**Antioch Sakai Address: https://sakai.antioch.edu**

Introduction

The forum tool in Sakai organizes conversations in a hierarchy that begins at the **Forum** level which is then divided into a **Topic** > **Conversation** > **Reply**. This hierarchy organizes the flow of information, making it easier to follow and contribute. To access a forum select the **Forum** link in the Sakai main menu or select the name of the topic at the bottom of a lesson.
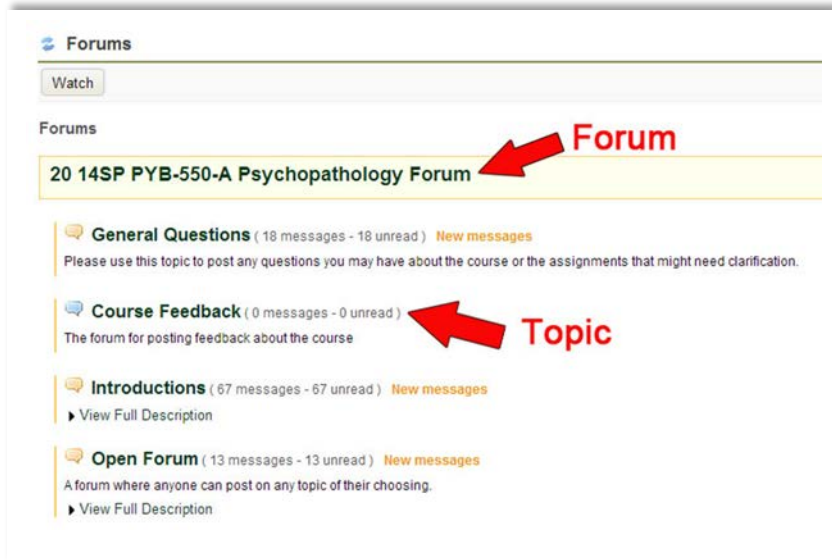
Once you open a topic within the forum you can either **Start a New Conversation** or read from the list of existing conversations. We recommend starting a new conversation only if your topic is unrelated to any of the existing conversations listed. Otherwise it is best to reply to an existing conversation.
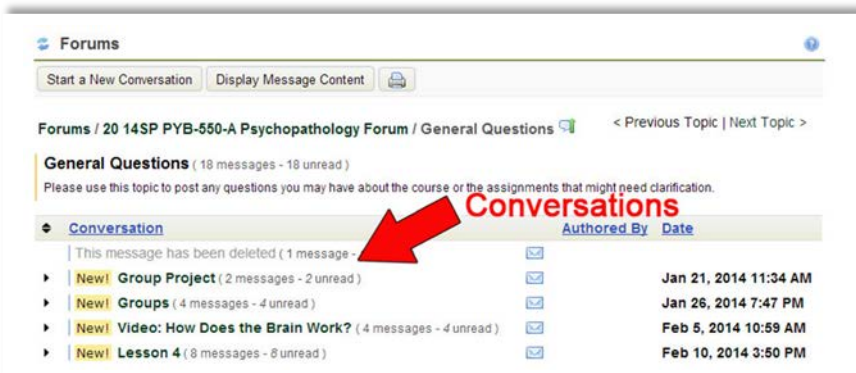

The image above shows 4 conversations each of which contains a series of replies. The **Lesson 4** conversation has 8 related messages that have not been read. To expand the conversation click on the small arrows in the left margin.

Replying to a conversation helps you to group responses based upon a similar theme and therefore makes it easier to follow. The conversation below has no responses. After reading the message I can either:

1. Go to the Previous / Next conversation
2. Reply to the Initial message (top left)
3. Reply to the current message

Choosing *where* to enter your comments, either by starting a new conversation or replying to an existing one is important if you want your message to have an impact. A good comment attached to the wrong conversation often goes unheard.
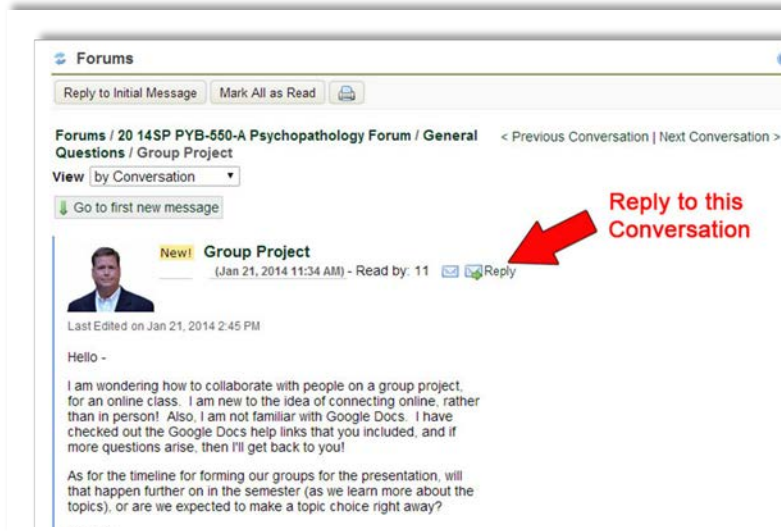

