



PROVIDENCE
COLLEGE

Posting in Forums

<http://Sakai.Providence.edu>

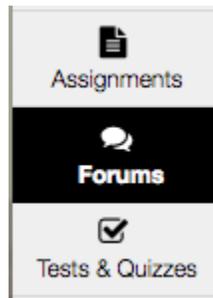
SakaiHelp@Providence.edu

www.Providence.edu/ITDP

Posing in Forums:

The following instructions are for posting to the Forums tool in Sakai, and for responding to others.

1. In the Sakai site, select "Forums" from the left hand menu.



2. Click on the title of the Forum topic that you need to post to.

WATCH

Forums

[Week 1 Discussion](#)

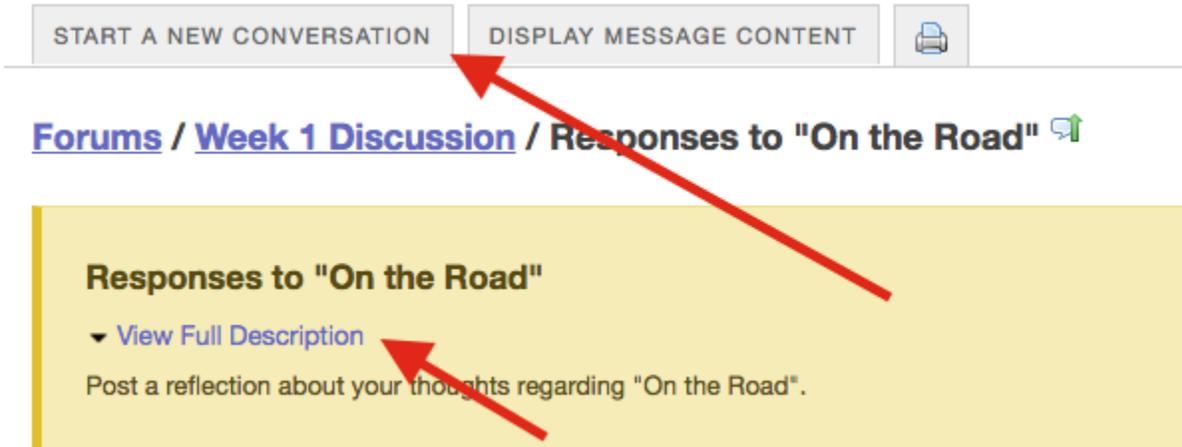
 [Responses to "On the Road"](#) 1 unread of 1 message

[Demo Sakai 11 Forum](#)

 [General Discussion](#) 0 unread of 0 messages



3. Click "View Full Description" to read any instructions that have been provided. Then click "Start a New Conversation" to create post.



4. Give the post a title, type your response into the message box, and click "Post". Please note you can also include attachments if necessary. Click "Post" when you are done.

Start a Conversation

The screenshot shows the "Start a Conversation" form. At the top, there is a yellow box with the text "Week 1 Discussion / Responses to 'On the Road'" and a link "View Full Description". Below this is a grey box with the text "Required items marked with *". The form has a "Title" field with the text "My response". Below the title field is a "Message" field with a word count of "(4)". The message field contains the text "Here are my thoughts...". Below the message field is an "Attachments" section with the text "No attachments yet". At the bottom of the form, there is an "Add attachments" button and a "Post" button (highlighted with a red box) and a "Cancel" button.

5. You can also read the posts of others by clicking on the title of their post in the Forum Topic.

START A NEW CONVERSATION DISPLAY MESSAGE CONTENT 

[Forums](#) / [Week 1 Discussion](#) / [Responses to "On the Road"](#)  [< Prev](#)

Responses to "On the Road"
[View Full Description](#)

Conversation	Authored By	Date
New! My thoughts 1 unread of 1 message	Shonna M Ryan	May 22, 2017 10:40 AM
My response 0 unread of 1 message		May 22, 2017 3:31 PM

6. To reply to a post simply click "Reply" and the exact same text box you saw in Step 4 will appear for you to type your response in. Be sure to click "Post" when you are done typing your response.

REPLY TO INITIAL MESSAGE MARK ALL AS READ 

[Forums](#) / [Week 1 Discussion](#) / [Responses to "On the Road"](#) / [My thoughts](#)

View ▼

[Go to first new message](#)

 **New! My thoughts**
Shonna M Ryan (May 22, 2017 10:40 AM) - Read by: 1

Here are my thoughts about reading "On the Road"...