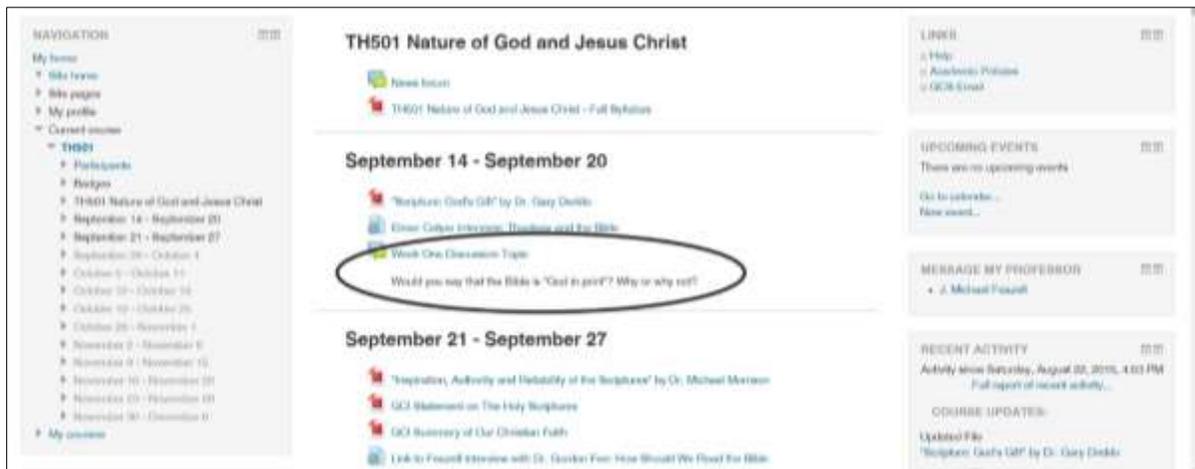**Forum: how to post new comments**

Most GCS courses have forums in which students respond to questions given by the instructor, and in which the students interact with one another. Some forums are more complicated than others; we'll show details for the most complicated. This involves several steps, so this section is a little long. We'll give a picture of the screen at each step, starting with the main page for the course.

In the image above, the entry for the forum is circled. After you click on the name of the forum, you may see a page like the one below:

Week One Discussion Topic

Would you say that the Bible is "God in print"? Why or why not?

Add a new discussion topic

(There are no discussion topics yet in this forum)

o In some cases, you will see only an initial question, and a link for "reply." In such cases, the instructor has set the forum up so that everyone discusses the same topic, and you cannot add new topics. All you can do is to click on "reply." But if you see a page like shown above, you can add new topics, or at least provide your own title, and you can

follow the instructions below.

- o At the top you can see the initial question, given by the instructor. Below that, in the left column, under the word "Discussion," you may see a number of topics that have been added by other students, as shown below (sections have been blurred to protect student privacy).

The Atonement in the New Testament

So today I was walking to the pool with Sean, my son-in-law, and my grandson Connor who is 5. Sean said something about Jesus.

"Jesus is invisible," Connor informed us.

"So he is kind of like a superhero, right?" I posed to him.

"No, Jesus is invisible, but he doesn't live here." He raised both hands above his head - "He lives up in heaven."

I thought of this first chapter in Atonement, as Torrance talks about the mystery of the incarnation and atonement, in that however we try to explain Jesus and the Cross, the fullness evades us - though Connor has a good start.

So this week just write one or two paragraphs on this forum on one important lesson taken from chapter one. It would be helpful to share what you learn from his teaching on the Old Covenant.

Add a new discussion topic

Discussion	Started by	Replies	Unread ✓	Last post
test		0	0	Fictitious Student • Wed, Dec 31, 2014, 11:32 AM
The Instrument of the Covenant		0	0	• Mon, Jun 16, 2014, 1:30 PM
Lesson in Chapter 1		5	0	• Mon, May 26, 2014, 9:57 AM
Lesson from Chap. 1		5	0	• Mon, May 26, 2014, 9:55 AM
Lesson from Chapter 1		3	0	• Sat, May 24, 2014, 8:50 PM
Reflecting on Chapter One		4	0	• Sat, May 24, 2014, 9:53 AM

- o In the center you can see which student (with a picture, if it's available) started the discussion on that topic (also called a "thread").
- o In the next column you will see how many responses have been given to the topic.
- o In the right-most column you can see who made the most recent comment in that topic and when it was.
- o If you click on a student's name, you can send a private message to that person. We'll show you how to do that a little later.
- o For now, we want to start something new, so we will click on the button in the center: "Add a new discussion topic." After you click, you will see:

