

## Instructions for Using the Discussion Forum

This step-by-step guide introduces you to the discussion forum available to all lecturers and explains how you can participate in open discussions in the forum and also shows you how to subscribe to the forum.

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### 1. Logging in to Moodle

Log in to Moodle with your MyStudy account: <https://www.moodle.leuphana.de>.

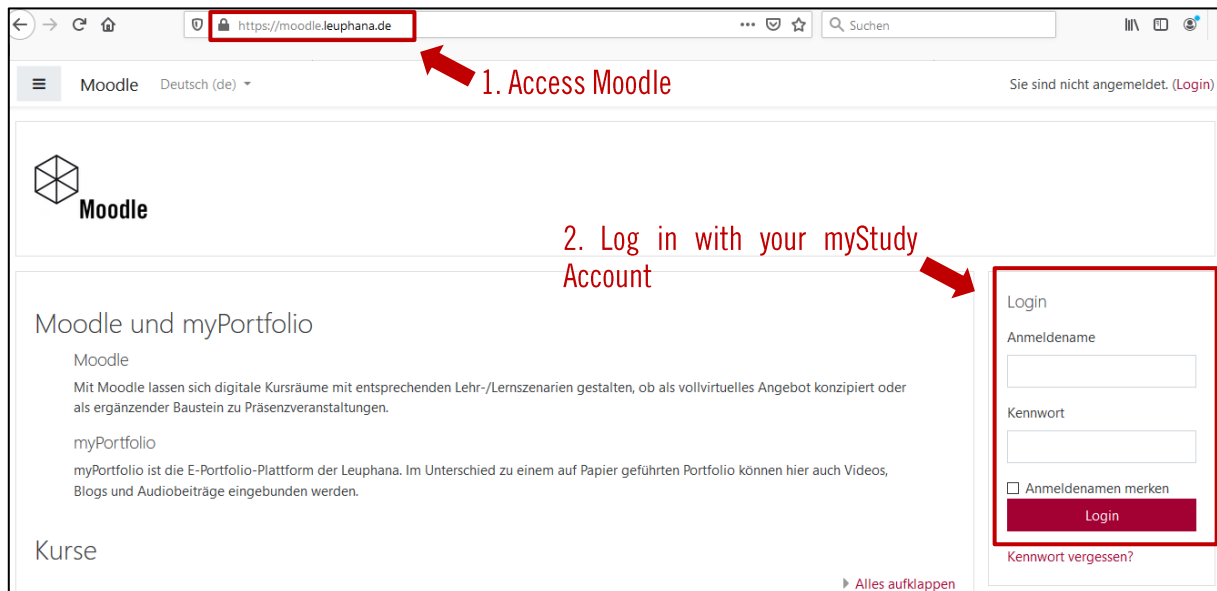


Fig. 1: Log in to Moodle



After logging in, you will be redirected to your personal homepage.

