How Do I Create an Activity—Forum

Login to Moodle and navigate to your course.
Under the Administration block, select “Turn Editing on.”
Click on the “Add an activity or resource” link.

The Add an activity or resource chooser will open.
Select “Forum.”
Click the “Add” button.

Notice on the right side of the screen, Moodle gives an explanation of what a Forum is and how it may be used.
Additional help is also available by just clicking on the More help link.
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Types of Forums:

News Forum—news forums will appear with every new course shell. This type of forum is strictly for posting news and course announcements. If you post here, students will be able to see the information in the “Latest News” block and will also receive an email message. NOTE: STUDENTS CANNOT RESPOND TO THE NEWS FORUM.

Single Simple Discussion—a single discussion topic which everyone can reply to (cannot be used with separate groups).

Each Person Posts One Discussion—each student can post exactly one new discussion topic, which everyone can then reply to.

Q & A forum—Students must first post their perspectives before viewing other students’ posts.

Standard Forum Displayed in a Blog-Like Format—an open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with “Discuss this topic” links.

Standard Forum for General Use—an open forum where anyone can start a new discussion at any time.

The two most commonly used forum types are Standard Forum for General Use and Q & A Forum.

How Do I Create an Activity—Standard Forum for General Use

Forum Name: Choose a name for your forum.

Description: for the standard forum for general use, place your question in the description box.

Forum Type: use the drop down menu to select the type of forum you would like to use.
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Maximum attachment size: you can size of the file that students upload from the drop down menu.

Maximum Number of Attachments: how many attachments do you want your students to be able to upload?

Display Word Count: this setting specifies whether the word count for each post should be displayed or not.

Subscription Mode

When a participant is subscribed to a forum it means they will receive forum post notifications by email. There are 4 subscription mode options in the dropdown menu:

Optional subscription—participants can choose whether to be subscribed.

Forced subscription—everyone is subscribed and cannot unsubscribe.

Auto subscription—everyone is subscribed initially but can choose to unsubscribe at any time.

Subscription disabled—subscriptions are not allowed.

Read Tracking for this Forum

Read tracking enables participants to easily check which posts they have not yet seen by highlighting any new posts

Optional—participants can choose whether to turn tracking on or off via a link in the administration block.

Off—tracking is always off.

Discussion Locking

Discussions may be automatically locked after a specified time has elapsed since the last reply.
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Grade category—this setting controls the category in which this activity’s grades are placed in the gradebook. You must first set up the category in the gradebook before they will show in the dropdown menu.

Ratings
Aggregate Type defines how ratings are combined to form the final grade in the gradebook. We recommend Maximum rating. Choices can be found in the Aggregate type dropdown menu.

NOTE: if No Ratings is selected, the activity will not appear in the gradebook.

Average of ratings—the mean of all ratings.
Count of ratings—the number of rated items becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
Maximum—the highest rating becomes the final grade.
Minimum—the smallest rating becomes the final grade.
Sum—all ratings are added together. Note that the total cannot exceed the maximum grade for the activity.

Scale—Select the type of grading used for this activity.
Type includes:
None—no points will be awarded.
Scale—if chosen, the scale option will become available and score can be chosen.
Point—maximum grade can be typed into the field.
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Restrict Access

This is used to restrict access to the assignment based upon activity completion, date, grade, the group or grouping the students in or even user profile fields. The Restrict set button allows for more complex criteria requiring nested conditions.

Do not use this function to set the availability of the assignment.

Instructors can choose one or more restrictions.

Click on the “Add Restriction” button.

Restrictions available include Date, Grade, User Profile, and Restriction set. Select the appropriate restriction.

Restrictions available.

Save and return to course.

The new assignment can be found on the front page of the course.
How Do I Create an Activity—Q & A Forum

The Q & A forum requires students to post their perspectives before viewing other student’s postings. After the initial posting, students can view and respond to others’ posting. This feature allows equal initial posting opportunity among all students, thus encouraging original and independent thinking.

Add an activity or resource as described on page one.

For Q & A forums, the Description needs to give the students instructions on how to proceed.

The actual question will be posted after the general settings are configured.

Select “Q and A” from the drop down menu.

Continue configuring the general settings for the forum.

Save and display.

Click on the “Add a new question” button.

Type the forum subject in the “Subject” box.

Message—type the actual question in the Message block.

Subscription—you can choose to receive or not to receive email copies of the posts to this forum.

Attachments—attachments can be added to this forum by drag and drop or “Add” button.
How Do I Create an Activity—Q & A Forum

Pinned—Pinned discussions will appear at the top of a forum. This is recommended for Q & A forums.

Display period
Display start—specifies whether a forum post should be displayed from a certain date. Display end—specifies whether a forum post should be hidden after a certain date.

Click on the “Post to Forum” button.

After a student posts to the Q & A forum, they have 30 minutes to edit. Students will need to wait 30 minutes before trying to see other posts. They will not have access to other student’s posts until after this 30 minute period.
How Do I Create an Activity—Q & A Forum

This is what students will see. Students will need to click on the name of the discussion and reply to this post, not add a new question.

Question and Answer Forum

Answer the question below.

Add a new question