

# Forums Tool Cheat Sheet

This tip will show you how the Forums tool is laid out in Isidore.

## Forum View

**Forum**

**Topics**

Click on the name of different topics to read students' posts.

Blue conversation symbol indicates that all posts have been read.

Yellow conversation symbol indicates that there are new posts to read.

Click on Forum Settings or Topic Settings to modify forums and topics (respectively)

The screenshot shows the Forums tool interface with the following elements:

- Class Discussions** (New Topic | Forum Settings | More) - Please use this area for class discussions.
- Questions & Clarifications** (11 messages - 5 unread | New messages | Topic Settings | More) - Please use this area to ask questions about course work. Feel free to answer your classmates if you know the answer. If it's a personal matter, please contact me via the Isidore Email tool.
- Water Cooler** (0 messages - 0 unread | Topic Settings | More) - Please feel free to have discussions that are not class-related here. Click on the "Start a new conversation" link to post a new topic or click on the "Reply to conversation" link to respond to someone else's post.
- Questions about the New Template** (1 message - 1 unread | New messages | Topic Settings | More) - Please post any questions you have about the new template here. Click on "Start a New Conversation" to start a new thread. Click on "Reply to Conversation" to reply to someone else.

## Conversation View

**Initial Post**

**Replies**

Use these links to reply to students, grade, edit, or delete a post

The screenshot shows the Conversation View interface with the following elements:

- Forums / Class Discussions / Questions & Clarifications / Module 1 Questions** < Previous Conversation | Next Conversation >
- View** by Conversation
- Module 1 Questions** (Leah Bergman (lberaman1) (Apr 29, 2013 10:38 AM) - Read by: 11 | Reply | Reply Privately | Grade | Edit | Delete Message) - Please click on "Reply to the Conversation" to ask your question.
- Re: Module 1 Questions** (Tami Null (nullt1) (May 13, 2013 10:45 AM) - Read by: 11 | Reply | Reply Privately | Grade | Edit | Delete Message)
- Leah: Have you posted the teams somewhere?
- Tami
- Re: Module 1 Questions** (Michele Leber (leberm1) (May 13, 2013 10:50 AM) - Read by: 11 | Reply | Reply Privately | Grade | Edit | Delete Message)
- It's under the "Start Here" topic on the side - then click on Class Documents.

## Topic View

Use the arrows to the left to expand and collapse the conversation

Click on the title of a post (or conversation) to read the messages

Use the envelopes to mark a message as "read"

Conversation	Authored By	Date
Module 1 Questions ( 6 messages - 0 unread )	Leah Bergman (lbergman1)	Apr 29, 2013 10:38 AM
Re: Module 1 Questions	Tami Null (nullt1)	May 13, 2013 10:45 AM
Re: Module 1 Questions	Michele Leber (leberm1)	May 13, 2013 10:50 AM
Re: Module 1 Questions	Leah Bergman (lbergman1)	May 13, 2013 10:56 AM
Re: Module 1 Questions	Michele Leber (leberm1)	May 13, 2013 2:47 PM
Re: Module 1 Questions	Tami Null (nullt1)	May 13, 2013 12:26 PM
New! Module 2 Questions ( 1 message - 1 unread )	<input type="checkbox"/> Leah Bergman (lbergman1)	Apr 29, 2013 10:38 AM
New! Module 3 Questions ( 1 message - 1 unread )	<input checked="" type="checkbox"/> Leah Bergman (lbergman1)	Apr 29, 2013 10:39 AM
New! Module 4 Questions ( 1 message - 1 unread )	<input checked="" type="checkbox"/> Leah Bergman (lbergman1)	Apr 29, 2013 10:39 AM
New! Module 5 Questions ( 1 message - 1 unread )	<input checked="" type="checkbox"/> Leah Bergman (lbergman1)	Apr 29, 2013 10:39 AM
New! All Other Questions ( 1 message - 1 unread )	<input checked="" type="checkbox"/> Leah Bergman (lbergman1)	Apr 29, 2013 10:39 AM