

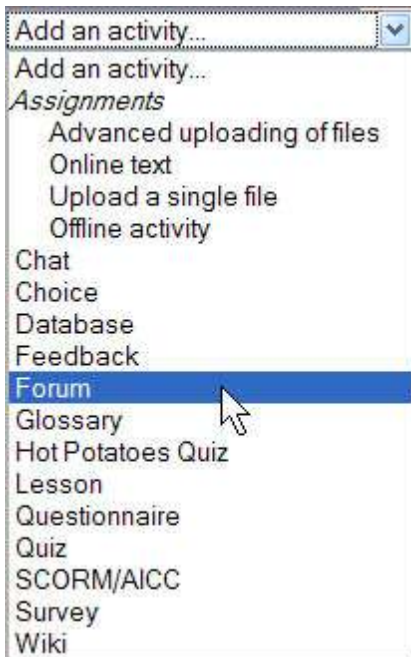
Moodle Forums

From [MoodleDocs](#)

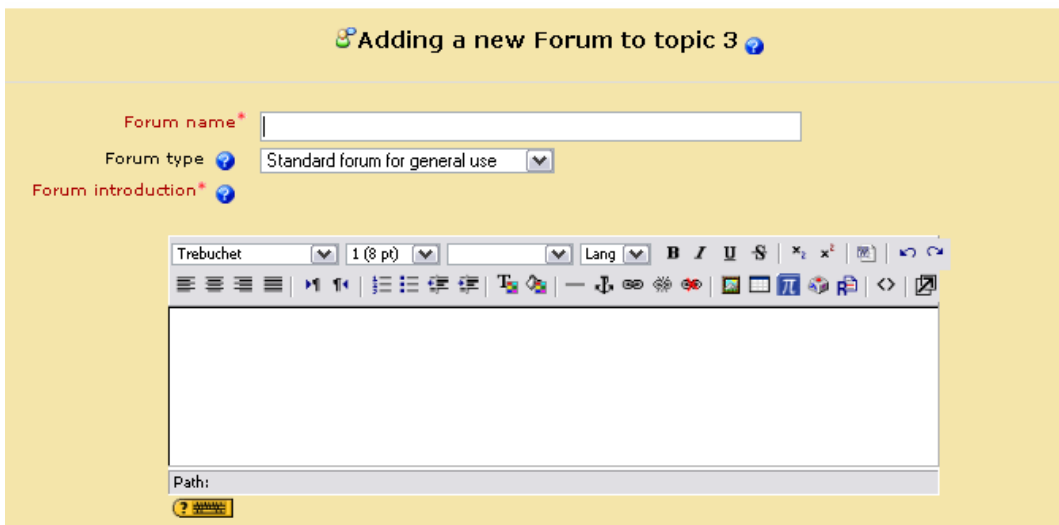
A Moodle forum is an asynchronous communication activity. Groups may be used to set up a journal environment between the instructor and a student, group activity exchanges, or a focused class discussion. You may create a forum to discuss various topics for your class.

All courses have one **News Forum** to be used for class announcements. This is a special type of forum that does not allow student responses. The name of the News Forum can be changed to something more appropriate, such as 'Important Announcements' or the like.

To add a forum, select '**Forum**' from the '**Add an activity**' menu.



This action will take you to the '**Forum**' page:



Required fields are in red font and marked with a red asterisk (*). You start setting up a forum by giving the discussion a name (that will be displayed on the front page and the content/description/instructions).

Types of Forums

A standard forum for general use

The standard forum probably most useful for large discussions that you intend to monitor/guide or for social forums that are student led. Because this type of forum does not limit number of threads or the responses within each thread, you may need to be prepared to spend a significant amount of time finding the common threads amongst the various discussions and weaving them together. Providing overall remarks for particular topics can also be a key aspect of your responsibilities in the discussion. Alternatively, you could ask students to summarize discussion topics at agreed points, once a week or by setting availability.

A single simple discussion

The simple forum is meant to be used for short/time-limited discussion on a single subject or topic. This kind of forum is very productive if you are interested in keeping students focused on a particular issue. The single type does not work well with group activities. For focused group activities, use the 'each person posts on discussion' type.

Each person posts one discussion

This forum type is most useful when you want to achieve a happy medium between a large discussion and a short and focused discussion. A single discussion topic per person allows students a little more freedom than a single discussion forum, but not as much as a standard forum where each student can create as many topics as he or she wishes. Successful forums of this selection can be active, yet focused, as students are not limited in the number of times they can respond to others within threads.

Question and Answer forum (Q and A)

This type of forum posting opportunity among all students, thus encouraging original and independent thinking. In a Q and A forum, instructors post the question and students are required to respond before viewing other students' postings. After the initial posting, students can view and respond to others' postings

The Q and A restrictions only apply to the content of a thread. It does work well, but requires a bit of extra setup. First, you add your forum as usual (except with instructions, not the actual question to be discussed). Save changes. Once created, click on the forum name on the course front page to access it and finish the setup.

