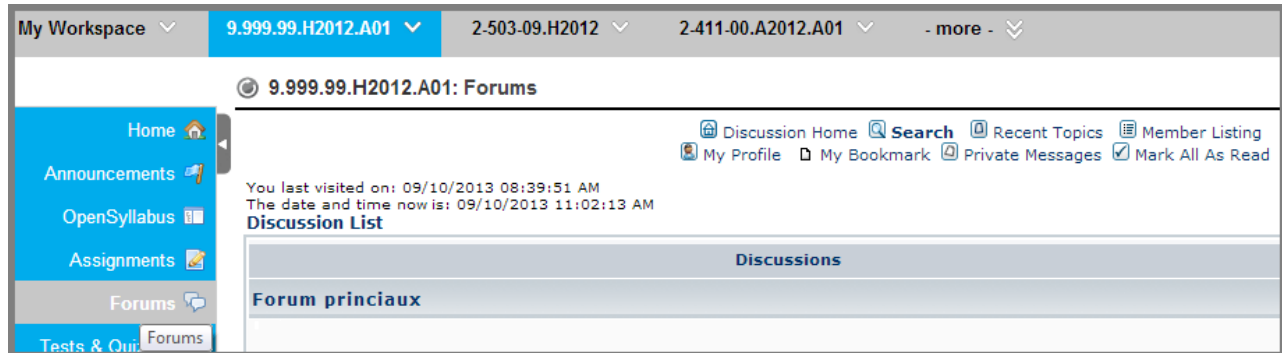


## Everything you need to know about Forums



With the **Forum** tool assigned to a specific course in **ZoneCours**, students are able to create a new discussion or answer a discussion already created by another user. In this document, you will learn more about how to change the language, how to add a file to a discussion, how to quote a response or how to respond to a specific forum. Finally, you can learn how to fill in your profile and how to change your profile picture in order to fully use the forum discussion boxes.

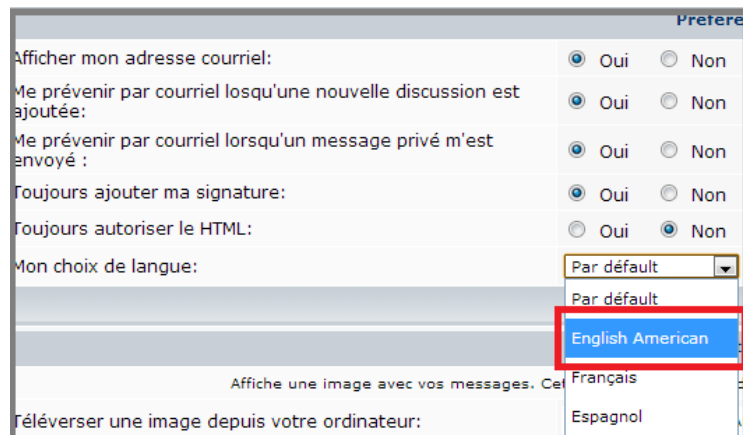
### How to change the language

Although your **ZoneCours** default language and your course site language has been set to English, the display of the **Forum** tools will still appear in French. To put the **Forum**'s display in English:

1. Click on «Mon profil» (in French) on the top menu of **Forum** tool. The account information page will then appear.



2. Scroll down to the bottom. Next to «Mon choix de langue» (Your language preference), select «English American» in the drop down menu.

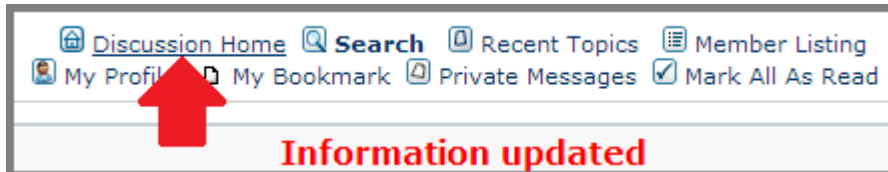


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3. To confirm, click on «Enregistrer» (Submit) at the bottom to confirm the language change.

