



Students: Attach Files or Format Text in Discussion Forums

Hart Wilson - 2021-05-05 - Comments (0) - Students

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.

The screenshot displays the Moodle forum reply interface. At the top, there is a text input field labeled "Write your reply..." with "Submit" and "Cancel" buttons below it. To the right of the input field is a yellow "Advanced" button. A red arrow points from the "Advanced" button to the "Message" section below. The "Message" section contains a rich text editor toolbar with various icons for text formatting and insertion. Below the toolbar is a large text area for writing the reply. Underneath the text area is a "Discussion subscription" checkbox. The "Attachment" section shows a file manager interface with a "Files" folder and a dashed box indicating where to drag and drop files. At the bottom, there is a "Tags" section with a "No selection" dropdown and a "Manage standard tags" link. The "Post to forum" button is circled in red, and a red arrow points from the "Advanced" button to it.