

Moodle 2.7

How to Add an Image in the Discussion Forum

Moodle Help 24/7
818-240-1000 ext. 3457

The screenshot shows the Moodle LMS interface for a course titled "C Lantz Demo Course 2". At the top left is the Glendale Community College logo. The main header reads "Online Learning Resources" powered by Moodle. A breadcrumb trail shows the path: Home > My courses > Staff Development > C Lantz Demo Course 2. A red arrow points to a "Turn editing off" button in the top right corner. The left sidebar contains "NAVIGATION" and "ADMINISTRATION" menus. The main content area features a "WELCOME TO DEMO 101!" message with a rainbow image, followed by a list of course activities: syllabus, News forum, syllabus pdf, and Office Hour Chat Room. A calendar for March 2016 and a search forums section are also visible.

Home > My courses > Staff Development > C Lantz Demo Course 2

Turn editing off


NAVIGATION

- Home
 - My home
 - My profile
 - Current course
 - C Lantz Demo Course 2**
 - Participants
 - Badges
 - My courses

ADMINISTRATION

- Course administration
 - Turn editing off
 - Activity chooser off
 - Edit settings
 - Course completion
 - Users
 - Unenrol me from C Lantz Demo Course 2
 - Filters
 - Reports
 - Grades

WELCOME TO DEMO 101!



- syllabus
- News forum
- syllabus pdf
- Office Hour Chat Room

Office hours
Fridays
12pm - 1pm
Please join me!

CALENDAR

March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

EVENTS KEY

- Hide global events
- Hide course events
- Hide group events
- Hide user events

SEARCH FORUMS

Advanced search ?

LATEST NEWS

First, click on the "Turn editing on" button

GCC You are logged in as Connie Lantz (Log out)

28 March - 3 April

Add an activity or resource

ACTIVITIES

- Assignment
- Chat
- Choice
- Database
- External tool
- Feedback
- Forum**
- GeoGebra
- Glossary
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki
- Workshop

RESOURCES

- Book

The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first be able to view other posts before they can post. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions.

Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the gradebook.

+ Add an activity or resource

+ Add an activity or resource

+ Add an activity or resource

+ Add an activity or resource

+ Add an activity or resource

+ Add an activity or resource

Edit

+ Add an activity or resource

+ Add an activity or resource

Add Cancel

Then in the “Add an activity or resource” link, choose “Forum”. Click “Add”.

Home ▶ My courses ▶ Staff Development ▶ C Lantz Demo Course 2 ▶ Adding a new Forum to 28 March - 3 April

Adding a new Forum to 28 March - 3 April ?

[Expand all](#)

▼ General

Forum name*

Description*

Paragraph **B** *I* [List] [List] [Link] [Image] [Video] [File] [Quote] [Code]

Reply to this post to share your pictures!

Path: p

Display description on course page ?

Forum type ?

▶ Attachments and word count

▶ Subscription and tracking

▶ Post threshold for blocking

NAVIGATION

- Home
 - My home
 - My profile
 - Current course
 - C Lantz Demo Course 2**
 - Participants
 - Badges
 - My courses

ADMINISTRATION

- Course administration
 - Turn editing off
 - Edit settings
 - Course completion
 - Users
 - Unenrol me from C Lantz Demo Course 2
 - Filters
 - Reports
 - Grades
 - Outcomes
 - Badges
 - Backup
 - Restore
 - Import
 - Publish
 - Reset

Give your forum a name, and you can explain the picture sharing idea in the description area. Check the “Display description on course page” option if you want the description displayed under the forum link on the main course page.

GCC You are logged in as [Connie Lantz](#) (Log out)

Filters

- Reports
- Grades
- Outcomes
- Badges
- Backup
- Restore
- Import
- Publish
- Reset
- Question bank

Switch role to...

My profile settings

Site administration

ADD A BLOCK

Forum type

Attachments and word count

Maximum attachment size

Maximum number of attachments

Display word count

Subscription and tracking

Post threshold for blocking

Grade

Ratings

Common module settings


Restrict access

Activity completion

You can leave the settings options at their default settings. I recommend you keep your number of images allowed to 1 or 2 per reply and keep them small in file size. Click on “Save and display”.

