# WAGNER COLLEGE
INFORMATION TECHNOLOGY

Moodle Survival Guide #15- Creating a Forum

Introduction: This guide will inform the user on how to create a forum in Moodle 2.5. A forum allows the teacher and the students to discuss a particular topic as a group.

I. **Turn Editing On**

In order to edit your Moodle course page, the first thing you have to do is turn the editing on, which can be done in two ways.

a. The first way to turn the editing button on is by navigating over to the **Administration Block** on the left hand side of the page, and clicking **Turn editing on**
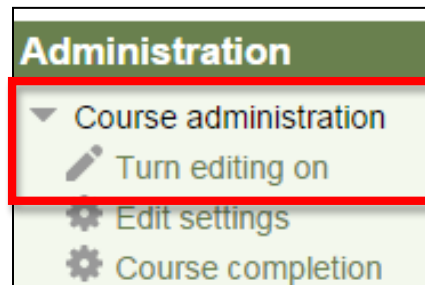
b. The second method that will turn editing on can be found in the top right hand corner of your screen. Press the **Turn editing on** button to enable it.

Note: If you turn editing on in the Administration Block, it will also adjust the editing setting to "ON" in the top right hand corner and vice versa.
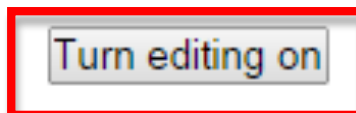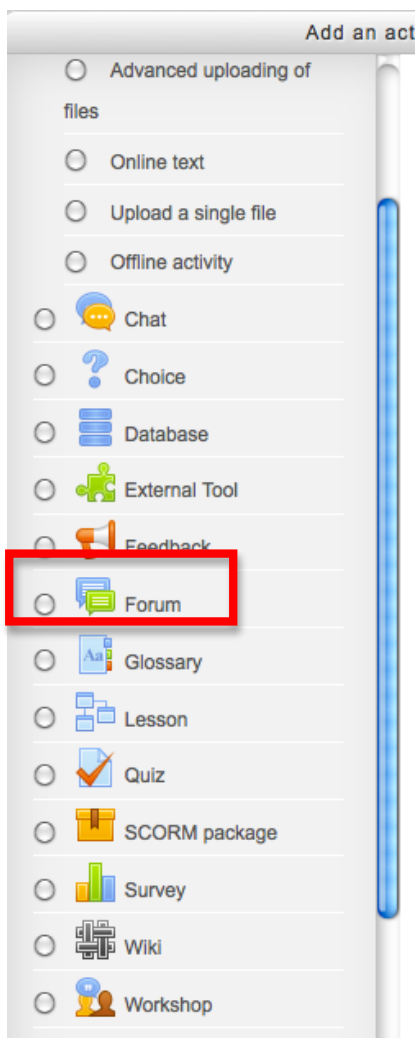
II.   **Add Activity or Resource**
   a.   Click **Add activity or resource** under the week or topic where you would like to add the forum.
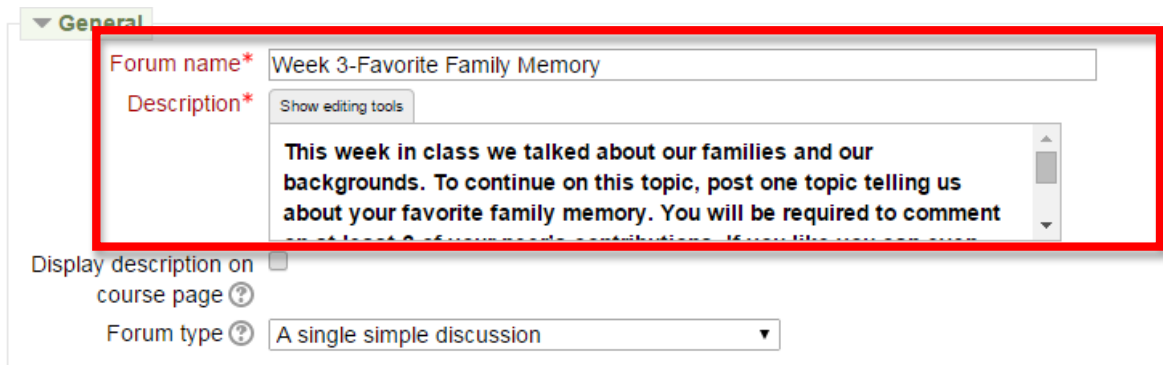

   b.   Once you click **Add activity or resource,** this will bring up a grey box that contains both Activities and Resources. Navigate to the Activities section. Select **Forum** and then click **Add,** which will bring you to the **Adding a new Forum** page.

