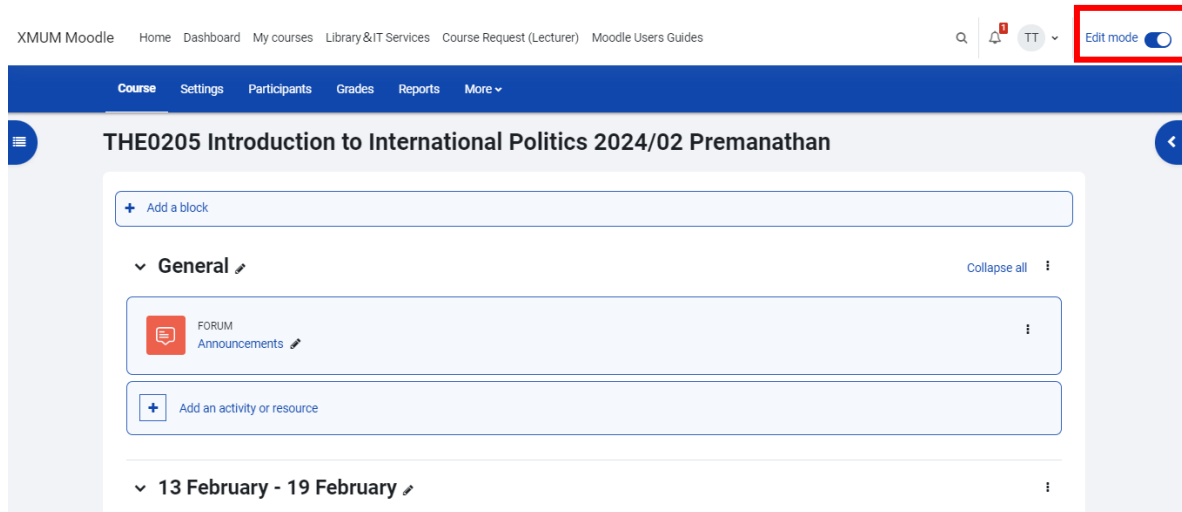




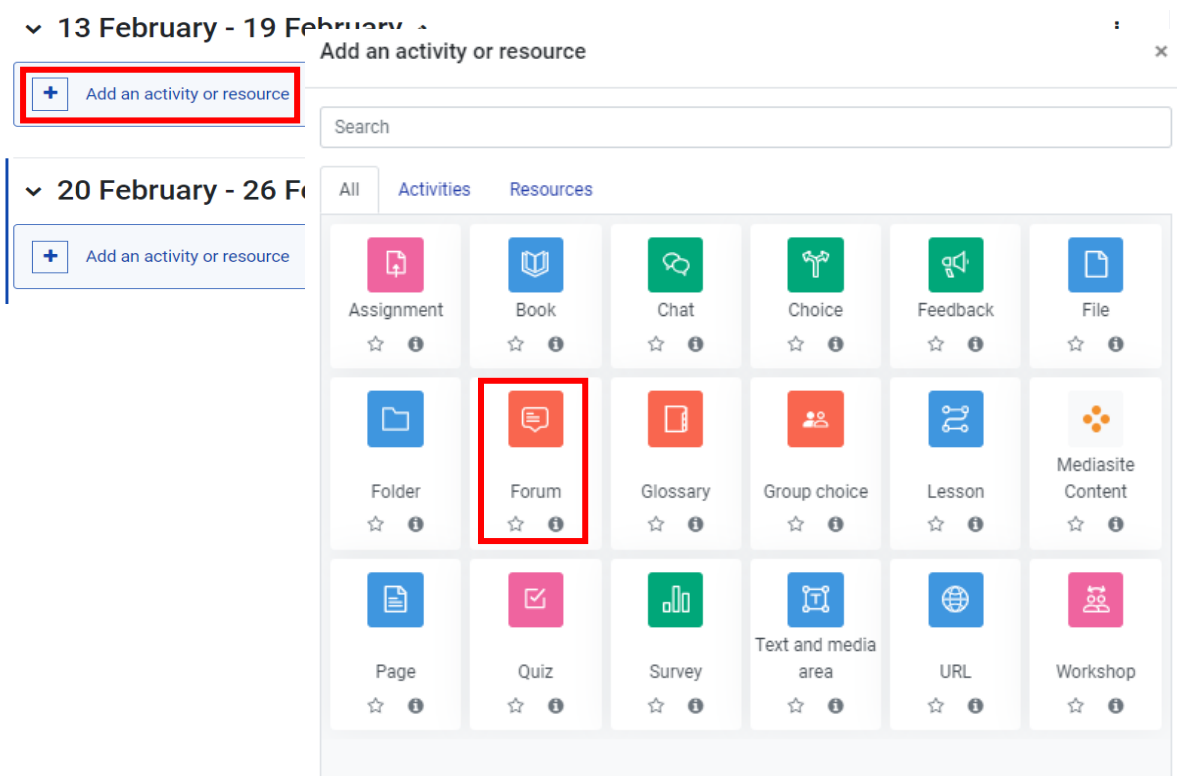
Setting up a Forum

Lecturers and students can communicate and collaborate using Moodle Forums, where lecturers can create discussion topics and, depending on the forum type, allow students to create topics and post replies.

1. At your course, turn editing on with **Edit Mode**.



2. Click **Add an activity or resource** and select **Forum**.



3. At **General**, Enter the title of the forum in the **Forum name** and write instructions for how you want students to use the forum in the **Description**.

General

Forum name


Enter Forum Name


Description


Edit View Insert Format Tools Table Help


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Enter Forum Description

p0 words

☐ Display description on course page

Standard forum for general use

4. Select the type of forum from the **Forum Type** drop-down menu.

Forum type

Standard forum for general use

A single simple discussion
Each person posts one discussion
Q and A forum
Standard forum displayed in a blog-like format
Standard forum for general use

▼ Availability

Due date

6 May 2024 10:53

Cut-off date

☐ Enable

6 May 2024 10:53

The following table will help you decide which type of forum suits your students' learning needs.

Forum type	Suitable for	Constraints	Sample use
A single simple discussion	A short-focused discussion of a single topic.	<p>a. Students can reply to posted topics or other students' responses but cannot start new topics. If a lecturer creates a new thread, it will be hidden from view but listed as an unread post. To allow multiple threads, select one of the Standard options.</p> <p>b. In a single simple discussion, separate groups cannot be used, and all members will see all posts. It's suggested to</p>	Set up a single simple discussion for each topic on the course page, to facilitate the discussion of the week's topic.



The following table will help you decide which type of forum suits your students' learning needs.

Forum type	Suitable for	Constraints	Sample use
		use a standard forum, copying the same discussion topic for each group. You can set a permissions override to prevent students from starting new discussions if needed.	