NAVIGATION

Home

- My home
- My profile
- Current course
 - C Lantz Demo Course 2
 - Participants
 - Badges
 - 28 March - 3 April
 -  **Picture Sharing**
- My courses

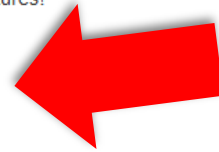
ADMINISTRATION

- Forum administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore

Picture Sharing

Reply to this post to share your pictures!

(There are no discussion topics yet in this forum)



You can kick the discussion off by clicking the “Add a new discussion topic” and adding a welcome message and an image if you like. This will begin the forum thread.

NAVIGATION

Home

- My home
- My profile
- Current course
 - C Lantz Demo Course 2
 - Participants
 - Badges
 - 28 March - 3 April
 - Picture Sharing**
- My courses

ADMINISTRATION

- Forum administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
- Subscription mode
 - Subscribe to this forum
 - Show/edit current subscribers

Picture Sharing

Reply to this post to share your pictures!

Your new discussion topic

Subject*

Message*

Paragraph **B** **I**        

Path: p


Subscription ?

Send me notifications of new posts in this forum



You would name your initial thread post in the “Subject” field. You would type in the message box and add your image by clicking on the image icon as shown by the red arrow.

GCC You are logged in as Connie Lantz (Log out)



Online Learning Resources

powered by moodle

Home > My courses > Staff Development > C Lantz Demo Course 2 > 28 March - 3 April > Picture Sharing

NAVIGATION

Home

- My home
- My profile
- Current course
 - C Lantz Demo Course 2
 - Participants
 - Badges
 - 28 March - 3 April
 - Picture Sharing**
- My courses

Picture Sharing

Reply to...

Your message...

