

Participating in Online Activities

Discussion forums

- **STEP 1:** Log into the Learning Management System
- **STEP 2:** Select the unit where the forum has been posted by the lecturer

The screenshot shows a user interface for a Learning Management System. On the left is a dark blue navigation menu with the title "NAVIGATION" and a back arrow. The menu items are: Dashboard, Site home, Site pages, My courses (expanded), DC (expanded), Participants, Badges, Competencies, Grades, and General. On the right is a main content area with a light grey background. At the top right of this area is the text "Your progress" followed by a question mark icon. Below this is a list of course items, each with an icon and a checkbox on the right. The items are: Announcements (speech bubble icon), Assignment open for all (document icon), Attendance (group of people icon), FORUM1- AUGUST 2018 (speech bubble icon), CHAT 1 (speech bubble icon), ASSIGNMENT 3 (document icon), QUIZ1 -AUGUST 2018 (document icon with checkmark), and Assignment 1 (document icon). A black arrow points from a green box at the bottom left to the "FORUM1- AUGUST 2018" item in the list.

STEP 3

Click on discussion forum

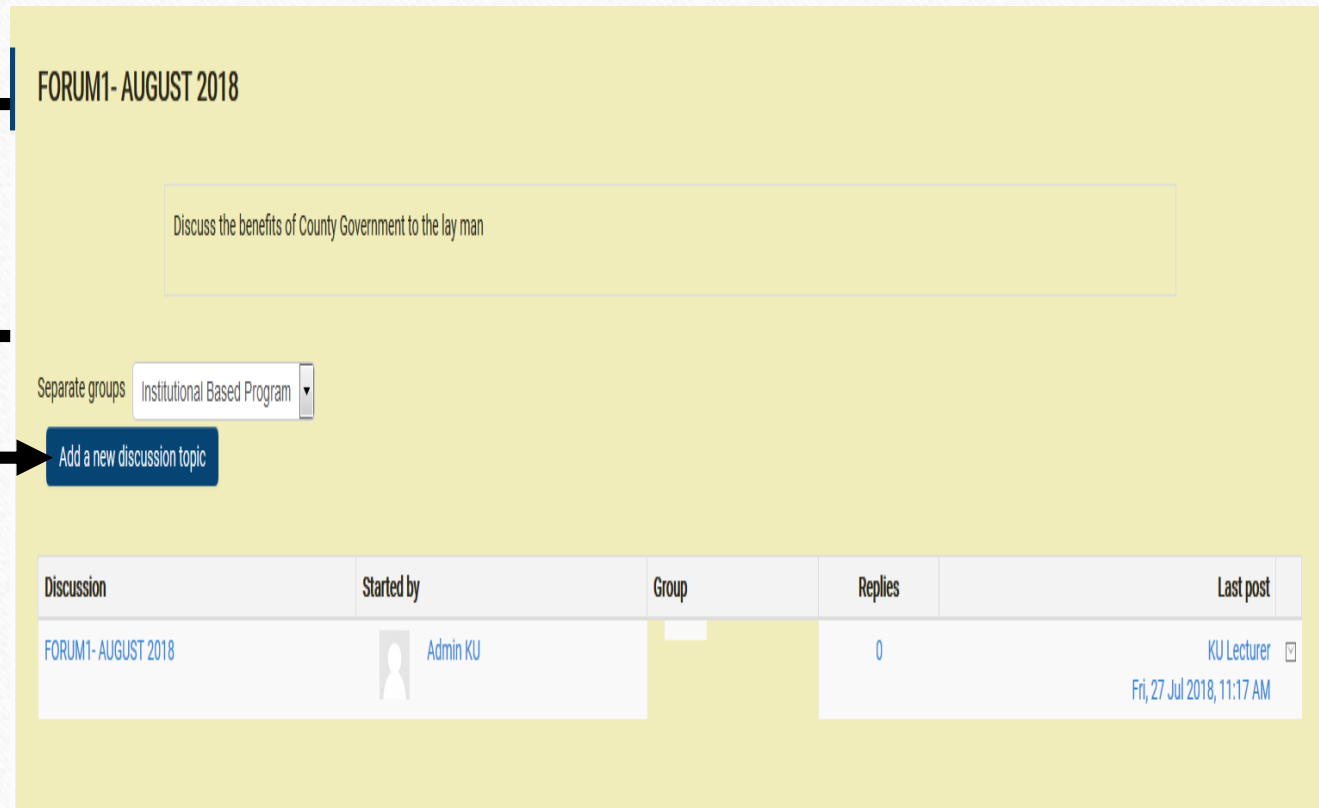
- There are two major options of responding to a discussion forum:
- **Option 1:** Pressing the button – add a discussion topic
- **Option 2:** Clicking on the Reply button