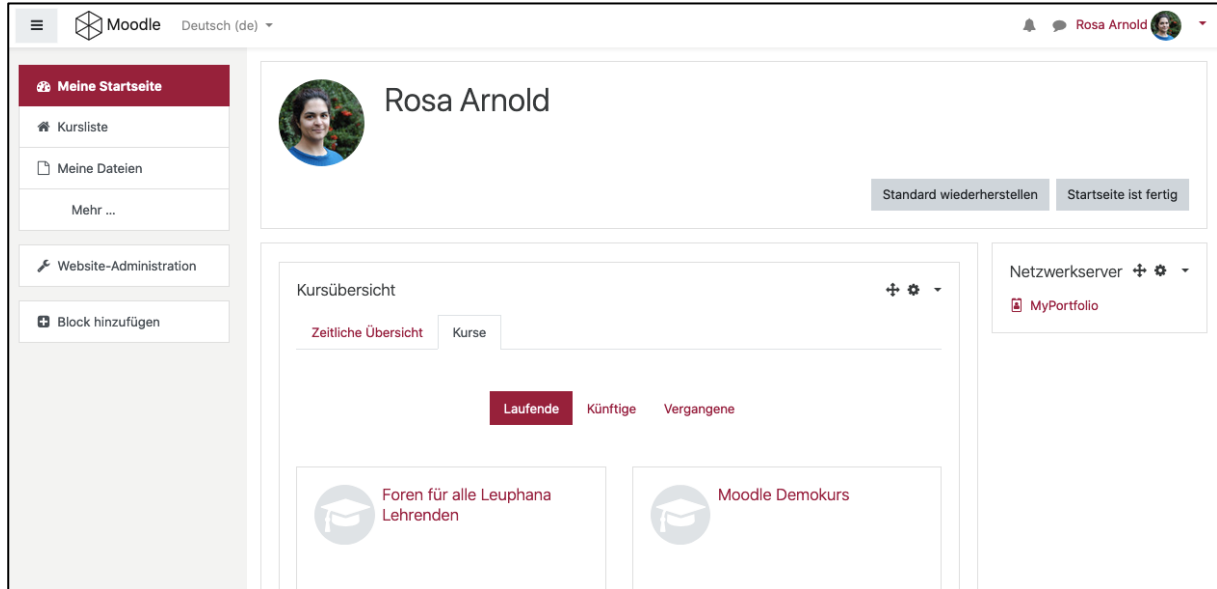


Fig. 2: Your Personal Homepage

The following section takes you to the exchange and discussion forum for all Leuphana lecturers on the Moodle homepage.

## 2. Find Course with Discussion Forum

You will find the forum for open exchange for all lecturers as follows:  
Expand the navigation menu, switch to the tab "Course List" and select the course area "Exchange and discussion forum for all Leuphana lecturers". In this area you will find the course with the forums for the faculties and lecturers.

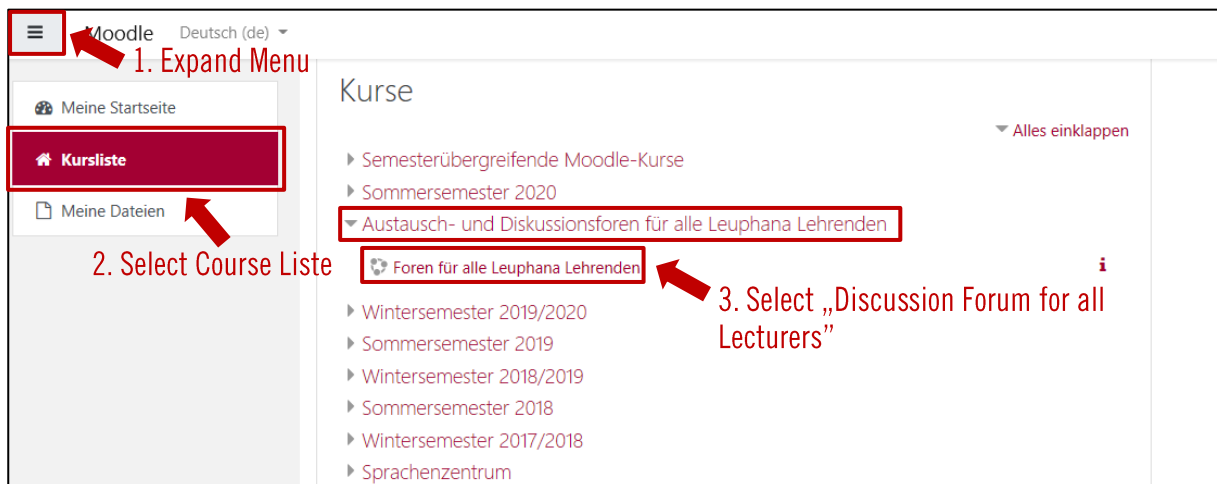


Fig. 3: Getting Access to "Discussion Forum for all lecturers"



The course can be accessed via self-enrollment in the Moodle predefined role "Student". Since no other Moodle role is required for writing in the forum, please register as a "student" if you are a lecturer as well.

