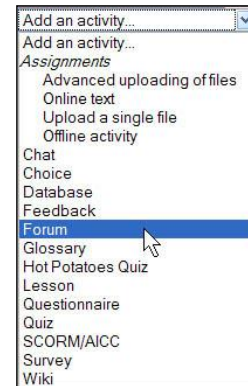


# ITRC Guide

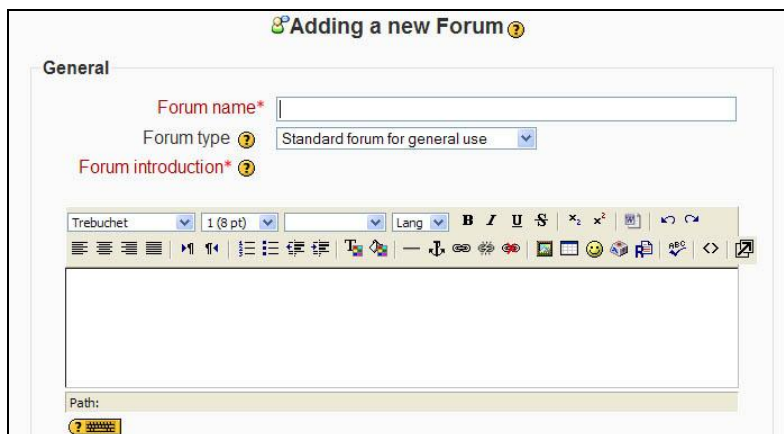
## Setting up Forums in Moodle

Forums in Moodle are basically bulletin boards. You may create a forum to discuss various topics for your class. To add a forum:

1. Select **'Forum'** from the **'Add an activity'** menu.



2. This will take you to the **'Forum'** page:

A screenshot of the 'Adding a new Forum' page in Moodle. The page title is 'Adding a new Forum' with a help icon. The 'General' section is visible, containing a 'Forum name\*' text input field, a 'Forum type' dropdown menu set to 'Standard forum for general use', and a 'Forum introduction\*' text area. Below the text area is a rich text editor toolbar with various icons for text formatting and insertion. At the bottom, there is a 'Path:' field with a small icon.

3. Give the forum a name and an introduction.
4. Select which settings you would like to use. *These are explained in the remainder of this document.*
5. Click Save Changes.

### Types of Forums

There are four different types of forums:

1. A single simple discussion
2. Each-person-posts-one-discussion
3. Q & A forum
4. Standard forum for general use

Each forum serves a different function. In **‘A single simple discussion’**, you have just a single topic, all on one page. This is useful for short, focused discussions. In **‘Each person posts one discussion’**, each person can post exactly one new discussion topic (everyone can reply to them though). The **‘Q & A’** forum requires students to post their perspectives before viewing other students' postings. After the initial posting, students can view and respond to others' postings. This feature allows equal initial posting opportunity among all students, thus encouraging original and independent thinking. In **‘Standard forum for general use’**, you have an open forum where any one can start a new topic at any time. This is the most commonly used forum.

### Forum Subscription

If a person is subscribed, it means that he or she will get an email copy of every post in the forum (posts are sent about 30 minutes after they are written). This might get messy in a big discussion group, but would be useful if the forum were a class ‘News Forum’ where students would be emailed any new announcements. Students can always elect to be subscribed to a forum if this setting is set to **‘No’**. If you choose the option **‘Yes, initially’** then all current and future students will be subscribed initially but they can unsubscribe themselves at any time. If you choose **‘Yes, forever’** then they will not be able to unsubscribe themselves. The **‘Yes, initially’** option behaves interestingly when an existing forum is updated: Changing from **‘Yes, initially’** to **‘No’** will not unsubscribe existing students, it will only affect future students. Similarly, changing later from **‘No’** to **‘Yes, initially’** will not subscribe existing students but only those enrolling later.



Force everyone to be subscribed? ⓘ No

### Forum Tracking

If this is enabled, students can track read and unread messages in forums and discussions. You can choose to force a tracking type on a forum using this setting. There are three choices for this setting:

1. Optional [default]: students can turn tracking on or off for the forum at their discretion.
2. On: Tracking is always on.
3. Off: Tracking is always off.



Read tracking for this forum? ⓘ Optional

### Grading Forums

To set a peer evaluation method (**NOTE:** This is also how a teacher can grade forums), select what you would like from the **‘Aggregate type’** menu. Under this menu, you will see any custom scales you set up, as well as any numerical evaluation from 1 to 100.

If you wish, you can limit the rating of posts to just certain days or times. If you wish to do this, check the **‘Restrict ratings to posts with dates in this range’** box and set the **‘From’** date and the **‘To’** date. A teacher can always give/change the official grade in the Gradebook.

The **Post Threshold for Blocking** section has three options: **‘Time period for blocking’**, **‘Post threshold for blocking’** and **‘Post threshold for warning’**. Students can be blocked from posting after a specified number of posts (**‘Post threshold for blocking’**) in a specified period (**‘Time period for blocking’**), and as they approach that number, they can be warned that they are approaching the threshold (**‘Post threshold for warning’**). Setting a *blocking* or *warning* threshold to 0 will disable that threshold. If blocking is disabled, warnings are automatically disabled. None of these settings affect your posting.

### Forum Groups

You can use the Group options (for group discussions). This will enable you let certain students have a discussion without opening their conversation to the rest of the class. For more information about using Groups in Moodle see [Using Groups and Groupings](#).

For more information please see the teacher documentation at <http://docs.moodle.org>



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