Insert/edit image

General Appearance Advanced

General



 **Find or upload an image...**

Image URL

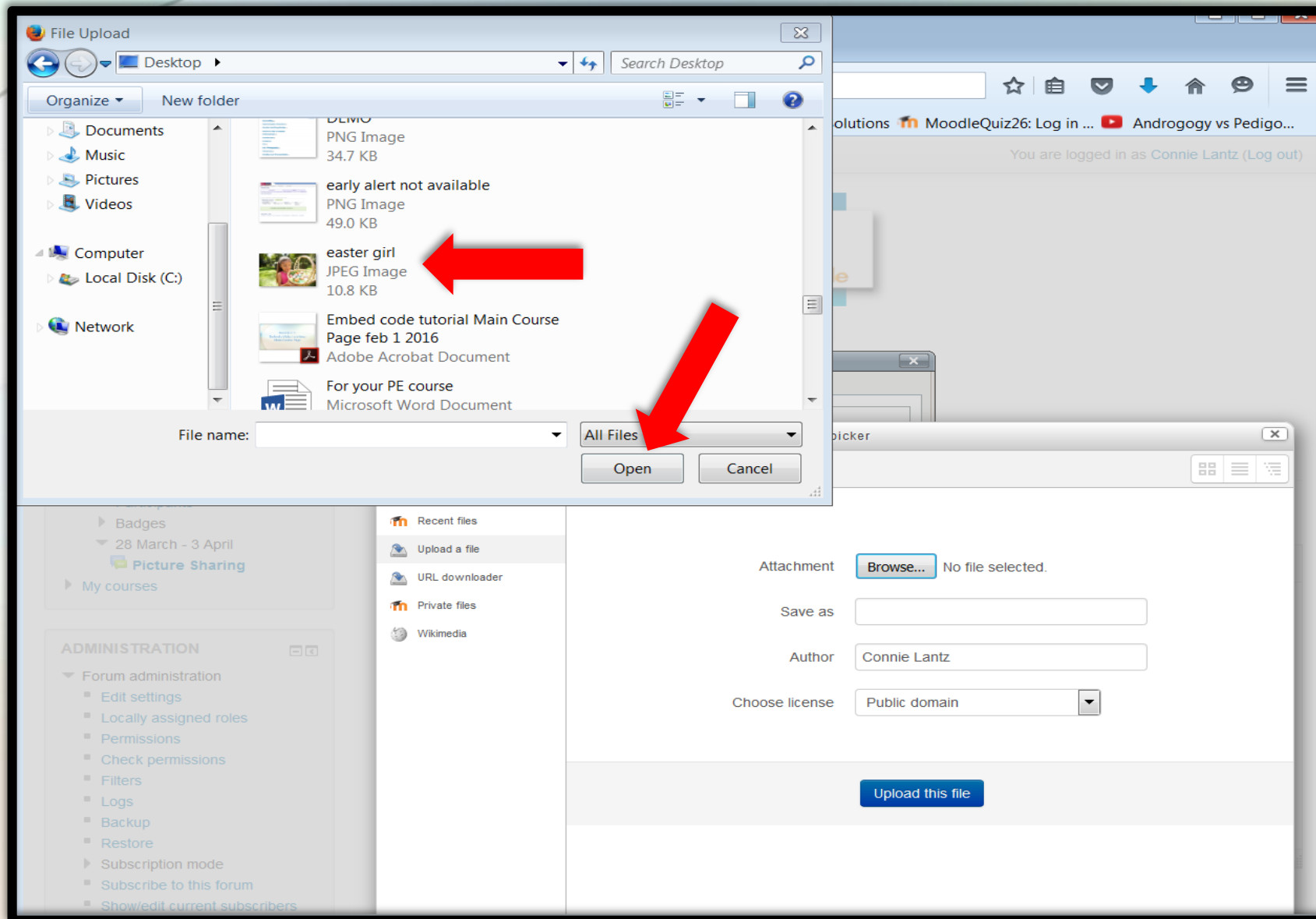
Image description

Preview

Path: p


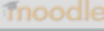
Subscription  Send me notifications of new posts in this forum

This window will appear. Click on “Find or upload an image...”.



This will bring up your files window. Click on the image you want, and click on the “Open” button...

GCC You are logged in as Connie Lantz (Log out)

 **Online Learning Resources**
powered by 

Home > My courses > Staff Development > C Lantz Demo Course 2 > 28 March - 3 April > Picture Sharing

NAVIGATION

- Home
 - My home
 - My profile
 - Current course
 - C Lantz Demo Course 2
 - Participants
 - Badges
 - 28 March - 3 April
 - Picture Sharing**
 - My courses

ADMINISTRATION

- Forum administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
 - Subscription mode
 - Subscribe to this forum

moodle.glendale.edu | [report subscribers](#)

Insert/edit image

General Appearance Advanced

General

File picker

- Embedded files
- Server files
- Recent files
- Upload a file
- URL downloader
- Private files
- Wikimedia

Attachment easter girl.jpg


Save as

Author

Choose license

Your image title will appear next to the browse button in this window, name it in the “Save as” field. Click on the “Upload this file” button.

GCC You are logged in as Connie Lantz (Log out)



Online Learning Resources

powered by **moodle**

Home > My courses > Staff Development > C Lantz Demo Course 2 > 28 March - 3 April > Picture Sharing

NAVIGATION

Home

- My home
- My profile
- Current course
 - C Lantz Demo Course 2
 - Participants
 - Badges
 - 28 March - 3 April
 - Picture Sharing**
- My courses

Picture Sharing

Reply to...

Your message...

Insert/edit image

General Appearance Advanced


General

Find or upload an image...

Image URL:

Image description:

Preview



ADMINISTRATION

- Forum administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
 - Subscription mode
 - Subscribe to this forum
 - Show/edit current subscribers

Your image will appear in the window. Click on the "Insert" button.

Your post was successfully added.

You have 30 mins to edit it if you want to make any changes.


Connie Lantz will be notified of new posts in 'Picture Sharing'

[\(Continue\)](#)

noodle.glendale.edu

Click on “Continue” here.

GCC You are logged in as Connie Lantz (Log out)



Online Learning Resources

powered by **noodle**


Home ▶ My courses ▶ Staff Development ▶ C Lantz Demo Course 2 ▶ 28 March - 3 April ▶ Picture Sharing ▶ My picture ? Search forums

NAVIGATION


- Home
 - My home
 - My profile
- Current course
 - C Lantz Demo Course 2
 - Participants
 - Badges
 - 28 March - 3 April
 - Picture Sharing
 - My picture**
- My courses

Picture Sharing

Display replies in nested form



My picture
by [Connie Lantz](#) - Thursday, 10 March 2016, 1:57 PM



This is a picture of a pretty girl and an Easter basket

[Edit](#) | [Delete](#) | [Reply](#)

Your post will begin the thread for your students. They can add their own images by clicking on “Reply” in the lower right hand area of the post and following the same steps that you just did. (they wont see the “Edit” or “Delete” options.