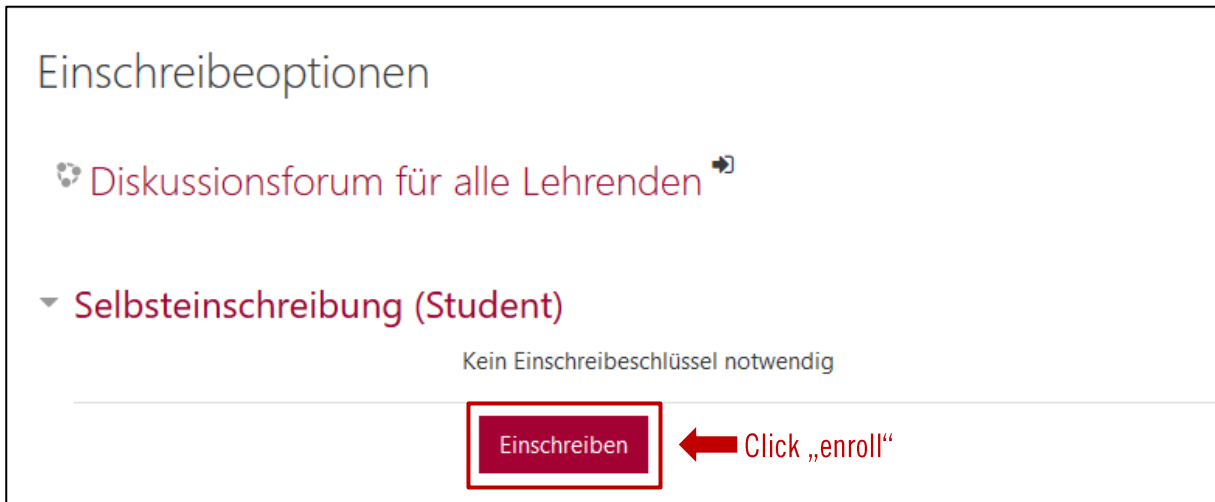


Abbildung 4: Selbsteinschreibung vornehmen

### 3. Discussing in the Forum

In the forums, you and other lecturers can openly exchange and discuss the use of media and digital solutions in teaching. There is one forum for each faculty and for the group of lecturers.

