

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 'Write your reply...' text area with 'Submit' and 'Cancel' buttons below it. To the right of the text area is a yellow 'Advanced' button. A red arrow points from this button down to the 'Your reply' section. The 'Your reply' section includes a 'Subject' field with the text 'Re: Bakery Business Rising'. Below the subject is a 'Message' field with a rich text editor toolbar containing icons for undo, redo, bold, italic, underline, list, link, unlink, image, and other formatting options. Below the message field is a 'Discussion subscription' checkbox. Underneath is an 'Attachment' section with a 'Files' button and a large dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' Below the attachment section is a 'Tags' section with a 'No selection' dropdown and a 'Manage standard tags' link. At the bottom of the form, there is a red 'Post to forum' button and a grey 'Cancel' button. The 'Post to forum' button is circled in red.