GCC You are logged in as [Connie Lantz \(Log out\)](#)

[Home](#) ▶ [My courses](#) ▶ [Staff Development](#) ▶ [C Lantz Demo Course 2](#) ▶ [28 March - 3 April](#) ▶ [Picture Sharing](#) ▶ [My picture](#)

NAVIGATION

Home

- My home
- My profile
- Current course
 - C Lantz Demo Course 2
 - Participants
 - Badges
 - 28 March - 3 April
 - Picture Sharing
 - My picture**
- My courses


ADMINISTRATION

- Forum administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
 - Subscription mode
 - Unsubscribe from this forum
 - Show/edit current subscribers
- Course administration
- Switch role to...
- My profile settings
- Site administration

Picture Sharing

Display replies in nested form

My picture
by [Connie Lantz](#) - Thursday, 10 March 2016, 1:57 PM




This is a picture of a pretty girl and an Easter basket

[Edit](#) | [Delete](#) | [Reply](#)

Re: My picture
by [Connie Lantz](#) - Thursday, 10 March 2016, 2:00 PM

very nice! Here is my picture!



[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)

When they have followed the same steps as you for posting, you and all of the students in this class will see all the pictures. Again, we recommend that you keep the images few and the image size small.

GCC

You are logged in as [Connie Lantz \(Log out\)](#)

- Restore
 - Subscription mode
 - Unsubscribe from this forum
 - Show/edit current subscribers
- Course administration
- Switch role to...
- My profile settings
- Site administration

