Faculty: Advanced Editor in Discussion Forums

Hart Wilson - 2025-12-03 - [Comments (0)](#) - [Faculty](#)

To attach a file to a forum post or to access an editing toolbar in a forum reply, select **Advanced** beneath the response textbox.

In a **Reply** textbox, you can use standard keyboard shortcuts for simple formatting (bold, italic, and underline), but for any embellishments beyond that (inserting links or images, adding bullets, creating a table, etc.), you need to select the **Advanced** editor. Once you open this editor, you'll be able to use all of the formatting options available in our normal HTML editor as shown below.

Consider adding this link to a forum description to help your students format their responses: [Format Text in a Forum Response](#).

Permalink   Edit   Delete   Reply

Write your reply...

Submit   Cancel   ☐ Reply privately   Advanced

Your reply

Subject   Re: Bakery Business Rising

Message

☐ Discussion subscription ⊙

Attachment   Maximum file size: Unlimited, maximum number of files: 9

📄   📁 Files   ▦ ☰ 📁

You can drag and drop files here to add them.

☐ Send forum post notifications with no editing-time delay
☐ Reply privately ⊙

Tags

Tags   No selection

Enter tags...   ▼   Manage standard tags

Post to forum   Cancel