Each person posts one discussion	A forum that's not as free as a standard discussion, but not as controlled as a single simple discussion.	Each student can only post one new discussion topic, but can all reply to each other's topics, as many times as they like.	<p>a. An introductions forum on the course page where external students post an introduction and view other students' introductions.</p> <p>b. Each student posts a reflection on the week's topic, to which everyone else responds.</p>
Q and A forum	When you have a question and you want all students to contribute to.	Students are required to post a response to a question before they can view other responses. After their initial posting, students can view and respond to others' postings.	Facilitate a group activity during tutorial. Each group must post a response to the tutor's question before seeing other groups' responses.
Standard forum displayed in a blog-like format	Similar to a Standard forum, the Display format forum shows posts differently. Only the initial post of a topic appears on the forum page, with the latest topic appearing first, similar to a blog. Users click "Discuss this topic" to view and participate in the discussion.	Students can start their own discussion thread at any time and/or reply to other threads.	Discussion of an assessment task, general questions about the course.
Standard forum for general use	Large discussions that you intend to monitor/guide, for social forums that are student led. All topics and their replies display at once, with the user's chosen layout (in nested form, if no layout is chosen).	Students can start their own discussion thread at any time and/or reply to other threads.	Discussion of an assessment task, general questions about the course.



5. At **Subscription and Tracking** tab, select **Subscription Mode** from drop-down menu and determine if you want students to automatically receive emails of posts to forums:

Subscription mode ?

Read tracking ?

Optional subscription

Optional subscription

Forced subscription

Auto subscription

Subscription disabled

- 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.
6. Click **Save and return to course**.

Save and return to course

Save and display

Cancel

Note: Lecturer to determine the type of forum to be used for their course.