When you create a message in the forum it's important that you use the **Title / Subject** line to preview what you will say in the message. Think of the title as a headline in a newspaper. If the headline is interesting then people are more apt to read it. The body of the message can contain text, pictures, and links to websites or embedded videos so don't be afraid to support your comments with interesting formatting and media.
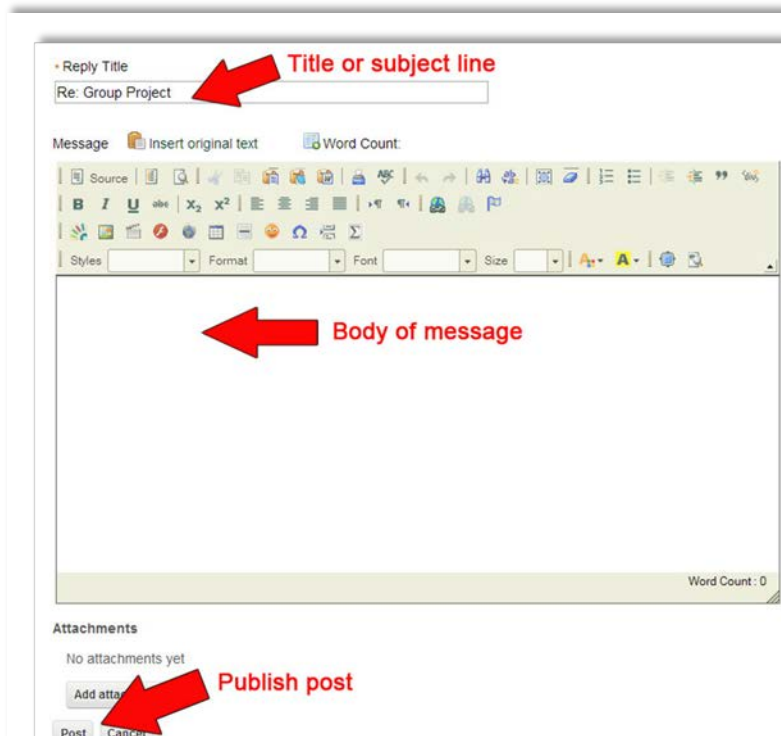
Adding Audio to your posts:

Sakai now has the ability to add audio messages of up three minutes to your posts. First, you must configure the Audio Recorder on your computer. Choose the Audio recorder Icon from the text editor as shown below.
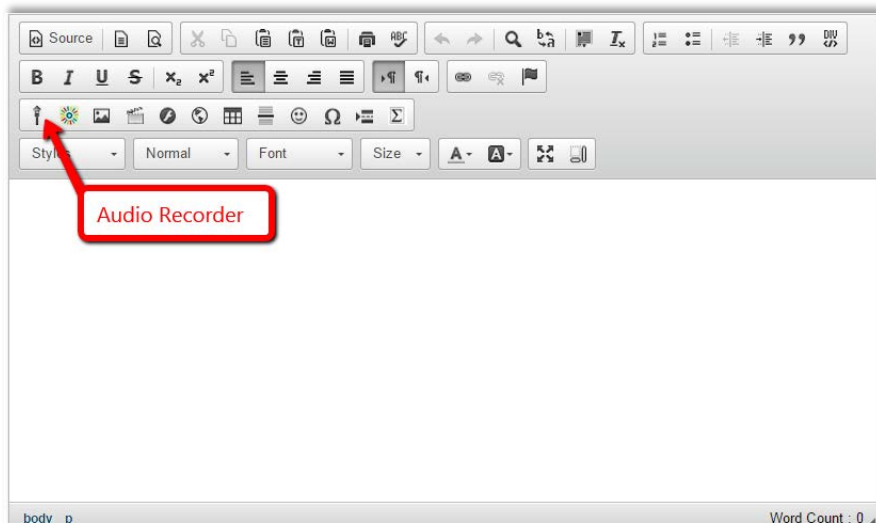
The Audio Recorder box will open. If the "start recording" button is grayed out that is because your microphone is not enabled in your browser. The bar along the top of the browser will ask for permission to use your microphone. Choose **Allow.**
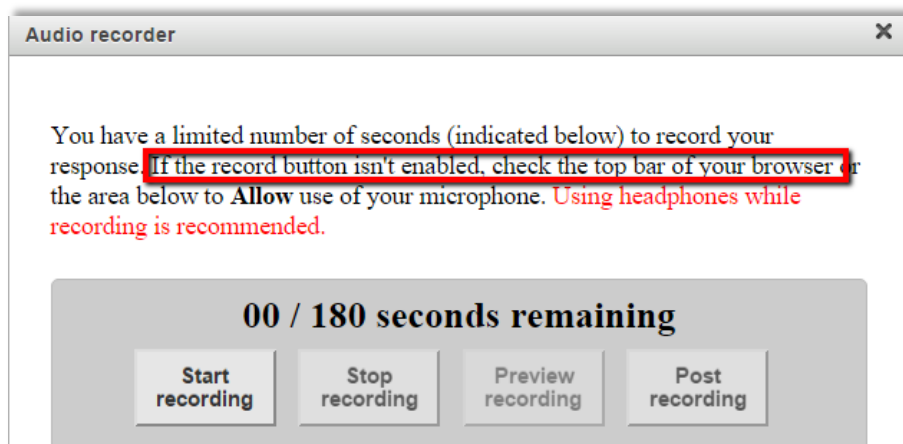
From there you can select the "Start Recording" option. When you are done talking, choose "Stop Recording." Don't forget to Post your recording to make it available to others.

Your recorded message will appear with the necessary player if saved properly.