a '1' in a green circle and '0' unread messages. It includes 'Topic Settings' and 'More' links, a description: 'Critically discuss the role that language plays within different cultures.', and a link to 'View Full Description'. At the bottom, another forum title 'AAAA 111 V Year 2019 Forum' is shown with 'New Topic', 'Forum Settings', and 'More' links. Below it is a topic 'General Discussion' with '0 unread of 0 messages', 'Topic Settings', and 'More' links.

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 >](#)

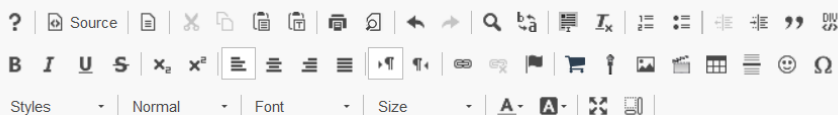
Starting a new conversation is the same thing as starting a new thread. After you click [Start a New Conversation](#), the message composition window will appear.

*Title

1 The role of language in culture

Message

Word Count: (65)



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.

Note:

Depending on the type of forum discussion, you might not be able to start and have a separate conversation, but rather continue the entire conversation in on space. This will depend on the settings your lecturer chose. In this instance the **Start a New Conversation** option will not be available and you will only be able to reply to an existing conversation:

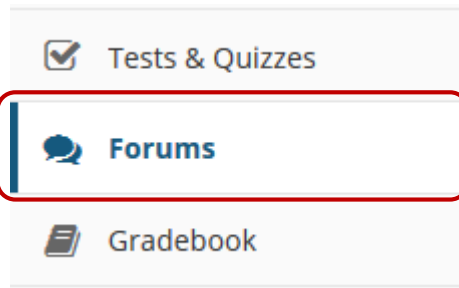
The screenshot shows a forum interface with the following elements:

- FORUMS header with a speech bubble icon.
- Navigation bar: **Start a New Conversation** (highlighted in red), Display Message Content, Topic Settings, and a printer icon.
- Separator: Vs
- FORUMS header with a speech bubble icon.
- Navigation bar: **Reply to Initial Message** (highlighted in red), Mark All as Read, and a printer icon.
- Link and Help buttons.
- Topic title: **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**
- Navigation: < Previous Conversation, Next Conversation >
- View dropdown: View by Conversation
- Go to first new message button.
- Message header: **New! The role of language in culture**
- Message content: 6BD73E (Dec 6, 2018 11:17 AM) - Read by: 1
- Message actions: Mark as Read, **Reply** (highlighted in red)
- Message body: 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.
- Footer: < Previous Conversation, Next Conversation >

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! The role of language in culture 1 unread of 1 message	6BD73E	Dec 6, 2018 11:17 AM

On the next page, note the student view when replying to messages.

Student view of a conversation

FORUMS Link Help

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](#)

[View](#) by Conversation > [Previous Conversation](#) [Next 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:

The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, font size, font face, text alignment, list creation, link, unlink, insert link, insert image, insert video, insert table, insert quote, insert code block, insert link, insert image, insert video, insert table, insert quote, insert code block) and a word count display showing "Words: 0, Characters (with HTML): 0/1000000". Below the toolbar is a large text input area.

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.

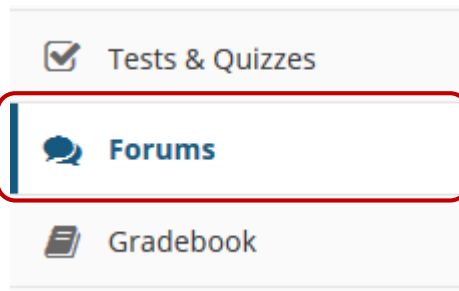
What the Watch feature does in forums

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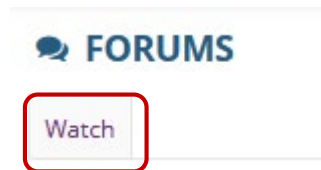
In order to stay notified of recent posts on a forum, the Watch option is helpful in doing so.

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 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:

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

Log a ticket: support.nwu.ac.za