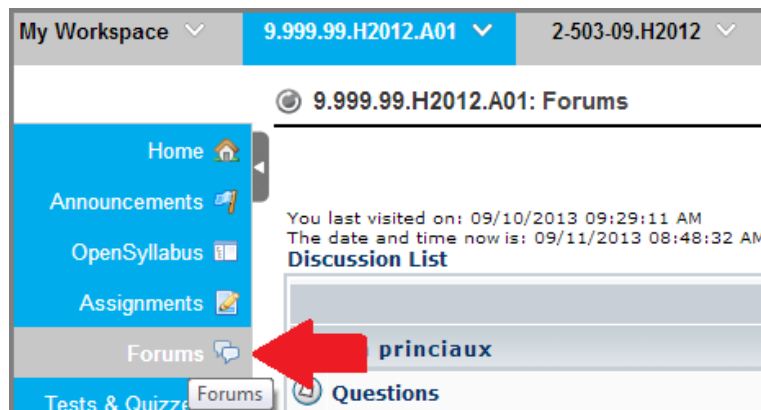


4. To return to the Forum's main menu, click on **Discussion Home** on the top menu of the **Forum** tool.

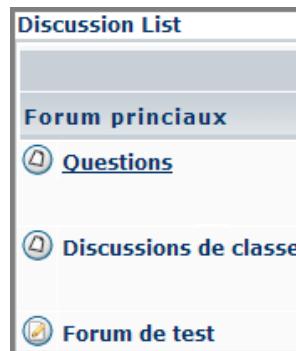


## How to create a discussion

1. The link to the tool is located on the vertical menu of the course site, on the left side of the application. Click on the link **Forum** to access the tool. If you do not see the link in your course's vertical menu, your professor probably decided not to use that tool in your course.

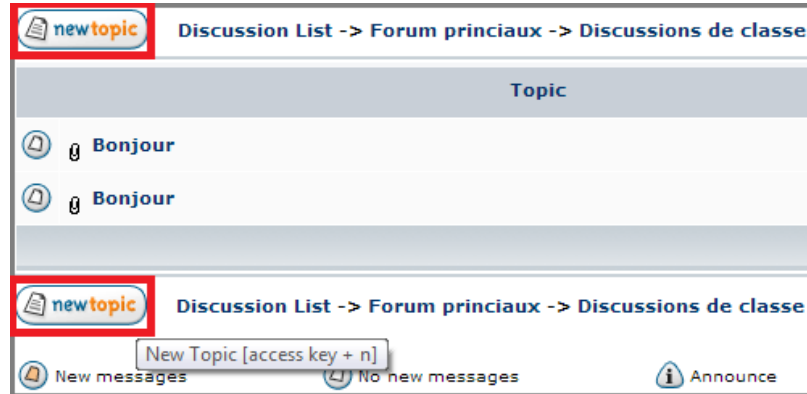


2. In the forum's menu, click on the name of the forum where you would like to add a discussion.



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3. Click on **newtopic** at the top or bottom of the discussion menu.



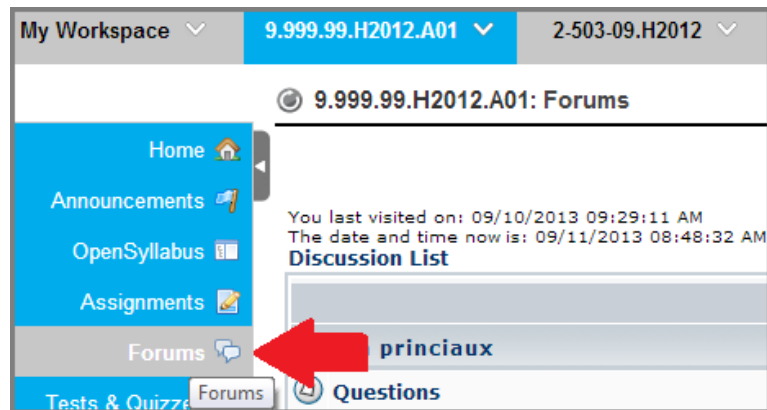
4. Enter the name of the discussion in the field «Subject» (the name of the discussion can be a question).
5. In the field «Message body», enter the full message that you would like to add in your discussion.
6. Click on **Submit** to save and post your new discussion in the forum.

## How to post an answer in a discussion

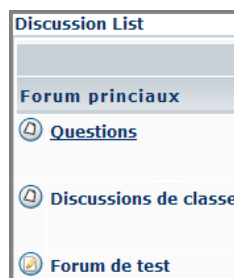
When you answer a discussion, you have the option to either post a short or long answer.

### How to post a short answer

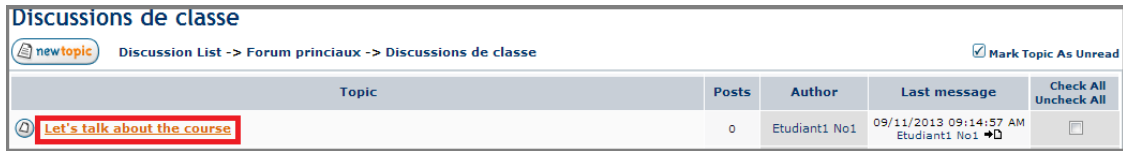
1. Click on the link Forum to access the tool. If you do not see the link in your course's vertical menu, your professor probably decided not to use that tool in your course.



