

## Forum

Forum activity allows course participants to asynchronously discuss issues related to the course by creating, viewing and responding to the discussion topics/posts.

### **A) Create a Forum activity**

- 1) In course main page, press **[Turn editing on]** at top right corner
- 2) Press [ **+** **Add an activity or resource** ] under a course section
- 3) Press the **“Forum”** box
- 4) Enter the Forum name
- 5) Select the appropriate option in **“Forum type”**
  - **A single simple discussion** - you can post only one discussion topic to which students can only reply, and students cannot start new discussion topics
  - **Each person posts one discussion** - each student can post only one discussion topic to which you and students can reply
  - **Q and A forum** - students need to post their own discussion topics before viewing and replying to other students' posts
  - **Standard forum displayed in a blog-like format** - you and students can post one or more discussion topics, and only the first posts of discussion topics are shown with “Discuss this topic” links
  - **Standard forum for general use** - you and students can post one or more discussion topics
- 6) Press **“Attachments and word count”** and **“Subscription and tracking”** categories, then select the appropriate options:
  - **Maximum number of attachments** to a student's Forum post
  - **Display word count** - whether to show number of words at the bottom of each Forum post
  - **Subscription mode** - whether you and students participating in this Forum activity will receive email copies of Forum discussion posts/replies in the selected mailbox(es)
    - *Optional subscription*: you and students can select whether to be subscribed
    - *Forced subscription*: you and students cannot unsubscribe from this Forum activity
    - *Auto subscription*: you and students are initially subscribed but can select to unsubscribe
    - *Subscription disabled*: you and students cannot subscribe to this Forum activity
  - **Read tracking** - whether the posts not read by you or students are highlighted

- 7) Press **“Discussion locking”** and **“Post threshold for blocking”** categories, then select the appropriate options:
  - *Lock discussions after period of inactivity*: whether to lock discussion posts after a specified time has elapsed since the last reply
  - *Time period for blocking*: whether to block students from creating more than a specified number of posts (determined by *“Post threshold for blocking”* option below) in a specified time period
- 8) If necessary, modify its Grading, Ratings, Common module, Restrict access and Activity completion settings
- 9) Press **[Save and return to course]**

#### **B) Create a new discussion topic in Forum activity**

- 1) In course main page, press the name of the Forum activity
- 2) In Forum page, press **[Add a new discussion topic]**
- 3) Press **[Advanced]** below Message field
- 4) Enter the discussion topic subject and message
- 5) If necessary, select, drag and drop to upload file(s) from your computer’s File Explorer to the **“Attachment”** field
- 6) If necessary, check the checkbox(es) below:
  - **Discussion subscription** - if checked, you will receive email copies of new posts to this specific discussion post in your mailbox(es)
  - **Pinned** - if checked, the discussion post will appear on the top of Forum page
  - **Send forum post notifications with no editing-time (i.e. 15-minute) delay** - if checked, the email copy of the discussion post will be sent to course participant(s) subscribed to the Forum activity immediately to their mailbox(es)
- 7) If necessary, press **“Display period”** category, then select/modify the **“Display start”** and **“Display end”** options that control when this discussion topic will be shown to students
- 8) Press **[Post to forum]**

#### **Note:**

##### **How to view, edit and reply the discussion topic/post**

- 1) After you/students have created the discussion topic(s), you can view the list of the discussion topic(s) in Forum page. You can then press the name of the discussion topic to view the posts/replies in this discussion topic.
- 2) After that, in Discussion topic page, you can press *“Edit”*, *“Delete”* and *“Reply”* respectively to edit, delete and reply to this discussion topic.