Getting started with my.acap

A resource for Students, including:

1. Announcements and Discussion Forums
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There are two types of ‘forums’ within each online class. The ‘Announcement’ and the ‘Discussion’ forum. The functionality of these two forum types is identical, in that the process of making a new, or responding to someone else’s entry is the same. The key difference between these two forum types is:

**Announcement Forum:** Only the Educator and ACAP can post an announcement (students cannot make an announcement). Also, students cannot respond or reply to an announcement. It is meant as a tool for one way communication to the class. Additionally, by default, all students enrolled in the class will receive an email when an announcement is made in the class.

**Discussion Forum:** In the discussion forum, any participant (student or educator) can start a new discussion topic or respond to someone else’s entry. The discussion forum can be used in many ways by the educator and by students. The purpose of discussion forums is to facilitate communication between participants on topics related to the module or class.

**Starting a Discussion**

To open the Discussion forum, click on ‘Discussion Forums’ as shown below.
The following screen will appear, which shows any Discussions that have already been started.

To start a new discussion, click on ‘Add a new discussion topic’, as shown below.
The following screen will appear. To start a new discussion topic, enter the ‘Subject’ of the discussion and then type your message in the ‘Message’. Once you have finished, click ‘Post to Forum’. Your new discussion topic will be added to the top of the list of discussion topics, as shown on the previous page.

To post your Discussion topic to the class, click ‘Post to forum’. Your discussion topic will now appear in the list as shown in the screen image on the previous page.
Viewing and replying to discussion posts

To view a discussion, click on the topic of interest from the discussion topic list.

The discussion topic, including the original post and subsequent replies, will open as in the screen below.

Tip: You can view the discussion in different formats. Choose a different view by selecting from the dropdown box.
To reply to a discussion, open the entry to which you wish to reply. Click on ‘Reply’.

The following screen will appear:

- **Initial discussion post and subsequent replies**
- **To add your reply, type your message in the message box**
- **To post your reply, click ‘Post to forum’**

**Attachments:** You may attach a file (e.g. powerpoint, word document etc) to your message. Click on ‘browse’, select the image from within your computers files (just like attaching a document to an email).
Document History

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