Search

message

Paragraph

B I

Path: p

Subscription ? Send me notifications of new posts in this forum

Attachment ? Maximum size for new files: Unlimited, maximum attachments: 9

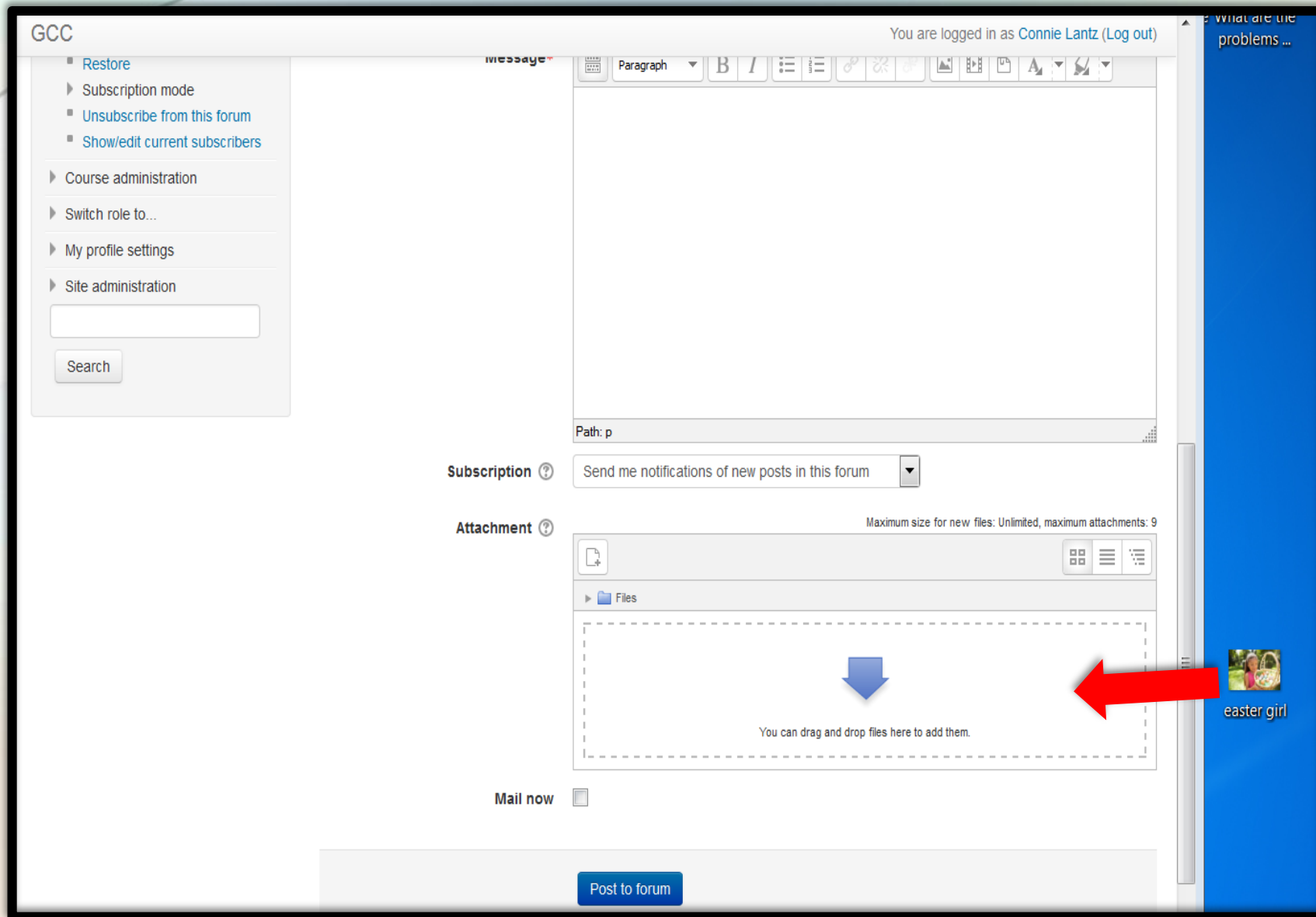
Files

You can drag and drop files here to add them.

Mail now

Post to forum

easter girl



Or if they happen to have the image sitting on their desktop, they can just drag it into the “Attachment” window.

GCC You are logged in as [Connie Lantz \(Log out\)](#)

- [Restore](#)
- ▶ [Subscription mode](#)
- [Unsubscribe from this forum](#)
- [Show/edit current subscribers](#)
- ▶ [Course administration](#)
- ▶ [Switch role to...](#)
- ▶ [My profile settings](#)
- ▶ [Site administration](#)

message

Paragraph **B** *I*

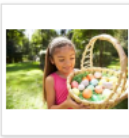
here is another picture!

Path: p

Subscription Send me notifications of new posts in this forum

Attachment Maximum size for new files: Unlimited, maximum attachments: 9

▶ Files


easter girl.jpg

Mail now

It will appear in that window, and they can add the text in the upper "Message" window. They would then click the "Post to forum" button.

- [Locally assigned roles](#)
- [Permissions](#)
- [Check permissions](#)
- [Filters](#)
- [Logs](#)
- [Backup](#)
- [Restore](#)
- ▶ [Subscription mode](#)
- [Unsubscribe from this forum](#)
- [Show/edit current subscribers](#)

▶ [Course administration](#)

▶ [Switch role to...](#)

▶ [My profile settings](#)

▶ [Site administration](#)

**Re: My picture**

by [Connie Lantz](#) - Thursday, 10 March 2016, 2:00 PM

very nice! Here is my picture!



[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)

**Re: My picture**

by [Connie Lantz](#) - Thursday, 10 March 2016, 2:57 PM

here is another picture!



[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)


[Moodle Docs for this page](#)

You are logged in as [Connie Lantz](#) (Log out)


[C Lantz Demo Course 2](#)

It will look like this.....

GCC You are logged in as [Connie Lantz](#) (Log out)



Online Learning Resources

powered by 

Home ▶ My courses ▶ Staff Development ▶ C Lantz Demo Course 2 ▶ 28 March - 3 April ▶ Picture Sharing ? Search forums


NAVIGATION

- Home
 - My home
 - My profile
- Current course
 - C Lantz Demo Course 2
 - Participants
 - Badges
 - 28 March - 3 April
 - Picture Sharing**
- My courses

Picture Sharing

Reply to this post to share your pictures!

[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
My picture	 Connie Lantz	1	Connie Lantz Thu, 10 Mar 2016, 2:00 PM

ADMINISTRATION

- Forum administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
 - Subscription mode
 - Unsubscribe from this forum
 - [Show/edit current subscribers](#)

To see the ongoing images in the forum from all your students, click on the Discussion link (red arrow).