



The Wilmette Institute Moodle Tips: Forum Links and Pictures

Video link: <https://youtu.be/g-zkIidZb0c>

Getting to the Forum (refresher)

Log in, Click the Dashboard (top left, in the Hamburger column). Click on your course title to go to your Classroom page. Click on the Unit link (left side) for the course you wish to post in. Click on the Forum link. Click on Add Discussion Topic. [You can also click on someone else's post then click "Reply" (bottom right) to start a response to that post.]

Remember to add a descriptive Subject for your post. [If you are responding to someone else's post, the subject line will already be filled in.]

Making a Clickable Link

1. First you must have a working URL that you want to make clickable. URLs can be copied from the URL bar at the top of your browser. On a PC one way to do this is to highlight the URL (click, hold and drag the mouse across the URL until all the characters in it are highlighted) then hold down the "Ctrl" key (bottom left of the keyboard) while you hit the "C" - think *C is for Copy*. Then **paste** the URL into your forum post. [**Ctrl + V works to paste copied content - think of the V as an inverted proofreader's caret (^) or insertion mark.**]

2. Highlight the URL.

3. Find the "chain link" icon and click on it. Note that the order of your icons may look a little different than this, but the icon will always look like a chain link.



4. A "Create Link" box will pop up. Paste the URL into the box under the words "Enter URL."

NB: You should check the box marked "Open in new window" so your link will open in a new browser tab. If not, it will open in the same tab; the reader will leave the forum and will have to use the "back" button to go back to your post. They may be unaware of this and may easily log themselves out by mistake. A new tab is the polite way.

5. Click the **Create a Link** button at the bottom. Your URL should now appear blue, and underlined.

Inserting a Picture

1. First you must have the picture or image you want to share in a folder somewhere on your computer (or on a thumb drive). This page has helpful information for beginners: [How to Copy and Save Images from the Internet](http://www.duluth.umn.edu/~hrallis/guides/SampleImages/SampleImagesGuide.html) (<http://www.duluth.umn.edu/~hrallis/guides/SampleImages/SampleImagesGuide.html>)
2. Find the **picture** icon  and click on it.
3. The "Image Properties" box will pop up. Click on **Browse repositories**.
4. The "File Picker" box will open. Click the **Choose file** button.
5. Browse on the left hand side until you find the folder (PC users will have a **Pictures** folder but you may have chosen to save the picture elsewhere).
6. When you have found the picture **select** it (click on it once) and then click the **Open** button (bottom right).
7. The image is now ready to be uploaded. You will see the file name of the image beside the Choose file button. In the **Save as** box, type a descriptive file name.
8. You will see your name as the default name in the **Author** box. Even if you did not take the picture, you are the one posting it, so it is best to leave that as is.

Most images taken from public websites and social media sites are okay to share in our forums for educational/non-commercial purposes. Some images have copyright notices or watermarks on them, and should be avoided. Your friends may share pictures on social media with restrictions (for example they may wish to share only with their own "friends" and not with the public.) Please be respectful when sharing images with people prominently featured in them.

Pictures of minors (children under 18 years of age) should not be shared without the permission of a parent or guardian. In many cases children who participate in Children's Classes and Junior Youth Groups will have already had picture-taking consent obtained when they enrolled in the group/class. If you are ever in doubt, please ask first before posting.
9. The default image license type is **All Rights Reserved**. You do not need to change this setting. However if you know what type of license is associated with the image, you can feel free to change it. Options include: [Public Domain](#), [Creative Commons](#), Creative Commons – No Commercial.
10. Scroll down and click **Upload this file**.

Don't forget to click "Post to forum" when you are finished creating your post.

Welcome to our online learning community.

If you need help, email Learn@WilmetteInstitute.org.