III.   **Adding a New Forum**
   a.   Once in the **Adding a new forum** page, you will be prompted to create a **Name** and a **Description** for your page.
        i.   In the description section, write your directions to your students regarding the topic(s) that you want them to discuss. Make sure you are very specific in these directions.

   b.   The two most common views for **Forum type** are the default type, **Standard forum for general use** and a **Single simple discussion.**
        i.   **Standard forum for general use:** allows the students to add individual topics and also gives them the ability to comment on each other's postings.
        ii.   **A single simple discussion**: allows the user to comment on a single topic provided by the teacher.

IV.   **Attachments and Word Count**
   a.   **Maximum attachment size**: Allows you to limit the file size of a student's attachment.
   b.   **Maximum number of attachments**: Allows the instructor to set the number of attachments uploaded per student by setting a limit.
   c.   **Display word count**: Setting this to yes will display how many words are included in the student's response.
        NOTE: The user can also set up the Restrict Access feature (Moodle Survival Guide #7) and Activity Completion (Moodle Survival Guide #6).

V. **Subscription and Tracking**
   a. **Subscription Mode**: when a participant is subscribed to a forum, they will receive forum post notifications. There are 4 subscription mode options:
      i. **Optional subscription** - Participants can choose whether or not to be subscribed
      ii. **Forced subscription** - Everyone is subscribed and cannot unsubscribe
      iii. **Auto subscription** - Everyone is subscribed initially, but can choose to unsubscribe at any time
      iv. **Subscription disabled** - Subscriptions are not allowed

   Note: Any subscription mode changes will only affect users who enroll in the course in the future, and not existing users.

   b. **Reading Tracking:** if enabled, participants can track read and unread posts in the forum and in discussions. There are three options:
      i. **Optional** - Participants can choose whether to turn tracking on or off via a link in the administration block
      ii. **On** - Tracking is always on
      iii. **Off** - Read and unread posts are not tracked

   Note: Forum tracking must also be enabled in the user's profile settings.

VI. **Post Threshold for Blocking**
   a. **Time period for blocking:** Will block a student from posting more than a given number of posts in a given time period.
   b. **Post threshold for blocking:** Sets the maximum number of posts in which a user can post in the given time period.
   c. **Post threshold for warning:** Warns students that they are approaching the maximum number of posts allowed in a given period.

VII. **Grade**
   a. **Grade category:** allows the user to place their forum under a particular category in their gradebook.
   NOTE: You must set up the categories in your gradebook in order to successfully assign a forum to a particular grade category.

VIII.   **Save Changes**
   a.   When you are finished, scroll to the bottom and click **Save and return to course**, which will bring you back to your course page. You should now see the **Forum** icon that has just been just created.

IX.   **Creating a New Discussion/Replying to a Forum**
   a.   Once you click on the **Forum,** you can contribute a response to it.

This week in class we talked about our families and our backgrounds. To continue on this topic, post one topic telling us about your favorite family memory. You will be required to comment on at least 2 of your peer's contributions. If you like you can even include a photo of that memory in the attachment section. When you are ready to submit your topic, press Post to Forum.

Add a new discussion topic

Discussion	Started by	Replies	Last post
Week 3-Favorite Family Memory	Marisa Carmello	2	Marisa Carmello Tue, 15 Apr 2014, 10:01 AM

   i.   If you selected **Standard forum for general use**, you will have the option to click **Add a new discussion topic** or click on an existing discussion. If you click on an existing discussion, you can read and reply to that person's forum.
       1.   When adding a new discussion, you will be asked to create a **Subject** and fill out the **Message** section.

       2.   You have the option to have an email sent to you under **Subscription**.

3. If you like, you can also add an attachment.


ii. If you selected **A single simple discussion**, you will be prompted to click **Reply** to another user's response.