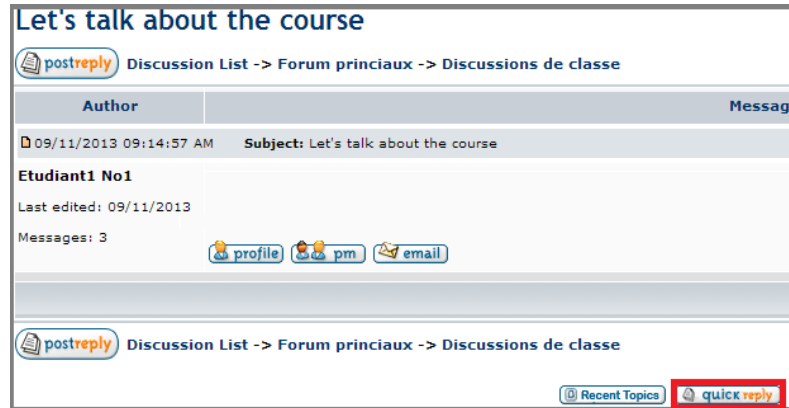
2. In the forum's menu, click on the name of the forum where you would like to add an answer to a discussion.



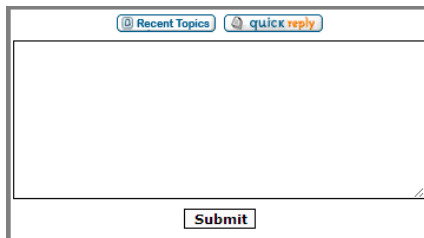
- Click on the name of the discussion.



- Click on **quickreply**.



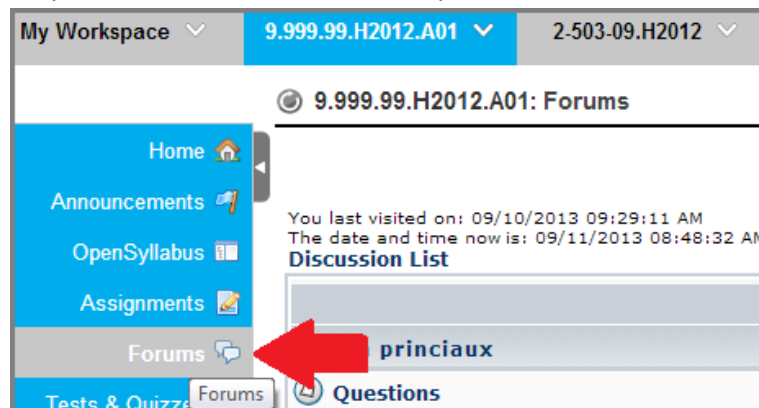
- Enter your short answer in the field appearing at the bottom of your screen.



- Once you are finished, click on **Submit**. Your answer will be added to the discussion.

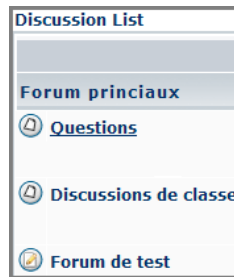
## How to post a long answer

- Click on the link **Forum** to access the tool. If you do not see the link in your course's vertical menu, your professor probably decided not to use that tool in your course.

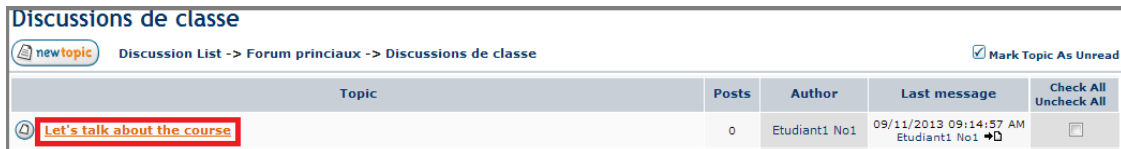


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2. In the forum's menu, click on the name of the forum where you would like to add an answer to a discussion.