So this week just write one or two paragraphs on this forum on one important lesson taken from chapter one. It would be helpful to share what you learn from his teaching on the Old Covenant.
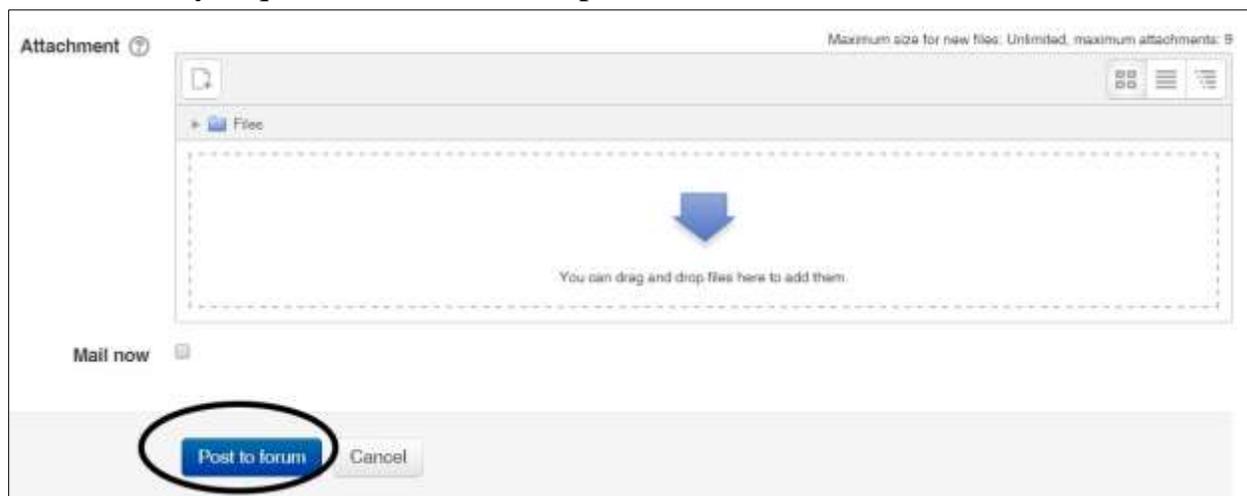
Your new discussion topic

Subject*

Message*

Discussion subscription ⑦ ☑

- ○ You must describe what your comment is – type in a title in the box to the right of the word "Subject."
- ○ Then type your comment into the box labelled "Message."
- ○ You can use the gray icons for boldfacing, italicizing, underlining, etc. (You can also use keyboard shortcuts: Ctrl-b, Ctrl-i, Ctrl-u). For more formatting options, click the "Show more buttons" icon in the upper left.
- ○ If you want to type your comments in Word first (in order to check grammar and spelling, for example), you can do that.
  - ○ In Word, highlight what you want to copy. Press Ctrl-a if you want to highlight everything in your document.
  - ○ Press Ctrl-c to copy.
  - ○ Come back to your browser.
  - ○ Click in the message box and press Ctrl-v to paste.
- ○ You can put pictures in your comments, though this is rarely done. Click on the icon in the right part of the top row that depicts a mountain and sun. After clicking on "Browse repositories," you can upload a picture here in the same way that you uploaded one for your profile page.
- ○ The default setting is that you will be subscribed to the discussion. That is, you'll get an email whenever anyone else makes a comment there.
  - ○ You can turn this off if you wish. When you are in a forum, in the left column is a box named "Administration"; there is a link there to unsubscribe. You won't get any email.

- If you prefer one message per day, click on your name in the upper right corner, then click "Preferences." Then click "Forum preferences." You can choose between a daily "digest" that has the full text of the comments, or one that has only the subjects.
- In the bottom section, you can also attach a document (see below). Click on the "Add…" icon in the upper left. The instructions are similar to uploading an assignment, which we will cover shortly. You may need to do this if you are uploading an assignment for other students to read and comment on. Otherwise, it is best to avoid attached documents, because they require an additional steps in order for other students to read them.

- The most important part of the page is the button at the bottom: "Post to forum." If you click on it and nothing happens, perhaps you have forgotten to type in a subject, which is a required field.
- You have 30 minutes to go back and edit your comment; the message will then be emailed to everyone who is subscribed.