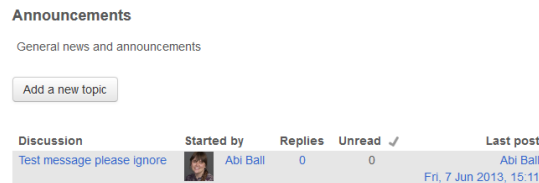


Using the news forum

A news forum (sometimes called Announcements) is a special type of forum that is automatically added to a Moodle course when it is created. The news forum is not one of the options on the *forum type* menu so Module Leaders cannot add them through the **Add an activity or resource** menu.

Module Leaders can create new discussion topics in a news forum but students can only read the messages. There is no reply option for students with this type of forum.

Click on the **Add a new topic** button to post your new message.



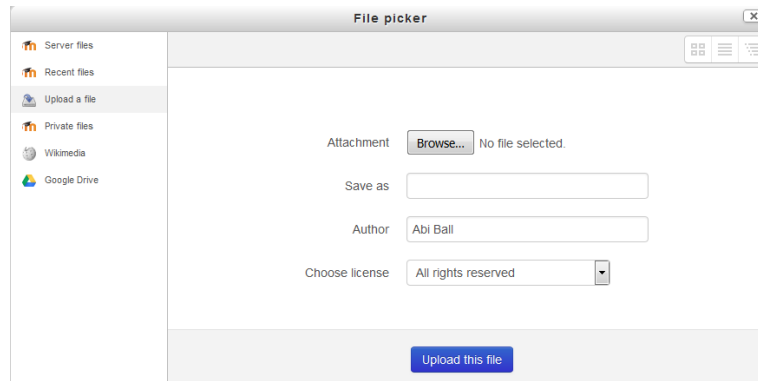
Fill in the **Subject** field and add the main body of the message into the **Message** field. You can format the content using the buttons on the toolbar. You can also add hyperlinks, images and media to your message using the toolbar. For further information about the HTML editor toolbar see the document entitled *The Moodle text (or HTML) editor toolbar*.

A screenshot of the Moodle message creation form. It has two main sections: 'Subject*' and 'Message*'. The 'Subject*' section has a text input field with the placeholder text 'subject'. The 'Message*' section has a rich text editor toolbar with icons for text formatting (bold, italic, underline, text color, background color), list creation (bulleted, numbered), link insertion, and unlink. Below the toolbar is a large text area with the placeholder text 'message'.

The **Subscription** section will inform you that the news forum has been configured so that students cannot unsubscribe from discussions.

A screenshot of the Moodle 'Attachment' pane. At the top, it says 'Subscription' with a help icon and 'Everyone is subscribed to this forum'. Below this is the 'Attachment' section with a help icon. A note states 'Maximum size for new files: Unlimited, maximum attachments: 1'. The main area is a file picker interface with a dashed box and a blue arrow pointing down, with the text 'You can drag and drop files here to add them.' At the bottom, there is a 'Mail now' checkbox and two buttons: 'Post to forum' and 'Cancel'.

Attach any files to your post by clicking on the **Add** icon at the top of the **Attachment** pane. This will display the **File picker** menu. You need to click on **Upload a file** and then the **Browse** button to find a file on your PC. Click on the **Open** and **Upload this file** buttons to complete the process.



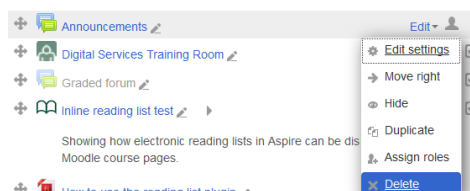
Alternatively you can **drag and drop** files from your desktop into the Attachment pane. Be aware that you need to use the latest versions of Firefox, Google Chrome or Safari 6 (for Mac OS 10.7 and 10.8). Drag and drop will not work with Internet Explorer 9 or earlier, or Safari 5 or earlier.

Normally when you post a message you receive a confirmation message saying that you have 30 minutes to edit it. If you are sure you will not need this you can force Moodle to post the message immediately by checking the **Mail now** box. (This may only appear for certain roles). Otherwise click the **Post to forum** button and then click the **Continue** link under the message to return to the news page.

Discussion	Started by	Group	Replies	Unread ✓	Last post
subject	 Abi Ball		0	0	Abi Ball Wed, 1 Jun 2016, 13:58

Messages are displayed in table format. Click on the **Discussion** title link to open the message and read it.

To delete the news forum, turn editing on and then click on the **Edit** link next to it and choose **Delete** from the drop down menu. Click **OK** to complete the process.



Then click on **Course administration>Edit settings** on the left hand menu and set the **News items to show** field to zero. Then **Save** your changes.