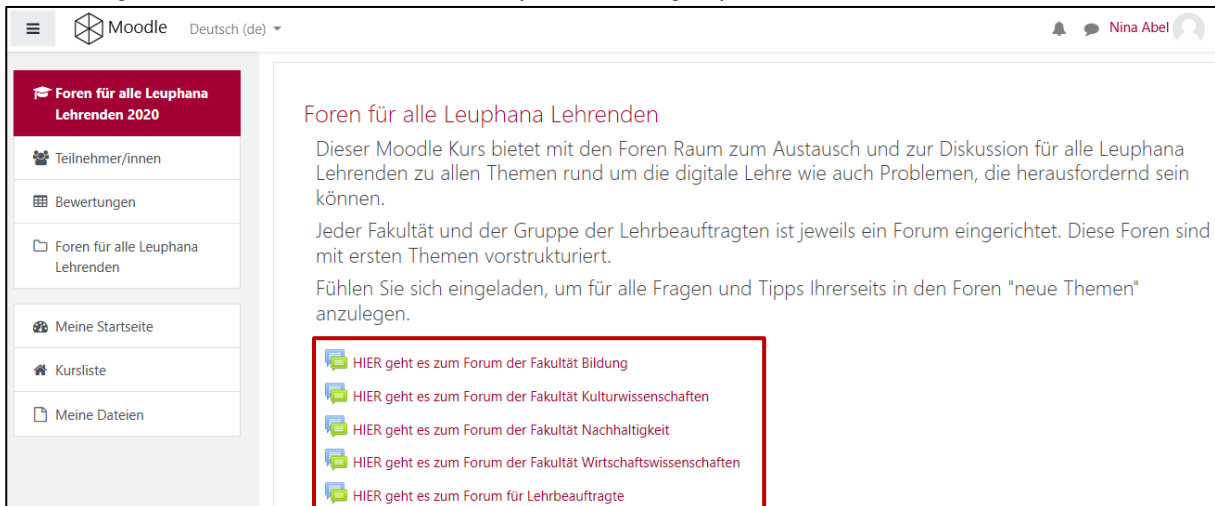


Fig. 5: Discussion Forum



## Writing a Post

To reply to a post in each forum area, select the "Reply" option at the bottom right of the post.

The screenshot shows the Moodle forum interface. On the left is a navigation sidebar with options like 'Foren für alle Leuphana Lehrenden 2020', 'Teilnehmer/innen', 'Bewertungen', and 'Foren für alle Leuphana Lehrenden'. The main content area displays the forum title 'Foren für alle Leuphana Lehrenden' and a breadcrumb trail. Below this is a sub-forum header 'HIER geht es zum Forum der Fakultät Bildung Videokonferenzsysteme (z.B. Zoom, GoToMeeting)'. A post by 'Rosa Arnold' is visible, with the text 'Sie haben Ihre erste Videokonferenz vor sich oder haben bereits Erfahrungen mit der Durchführung von möglichst interaktiv gestaltbaren Videokonferenzen, dann nutzen Sie diesen Raum, um sich auszutauschen.' At the bottom right of the post, there are buttons for 'Dauerlink', 'Bearbeiten', 'Löschen', and 'Antworten'. A red arrow points to the 'Antworten' button.

Fig. 6: Responding to a Post

## Search

Use the search bar at the top right to search the forum for posts that contain your keywords and where you can find suggestions and answers to your question or area of interest.

The screenshot shows the Moodle forum interface, similar to Fig. 6. The search bar at the top right, containing the text 'Suche in Foren', is highlighted with a red rectangular box. A red arrow points to the search bar from below.

Fig. 7: Search Function within the Forum



## 4. Subscription

In order to receive e-mail notifications of new forum entries, subscribe to the desired forum area by clicking on the envelope on the right. You will now receive an e-mail as soon as another person in this area replies.

