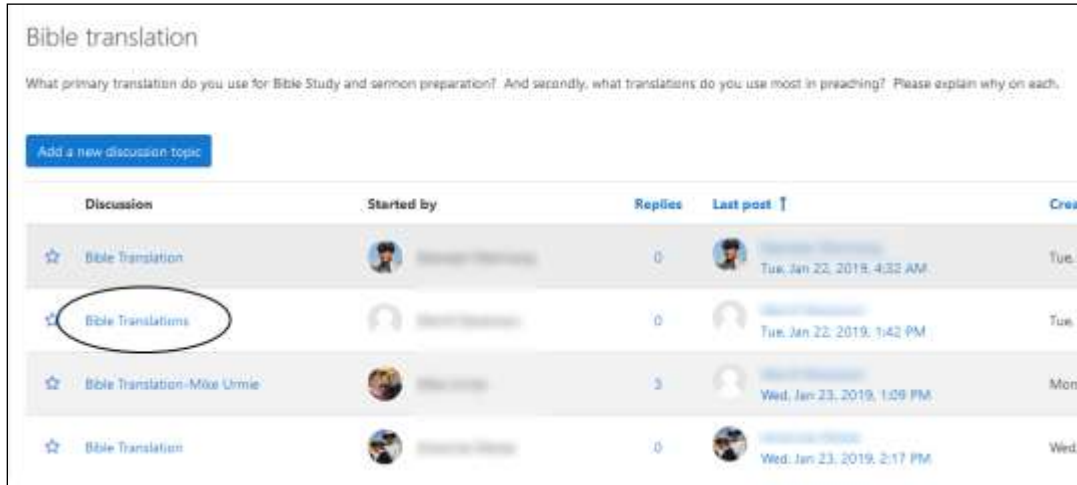**Forum: reply to a comment**

The forum is a place for student discussions. "Discussion" means that you are not just posting your own comments — you are also responding to what other students have written. Let's go back to the forum page:

Circled above is the name or "subject" of one of the discussion topics. (Several topics have been given similar names – it is helpful to be more descriptive.) If we click on it, we'll see what others have written (the text is intentionally blurred):

o In this example, one student has posted a comment, and another has responded to that topic. Notice that the second comment is slightly

indented (or nested) to show that it is a response. If a third person responds to the response, it will be indented yet a little more. That's because the forum is set at the top center to "Display replies in nested form." You can change that if you want to.

- o Also at the top are navigation links to other threads in this forum: to the left is another thread with subject "Bible translations"; to the right is "a thread with the subject "Bible translation."
- o You will see "edit" and "delete" only for your own comments.
- o At the end of the first comment is the word "reply." Below the first response is also the word "reply." If you scroll down the page, you'll see that every comment in the discussion thread has the word "reply."
  - o You need to choose which comment you are replying to. If you are interacting with the original posting, then click on its "reply."
  - o If you are interacting with a later comment, click on the "reply" at the end of that one.
  - o That way the website will know where to display your comment, and other people can see where you have entered the conversation, and what you are referring to. (The indents do not display in the email version, so to help email recipients know what is going on, it is helpful to begin your comment by giving some indication of what or who you are responding to – for example, "Jane, I had a question about your comment.")
- o If you click on "reply," a box will open where you can input your text, while you can still see the text you are replying to, and the other comments that have been made in this thread. (If you want to change the subject heading or attach a document, you'll need to click on "Advanced" below the message box.)

- Type your message into the large box, just as you did to make your initial comment. When you are replying to a comment, it is often helpful to begin your reply with some context, such as, "Bob, I was intrigued by your comment about…" That way your post makes a little more sense in the email version that is sent to subscribers.
- Last, **scroll to the bottom and click "submit."**