3. Click on the name of the discussion.



4. Click on **postreply**.

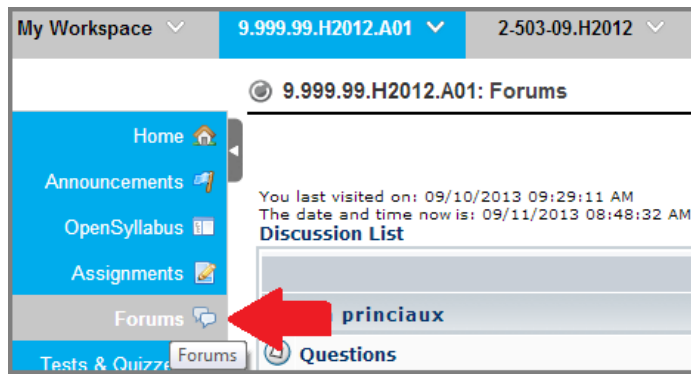


5. You can view the details of the discussion if you scroll down to the bottom of the window under «Review message».
6. In the field «Subject», enter the title you would like to give your answer.
7. In the field «Message body», enter your full answer.
8. Once you are ready to publish your answer in the discussion, click on **Submit**.

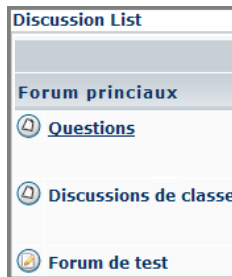
## [Add a file to a discussion](#)

1. Click on the link **Forum** to access the tool. If you do not see the link in your course's vertical menu, your professor probably decided not to use that tool in your course.

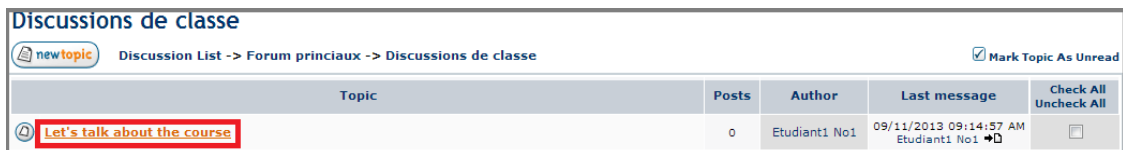
# ZoneCours



2. In the forum's menu, click on the name of the forum that you would like to add a file to a discussion.



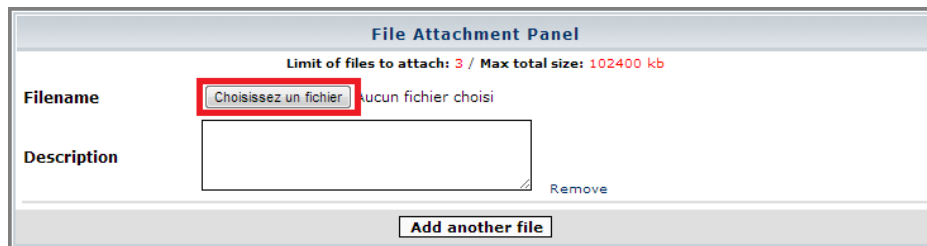
3. Click on the name of the discussion.



4. Click on **postreply**.



5. At the bottom of the screen, click on the button **Attach Files**.
6. You will see a box appear. Click on «Choisissez un fichier» to search for a file saved on your computer. To add a second file, click on **Add another file**.



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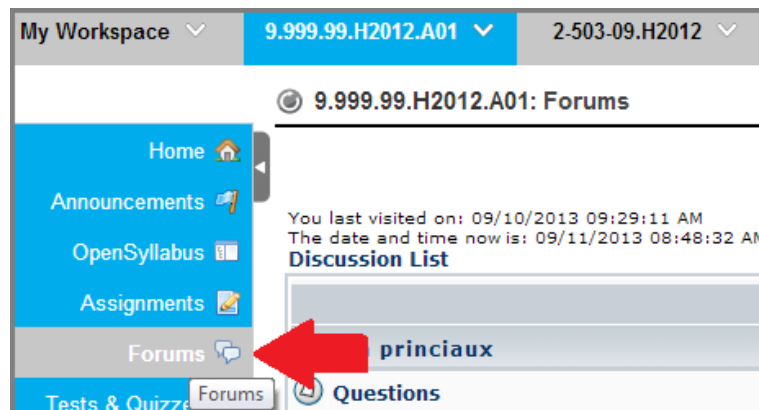
- Once you have added the file and you are ready to publish the answer in the discussion, click on **Submit**.

If you add a picture in the answer, the picture will appear automatically in the discussion after publishing the answer.