Option 1: Pressing the button – add a discussion topic



Discussion topic/question is displayed here

STEP 4

Add a new discussion topic tab



The screenshot shows a forum interface with a yellow background. At the top, the forum title is "FORUM1- AUGUST 2018". Below the title is a text input field containing the text "Discuss the benefits of County Government to the lay man". Underneath the input field is a "Separate groups" label and a dropdown menu currently set to "Institutional Based Program". A blue button labeled "Add a new discussion topic" is positioned below the dropdown. At the bottom of the interface is a table listing discussion topics.

Discussion	Started by	Group	Replies	Last post
FORUM1- AUGUST 2018	 Admin KU		0	KU Lecturer  Fri, 27 Jul 2018, 11:17 AM

Step 5

Type the subject of you're here

▼ Your new discussion topic

Subject *

Message *

Paragraph ▼ B I       

Path: p

STEP 6

Type your discussion here

STEP 7

Click on post to forum tab for others to see

Post to forum Cancel



A posted forum

FORUM1- AUGUST 2018

Discuss the benefits of County Government to the lay man

Separate groups Institutional Based Program

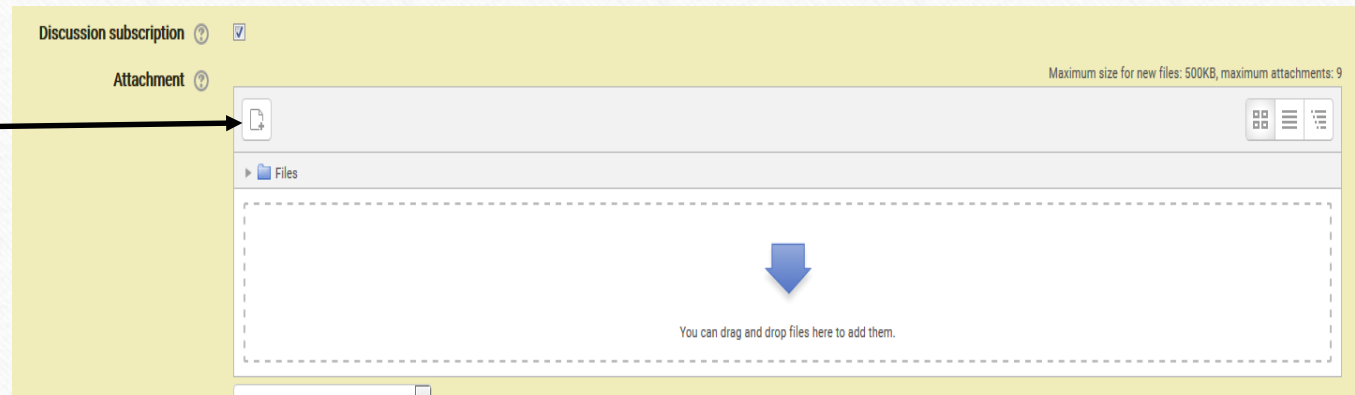
Add a new discussion topic

Discussion	Started by	Group	Replies	Last post
ms	 Peter Ndirangu	Institutional Based Program	0	Peter Ndirangu Mon, 30 Jul 2018, 1:37 PM
FORUM1- AUGUST 2018	 Admin KU		0	KU Lecturer Fri, 27 Jul 2018, 11:17 AM

