

Faculty: Private Replies in Forums

Hart Wilson - 2025-12-04 - [Comments \(0\)](#) - [Faculty](#)

Instructors can make private replies to students in Forums. (Note: This capability is NOT enabled in Open Forums.)

To make a private reply that only the student can see in a Forum:

1. Open the student's post and click on **Reply**.
2. Enter your message and click on the box labeled **Reply privately**.

Your private response will be seen solely by that student and only that student will have the post counted in their "unread post" tracking report. It will be completely invisible to other students. Note that the message is posted for students without a **Reply** button, so it is a one-way message from you and not the beginning of a two-way dialogue via the forum.

This illustration shows the instructor view of a private reply. The student view is the same except for the command links—all students can do is create a permalink to the reply (which only the student who received the private reply will be able to view) or view the parent post.

The screenshot illustrates the Moodle forum interface. At the top, a text input box contains the message: "Good job! Be sure to reply to one of your classmates before the deadline." Below the input box are buttons for "Submit", "Cancel", "Reply privately" (highlighted in yellow), and "Advanced". A red arrow points from the "Reply privately" button to the first forum post.

Business Remodel
by **Student1 One** - Wednesday, January 29, 2020, 5:03 PM

The Bakery is a rapidly expanding company. To keep up with the demand we will be opening a second location. The new location is currently no more than a blank box with nothing in place for the business to be operable. To fix this we will be remodeling the building and have it open by October 1, 2020. This project will require a small deco team in addition to vendors, contractors, and people from IT. The project is estimated to cost \$150,000. This is a highly anticipated improvement and expansion project. We appreciate all the support that you have shown thus far.

Sum of ratings: - [Permalink](#) [Edit](#) [Delete](#) [Reply](#)

Re: Business Remodel
by **Student4 Four** - Wednesday, January 29, 2020, 5:09 PM

Wow, that sounds like a big project! How long do you think it's going to take?

Sum of ratings: - [Permalink](#) [Show parent](#) [Edit](#) [Split](#) [Delete](#) [Reply](#)

Re: Business Remodel
by **Test Teacher** - Wednesday, February 26, 2020, 11:54 AM

This is a private reply. It is not visible to other participants.

Good job! Be sure to reply to one of your classmates before the deadline.

Sum of ratings: - [Permalink](#) [Show parent](#) [Edit](#) [Delete](#)

Here's the student view:

**Re: Business Remodel**
by **Test Teacher** - Wednesday, February 26, 2020, 11:54 AM

This is a private reply. It is not visible to other participants.

Good job! Be sure to reply to one of your classmates before the deadline.

[Permalink](#) [Show parent](#)

Comments (0)