CyberCampus
Orientation & Tutorials

GOLDEN GATE UNIVERSITY

Edit the Subject Line of Your Forum Replies
To Better Deliver Your Message

When you reply to a post in a forum (forums are also referred to as "discussions") the Subject line will automatically fill with "Re:" and the title of the item you're responding to.

If all replies have the same default Subject line the forum will be harder to follow. For example, if a student desperately needs help his or her forum reply could be buried in an avalanche of student posts all bearing the same subject.

However, if the struggling student used "I need help with this topic!" as a subject then the instructor would be able to see that important message and respond to it more quickly. Otherwise, the instructor may simply be working through same-subject message in order.

So, when possible, edit the Subject line of your post so that the thread of conversation is easier to read, understand, and prioritize.

Do this: Edit the Subject Line

Do not do this: Leave the Default Subject Line

Session 1: Ask the Professor
by Jack Simon - Thursday, December 8, 2011, 02:57 PM

Use this location to ask questions about Session 1 material or anything else other than private matters.

If you don't edit the subject line it keeps the Forum's title as the default subject

Edit | Delete

Re: Session 1: Ask the Professor by ⬚ - Friday, January 6, 2012, 08:24 PM
Re: Session 1: Ask the Professor by ⬚ - Friday, January 6, 2012, 10:52 PM
Re: Session 1: Ask the Professor by ⬚ - Saturday, January 7, 2012, 10:22 AM
Re: Session 1: Ask the Professor by ⬚ - Saturday, January 7, 2012, 08:49 PM

Your reply

Subject* | Re: Session 1: Ask the Professor

Message* ?

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Need more help with forums? Please contact cyberhelp@ggu.edu