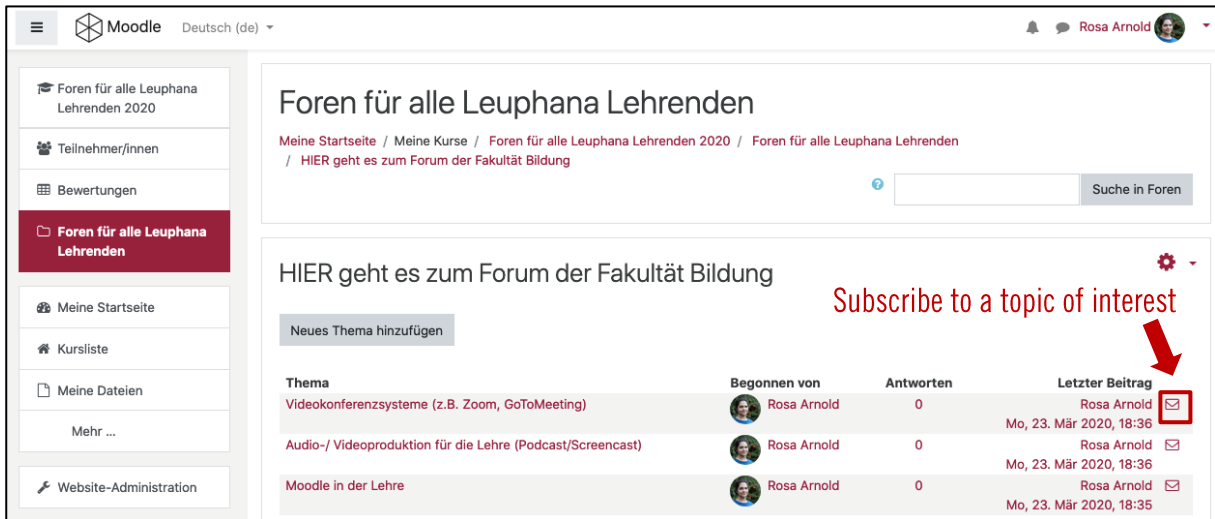


Fig. 8: Subscribing to a Topic of Interest

You can change general e-mail notifications for forums and other areas in the general settings. They can be accessed at the upper left of your home page. Click on the arrow to expand the menu and select "Settings".

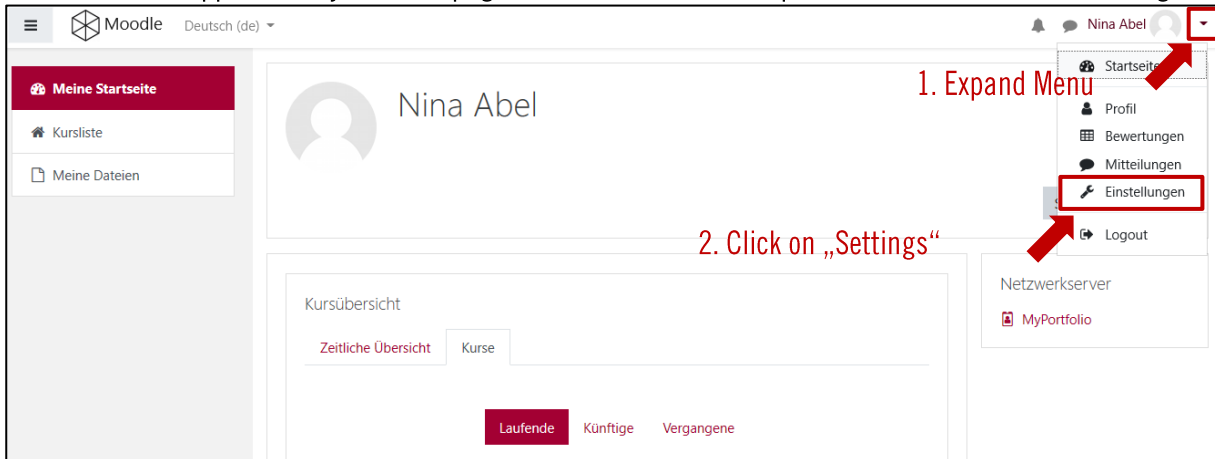


Fig. 9: Open up Your General Settings



Select the "Set Forums" section in the settings to change message settings related to forums.