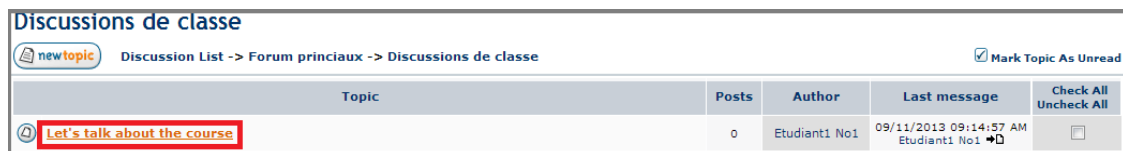
## How to quote a response

You can quote a full post or a portion of a post, made previously by another user in a discussion, directly in the answer field.

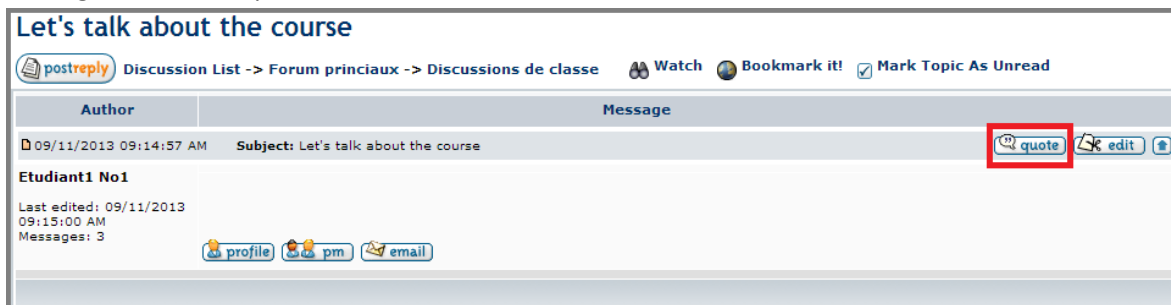
- Click on the link **Forum** to access the tool. If you do not see the link in your course's vertical menu, your professor probably decided not to use that tool in your course.



- Click on the name of the discussion.

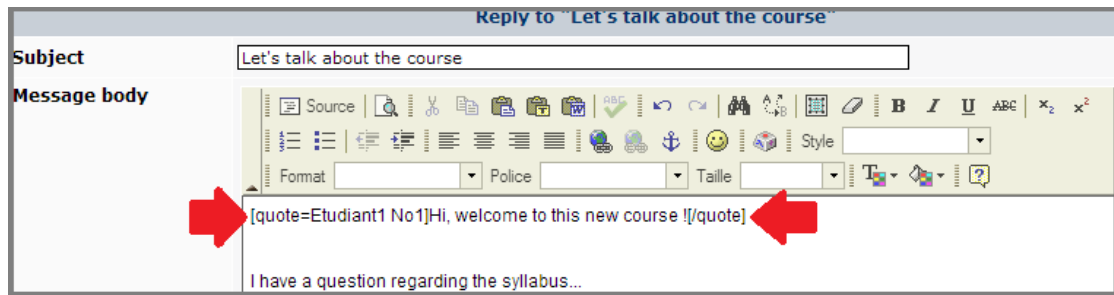


- Find the location of the post that you would like to quote in the discussion. Click on the button **quote** on the right side of the post. You will then be redirected to the Answer menu.



- To make sure that the quote is properly working, you have to enter your answer after the closing tag. The text quoted has to be surrounded by the tags, between `[quote=Name]` and `[/quote]`.

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5. You have to enter your answer after the closing tag ([/quote]).
6. Once you publish your answer, the post quoted will appear inside a separate box to clearly mark the difference between the quote and your answer.

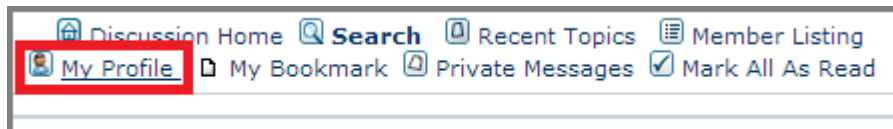
## [How to update your profile](#)

In the Forum tool, you have the option to update your profile. This allows you to:

- Provide personal information regarding yourself to your colleagues
- Detail your preferences regarding email alerts
- Detail your language preference
- Define a signature for all of your answers
- Upload a profile picture

To access and modify your profile:

1. Click on «My profile» on the top menu of the **Forum** tool. The account information page will appear.



2. Fill in the requested information.
3. Define your preferences.
4. Once you are finished, click on **Submit**.

[For more information on the Forum tool, contact DAIP at \[daip@hec.ca\]\(mailto:daip@hec.ca\)](#)