

# Adding a Forum Activity

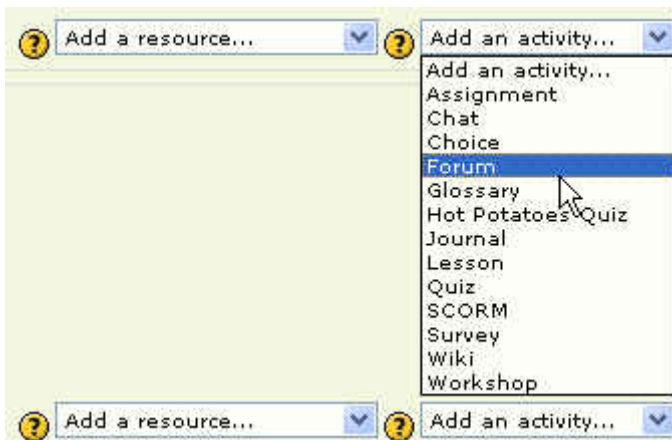
## Introduction

Course Discussion Forum is a very useful activity which allows for discussion to extend beyond the classroom walls. Online discussion is becoming a part of the educational culture with its own unique characteristics, which need to be considered in order to be successful. To conduct a successful online discussion the following web link provides you with some useful instructional tips:

<http://www.wagner.edu/infotech/filestore2/download/499/onlineguide.pdf>

## How to create a Forum?

To create a forum activity you should first **turn the editing on**, then, in the week where you want the forum to show up click on the **Add an Activity** pull down menu and select **"Forum"**.



This will take you to the first Forum editing screen as shown below. Follow the instructions in the yellow tags:

### Adding a new Forum

Forum name:

Forum type:

Forum introduction:   
Write carefully   
Ask good questions   
About the HTML editor   
   
Discuss this topic. (your instructions and directions go here)

Can a student post to this forum?:

Force everyone to be subscribed?:

Read tracking for this forum?:

Maximum attachment size:

Allow posts to be rated?:  Use ratings:   
Users:    
View:    
Grade:    
 Restrict ratings to posts with dates in this range:   
From:        
To:

Post threshold for warning:

Post threshold for blocking:

Time period for blocking:

Group mode:

Visible to students:

Type a name for your Forum

Select a forum type

Type the discussion topic and any additional instructions here.

Allow students to post their replies

If "Yes" is selected an email will be sent to you each time a response is posted

Users may track read and unread messages.

Instructors can keep ratings only to themselves or give students rights to rate each others postings.

You can give it a grade

Enforce time limits for rated and graded postings.

This is to control the maximum number of postings a student can post in a thread

Save the forum setting to browse the posting.

Select a display form for the postings. Nested form is the most used form.

**Emerging trends in Social Software**  
by **Ismail Elmahdi** - Friday, May 5 2006, 07:05 AM

New communication software such as blogs, wikis and VOIP are emerging throughout college campuses.

Discuss this topic and highlight their roll in building new learning communities.

[Edit](#) | [Delete](#) | [Reply](#)

- Display replies in nested form
- Display replies flat, with oldest first
- Display replies flat, with newest first
- Display replies in threaded form
- Display replies in nested form

You may edit or delete your own posting. Participants (including you) can reply to the post by clicking on the reply button.

The following window will come up when you click on the reply button:

### Your reply:

The screenshot shows the 'Your reply' window in Moodle. At the top, the subject is 'Re: Emerging trends in Social Software'. Below it is a rich text editor with a toolbar and a text area containing the text 'Students type their replies here. and they can add an attachment too. as shown below:'. To the left of the text area are four help icons: 'Read carefully', 'Write carefully', 'Ask good questions', and 'About the HTML editor'. Below the text area is a 'Path:' field. Further down are 'Formatting: HTML format', 'Subscription: I don't want email copies of posts to this forum', and 'Attachment: (optional) P:\Moodle\Aiken format.doc' with a 'Browse...' button. A 'Save changes' button is at the bottom. A 'Choose file' window is open in the foreground, showing a file explorer view of the 'Moodle' directory. The file 'Aiken format.doc' is selected. Several yellow callout boxes provide instructions: 'You may choose to receive emails about new postings' points to the subscription dropdown; 'Browse to add an attachment.' points to the 'Browse...' button; 'Click the Save changes button to post your reply.' points to the 'Save changes' button; and 'Double click the file that you want to attach to your post.' points to the 'Aiken format.doc' file in the file explorer.

Postings in a nested form will be display as shown below:

Display replies in nested form

**Emerging trends in Social Software**  
by **Ismail Elmahdi** - Friday, May 5 2006, 11:03 AM

New communication software such as blogs, wikis and VOIP are emerging throughout college campuses.

Discuss this topic and highlight their roll in building new learning communities.

Delete | Reply

**Re: Emerging trends in Social Software**  
by **Ismail Elmahdi** - Friday, May 5 2006, 11:23 AM

Aiken\_format.doc

Students type their replies here. and they can add an attachment too. as shown below:

Show parent | Edit | Split | Delete | Reply

Grading a student's response

Rate...

100 / 100

99 / 100

98 / 100

97 / 100

96 / 100

95 / 100

94 / 100

93 / 100

92 / 100

91 / 100

90 / 100

89 / 100

88 / 100

87 / 100

86 / 100

85 / 100

84 / 100

83 / 100

82 / 100

81 / 100

80 / 100

79 / 100

78 / 100

77 / 100

76 / 100

75 / 100

74 / 100

73 / 100

72 / 100

0 / 100

Send grade to student

Send in my latest ratings

Grading a student's posting

Send grade to student

The grade will be displayed in the student's view as shown below.

**Re: Emerging trends in Social Software**  
by **Stu Dent** - Friday, May 5 2006, 02:21 PM

Student reply

Show parent | Edit | Delete | Reply

Ratings: 100 / 100

Student updated grade.