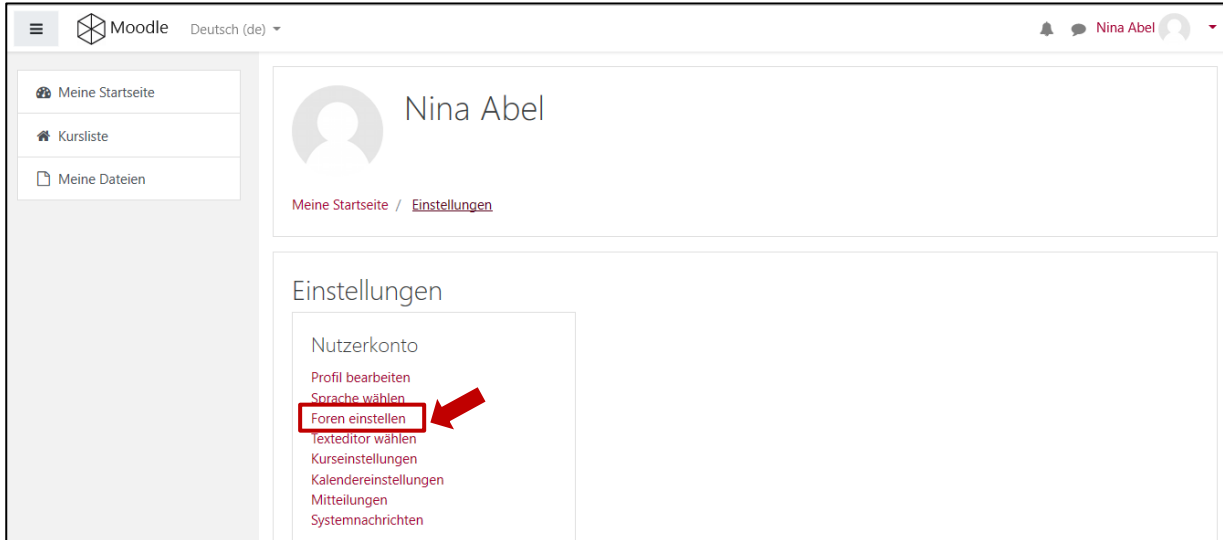


Fig. 10: Settings for Forums

In this menu item you can set up notifications. For more information on the options, click on the blue question mark. Finally, do not forget to save your alterations.

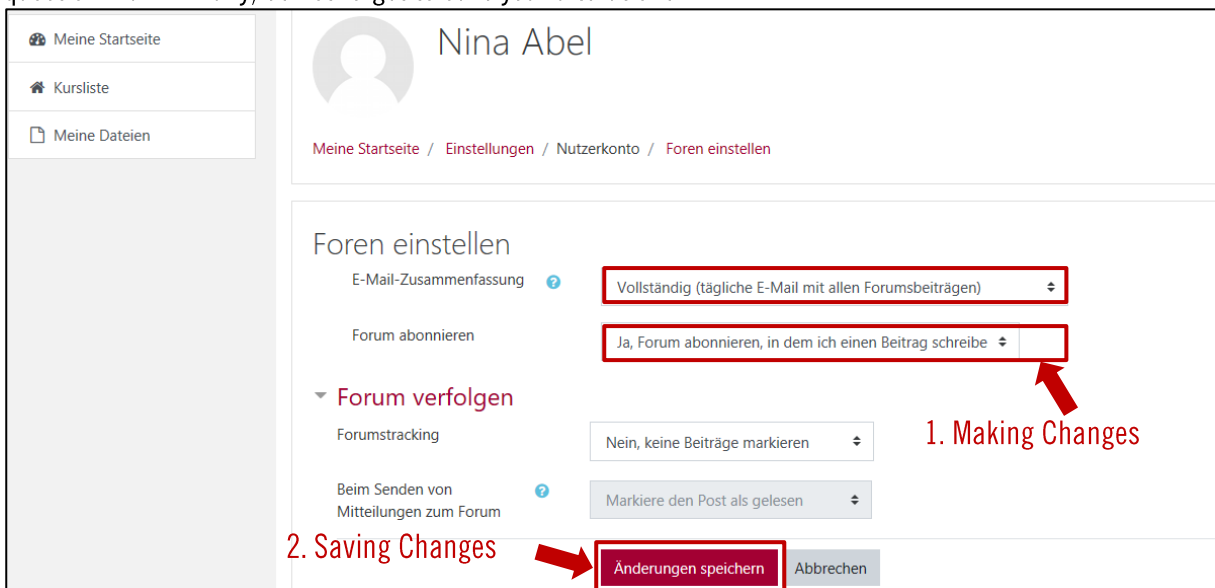


Fig. 11: Changing and Saving Settings

If you have any questions regarding the use of the forum, please contact: [digi-support@leuphana.de](mailto:digi-support@leuphana.de)