STEP 8-FORUMS

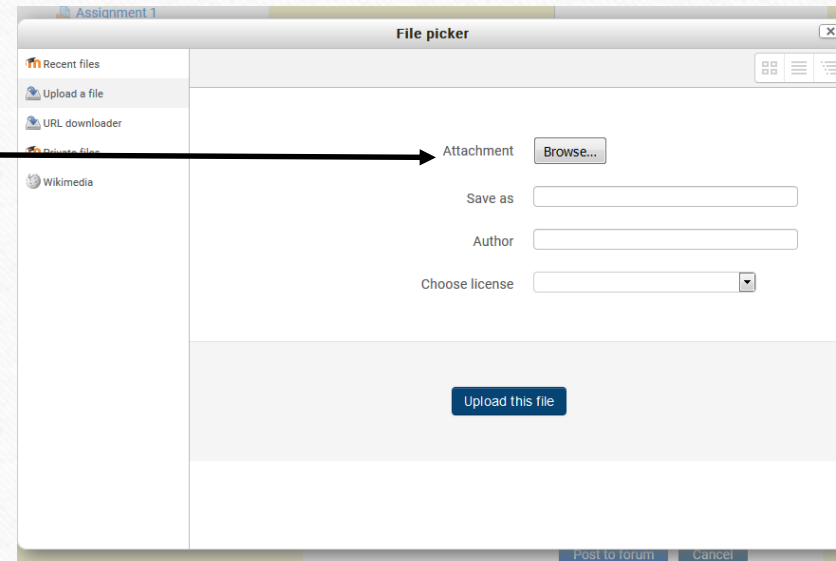
- Another way of forwarding a forum is in form of an attachment (Document up load).
- Below the online response text box is an attachment box which allows you to upload a document by clicking on the add file tab to the top left of the text box

add file tab



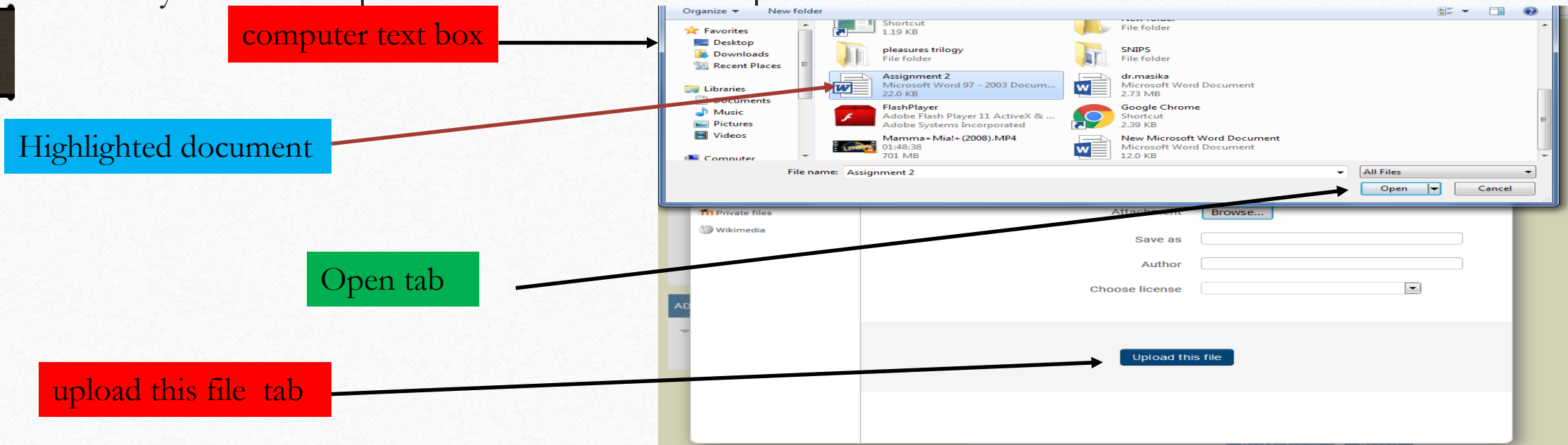
STEP 9-FORUMS

Clicking on the add file tab brings you to the browse tab which allows you to trace your target document from your computer



