INSTITUTE FOR CAPACITY DEVELOPMENT

DISCUSSION FORUM PARTICIPATION

This page describes our guidelines for interacting in the discussion forum, how you create your discussion post, and how you make your posting to the forum. Where the opportunities arise, we highly encourage you to take part in discussions. Not only have these been strategically planned and placed to enhance your learning experience, but, by participating, you will likely find a thought that you had not previously considered and/or discover how your particular expertise may benefit your fellow participants.

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PART 1 | DISCUSSION FORUM GUIDELINES

The discussion forum allows you to ask questions to other participants and staff, to share understanding of the material, and to engage with others in meaningful discussion with other course participants, and IMF course staff. Please use these guidelines as you participate in our online community.

A.   ADD POSTS NEXT TO THE RELATED COURSE ELEMENT

Below each video and at the end of each set of questions or activities there is a "New Post" button. You may create a post by clicking there. Please use the "New Post" button in the Discussion Forum tab only for general posts (see below under "Tagging your Post").

B.   CHECK EXISTING POSTS BEFORE YOU ADD A POS

Check to see if someone else has already asked or discussed what you would like to know or say. This will help create conversations. To see all the discussion associated to a video or set of questions you may click the "Show Discussion" button located on each page next to the "New Post" button.

C.   WRITE TO COMMUNICATE CLEARLY

Clarity in writing helps everyone understand what you would like to say. But also remember, that for many of us here English is our second language.

Please use the following guidelines:

o Write in complete sentences.

o Avoid capitalizing statements and words. The internet convention is that you capitalize words **WHEN YOU WANT TO SHOUT**.

o Avoid abbreviating words (e.g. "abbrv wrds") or using texting acronyms (e.g. LOL, TTYL).

o Avoid excessive punctuation (e.g. !!!!)

o Avoid words or phrases that are culture specific. Such as slang, jargon, colloquialisms, and/or a "play on words".

D. BE POLITE AND STAY ON TOPIC

We all have different backgrounds, opinions, and perspectives. What is easy for you might not be for others, and what is easy now may be difficult later. The more you help, the more help you will receive.

Please note that **we reserve the right to delete posts that are deemed impolite, or offensive, or that contain inflammatory language.** Similarly, threads and posts should be relevant to the course. All posts that do not pertain to the course will be removed.

E. HELP OTHERS AND CREATE THREADS

The greatest benefit that you can get from the discussion forum is the learning from and sharing knowledge with your peers. Please try to answer as much as you can other participants' questions and create threads.

Vote up posts that you like as this will help flag them to others. If you want to contribute to a discussion, follow the thread. If you wish to deviate from the topic discussed in a thread, start a new one with a new title. This will avoid confusion and help others discuss your new topic.

F. TITLE AND TAG YOUR POST

Title your post clearly and be specific so that others can reply to your questions and search for your posts. To facilitate creating threads and conversation we strongly encourage you to insert one of the following tags at the beginning of your post title.

G. SEEK THE HELP OF OTHER PARTICIPANTS

IMFx courses have a strong community of learners and problem solvers. Most common are problems when interacting with assessments. Unless you are certain that the system has marked your answer as wrong, please do not suggest that the question is incorrect or that there is a problem with the system. This may confuse others and/or lead them to make mistakes. In the event this happens, ask others about their input method or if they have had a similar experience. If it turns out that the problem is wide–spread, send us a message.

- **[QUESTION]** — Questions about the course content.
  For Example: "[QUESTION] Why are the international accounts important?"; "[QUESTION] Not sure how to answer question #.#"; or "[QUESTION] Explanation needed for video VID_M##_#_#"

- **[DISCUSSION]** — Things you would like to discuss with other participants.
  For Example: "[DISCUSSION] What are the international accounts used for?"

- **[HELP]** — For seeking help related to platform technical problems, with specific questions, or general assignment questions.
  For Example: "[HELP] DropDown question #.# does not have a dropdown menu"

- **[STAFF]** — For seeking direct assistance from course staff.
  For Example: "[STAFF] Interesting discussion on the integration of flows and positions: what does staff think?" or "[STAFF] Typo in Question #.#"

- **[COUNTRY NAME]** — For posting the result of your activity, please indicate your country.
  For Example: "[ITALY] Exports and imports of goods and services in country's balance of payments"

H. OBSERVE THE HONOR CODE

You may ask other participants to clarify concepts or help with checkpoint questions; but please, **DO NOT** post answers to assignment questions within the discussion forum here or on an external site. Posts of this nature made in the course discussion forum will be removed as they lessen the learning experience of others.