In the instructions, ask the students to click on the discussion to access the thread and reply to your question (instead of adding a new thread, in which case they will not see the question). Then, you need to post the first question (thread) with the subject/content of you want students to address. When they access the thread, they will see your question and this message instead of other's posts:

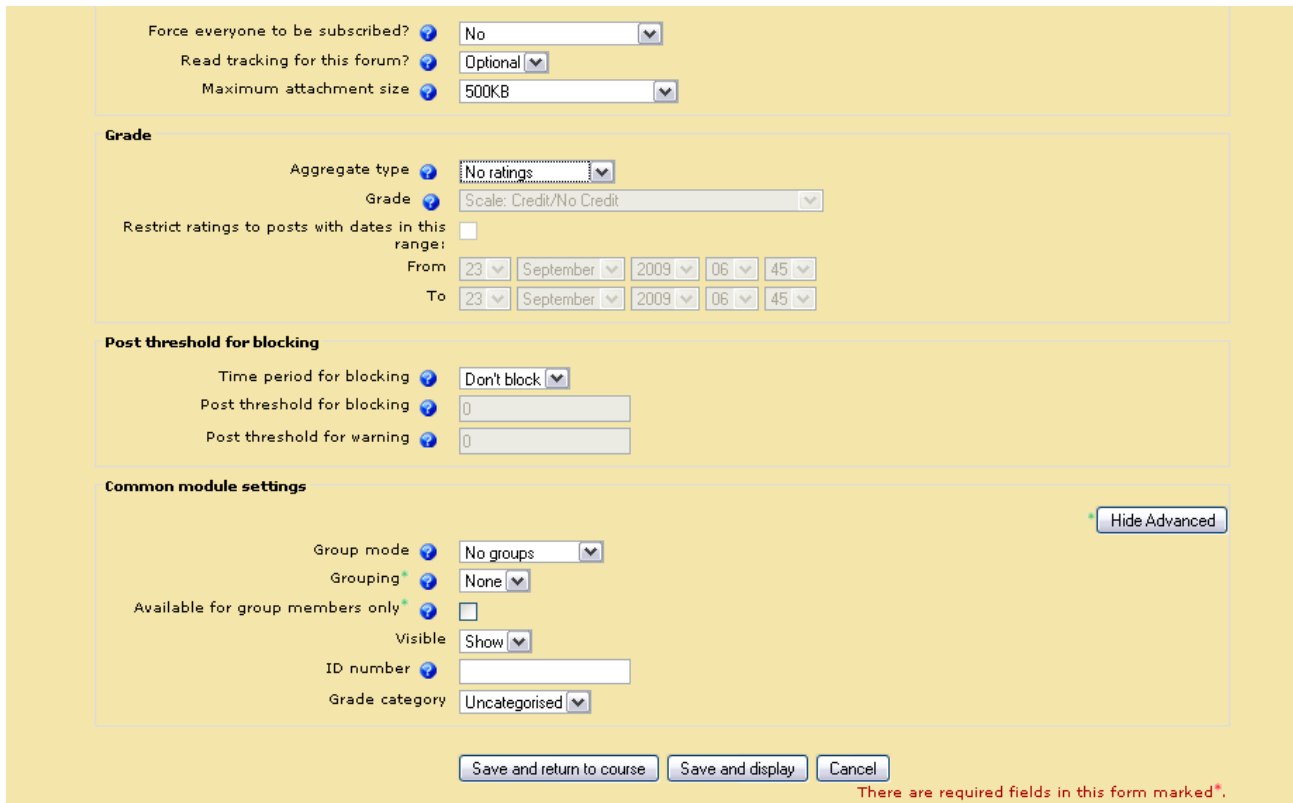
Subject (hidden)

Author (hidden)

This post cannot be viewed by you, probably because you have not posted in the discussion yet.

After they submit their reply, they will be able to see other people's posts content.

Other Forum Settings



The screenshot shows the 'Other Forum Settings' form in Moodle. It is divided into several sections:

- Force everyone to be subscribed?** (No)
- Read tracking for this forum?** (Optional)
- Maximum attachment size** (500KB)
- Grade**
 - Aggregate type: No ratings
 - Grade: Scale: Credit/No Credit
 - Restrict ratings to posts with dates in this range: (checkbox unchecked)
 - From: 23 September 2009 06:45
 - To: 23 September 2009 06:45
- Post threshold for blocking**
 - Time period for blocking: Don't block
 - Post threshold for blocking: 0
 - Post threshold for warning: 0
- Common module settings** (with 'Hide Advanced' button)
 - Group mode: No groups
 - Grouping: None
 - Available for group members only: (checkbox unchecked)
 - Visible: Show
 - ID number: (empty field)
 - Grade category: Uncategorized

At the bottom, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A red note at the bottom right states: 'There are required fields in this form marked*'.

Next is the ‘**Force everyone to be subscribed?**’ option. 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).

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.

Your next option is ‘**Read tracking for this forum**’. If this is enabled in the forum and in the individual’s Moodle profile, 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:

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

The next setting is ‘**Maximum attachment size**’, which allows you to limit the size of any attachments that you may want students to upload or no uploads at all.

The ‘**Grade**’ section allows the grade aggregation to be set. Once the drop-down ‘**Aggregate type**’ option is changed from ‘No ratings’ to any of the available options, the ‘**Grade**’ field will also become available. Grades

can be set using points (1-100), **'No grade'** or use one of the provided scales. *Note: You can also create your own scale by going to the Gradebook, Scales tab.*

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.

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.

You also can choose **'Group mode'** (for group discussions), choose if this activity is **'Visible'** to students and also select a **'Category'** in the gradebook if it has been created in advance.

When you are done with the Forum, click on **'Save changes'**.