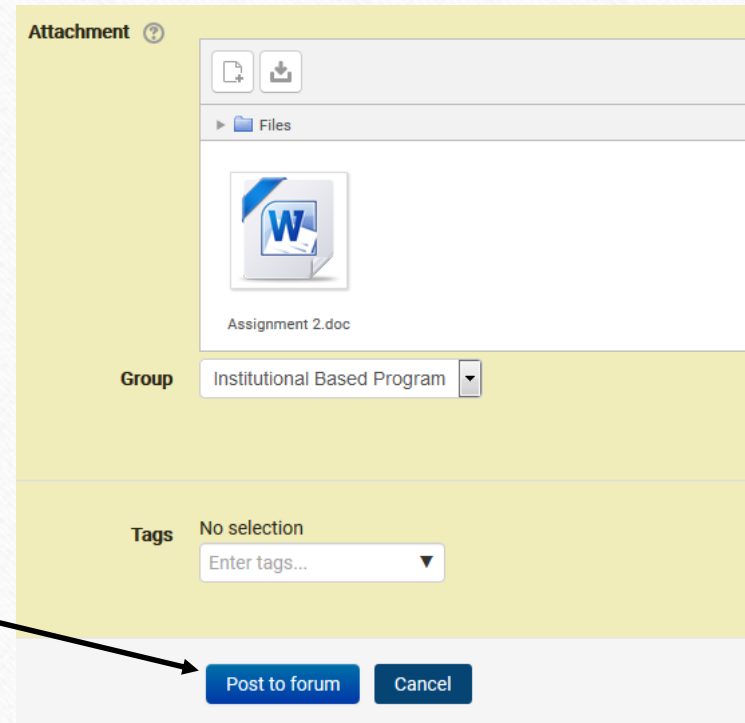
STEP 10-FORUMS

- Clicking the browse tab opens a computer text box from which you trace the document of interest
- Highlight the document and click on open at the computer text box bottom right corner
- Finally click on upload this file tab to upload the document



STEP 11-FORUMS

- On uploading the file, the system reverts to the attachment page allowing you to see the attached file.
- On clicking the post to forum button below, the attached file is submitted.



Attachment ?

Files

Assignment 2.doc

Group Institutional Based Program

Tags No selection
Enter tags...

Post to forum Cancel

Post to forum tab

STEP 12-FORUMS

- The tab below opens on clicking the post to forum tab giving confirmation of your posted discussion

FORUM1- AUGUST 2018

Discuss the benefits of County Government to the lay man

Separate groups

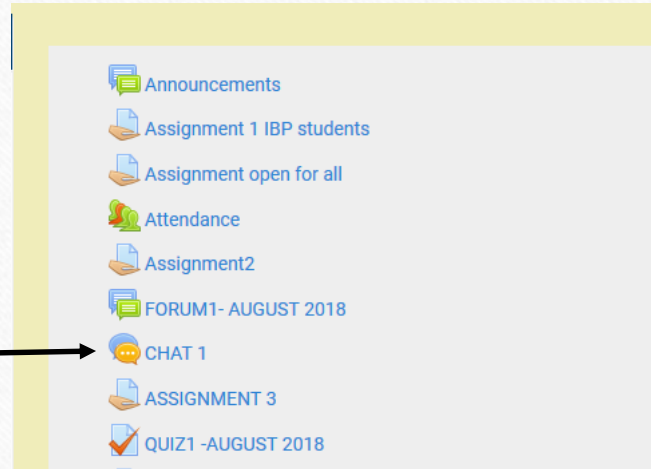
[Add a new discussion topic](#)

Discussion	Started by	Group	Replies	Last post
lms	 Peter Ndirangu	Institutional Based Program	0	Peter Ndirangu Mon, 30 Jul 2018, 1:37 PM
FORUM1- AUGUST 2018	 Admin KU		0	KU Lecturer Fri, 27 Jul 2018, 11:17 AM

STEP 1- HOW TO JOIN CHATS

- After logging in the platform, select the course. Open the Chat of interest.

Chat 1 tab




Option 2: Clicking on the Reply button

- Repeat STEPs 1, 2 and 3

Forum 1 (Jan- April 2018)

Display replies in nested form ▾

 Forum 1 (Jan- April 2018)
by Rhoda gitonga - Friday, 23 March 2018, 2:32 PM

Describe the various computer crimes that are commonly reported in business and organizations

[Edit | Reply](#)

Step 4
Click on the
reply button

STEP 5

Type the subject of discussion here

▼ Your reply

Subject* Re: Forum 1 (Jan- April 2018)

Message*

Paragraph B I [List Icons]

Path: p

Subscription ? I don't want email copies of posts to this forum ▼

Attachment ? Maximum size for new files: Unlimited, maximum attachments: 0

Files

You can drag and drop files here to add them.

Mail now

STEP 6

Type the discussion here

STEP 7

Post to Forum

Post to forum