PART 2 | CREATING YOUR DISCUSSION POST

When making a post to the discussion forum, please follow the steps below.

STEP #1: DECIDE IF YOU ARE POSTING A QUESTION OR BEGINNING A DISCUSSION

Is your post a question for which you would like an answer? Or, is it to engage others in discussion on a topic of interest?

First select either **"Question"** or **"Discussion"** to indicate the purpose of your post.

STEP #2: SELECT A TOPIC AREA

Select one of several topic areas to help others find and respond to your post. Choose from topics about different parts of the course or select "General" for broader questions/discussion topics.

For technical questions, we encourage you to first check the "FAQ" tab on the top–level course banner or seek help by clicking on the "Help" bar on the left–hand side of the platform. (See the next page on "Solving Technical Problems with the Platform".)

STEP #3: TITLE AND TAG YOUR POST

Choose a clear and specific title for your post. If your post is regarding a certain video or question, put the video or question reference in your title. For example, if you have a question about something mentioned in Question 1.1, tag your post "[Q1.1]" at the beginning of the title. Or if you have a question about something mentioned in a video, tag your post "[#_#_#]" at the beginning of the title as this will identify the *exact* video you are referencing. If you have a question that you believe cannot be answered by other participants, tag your post with the words "[STAFF]".

STEP #4: WRITE YOUR POST

Start typing in the text box to create your post. (You may refer to the discussion etiquette.)

STEP #5: SELECT TO 'FOLLOW THIS POST' OR 'POST ANONYMOUSLY'

You will be able to (pre–) view your post before submission.

STEP #6:   SELECT TO 'FOLLOW THIS POST' OR 'POST ANONYMOUSLY'

You must select one of these two options. You will follow this post with your edX ID associated. Or, simply make a posting.

STEP #7:   CLICK 'SUBMIT'

After you click this button, your post will automatically be posted in the discussion forum for others to see and respond to.
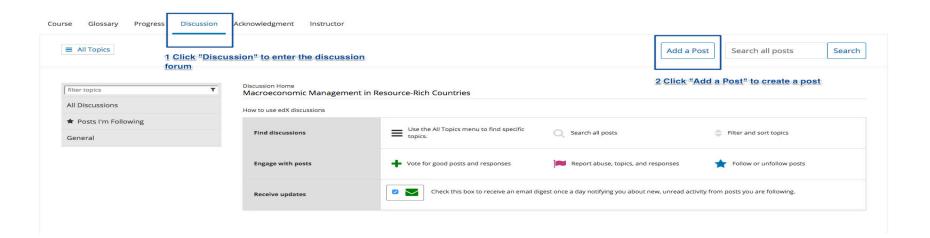
Add a Post

Post type

Questions raise issues that need answers. Discussions share ideas and start conversations. (Required)

○ **? Question**   ● **💬 Discussion**   **Step 1**

Topic area

Add your post to a relevant topic to help others find it. (Required)   **Step 2**

General

Title

Add a clear and descriptive title to encourage participation. (Required)   **Step 3**

Your question or idea (required)   **Step 4**

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Preview   **Step 5**

☑ ★ follow this post   ☐ post anonymously   **Step 6**

Submit Cancel   **Step 7**

PART 3 | POSTING YOUR RESPONSE

You may add a discussion post to the discussion forum using one of the following two methods.

METHOD #1:   USING THE COURSE BANNER

From the top–level course banner, click on the "Discussion" tab to enter the forum. This method provides you access to all course posts. Click on "New Post" in the top–right corner to create a unique posting.

METHOD #2: FROM WITHIN THE COURSE

On assessments/questions units as well as units designed to facilitate discussion, you will find discussion elements for you to answer and ask questions with the community related to material from the various modules of the course. You may click "Show Discussion" to see what other participants have already said or click "New Post" to start a new thread.

Discussion

Hide Discussion

Topic: Week 1 / Sectoral Data

Click "Add a Post" to create a post   **Add a Post**

Show all posts ⇕   by recent activity ⇕