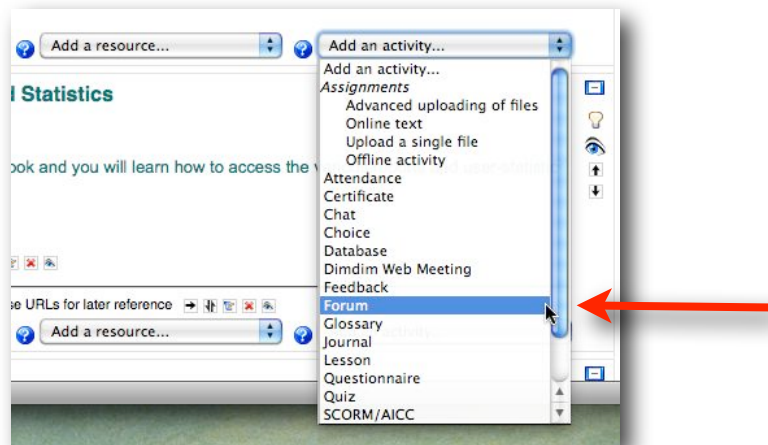


Creating a Discussion Forum in Moodle

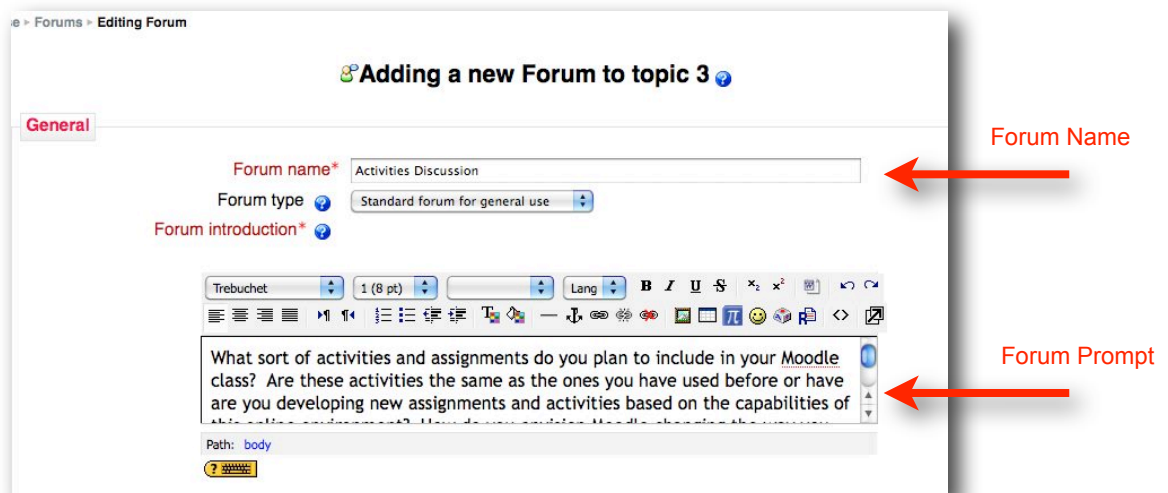
1. Make sure you have turned on editing



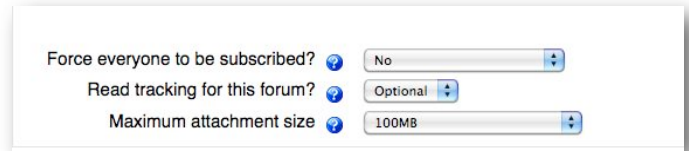
2. Move to the correct week or topic. Use the pull-down **Add An Activity** Menu and select Forums.



3. Type in the Discussion **Forum Name** and enter the **Forum Introduction** (discussion prompt). The phrasing of the prompt is very important. Make sure to phrase an open-ended prompt. It should be written in such a way that it encourages conversation and dialog. Don't ask a question can be answered with "yes or no" or "I agree or I disagree."

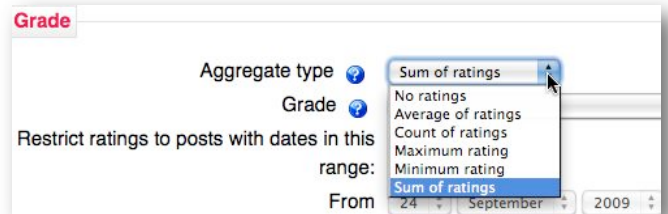


4. Set your forum options. If you **Force** a subscription, it means the student will get an email for every post in the forum. (This will override profile settings). **Read Tracking** allows users to keep track of read and unread posts. (Don't change the maximum attachments size setting.)



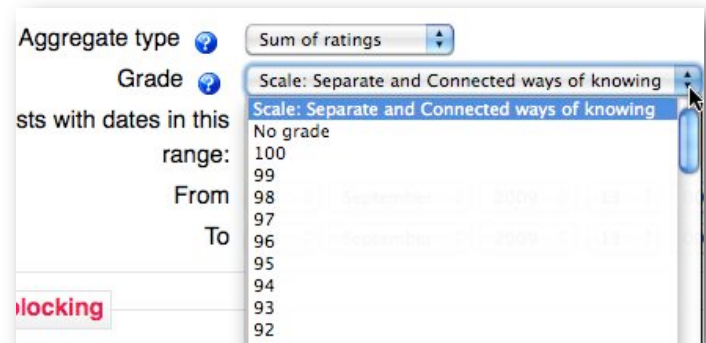
Force everyone to be subscribed? No
Read tracking for this forum? Optional
Maximum attachment size 100MB

5. If you are planning on grading the discussion forum you need to set the **Aggregate type**.



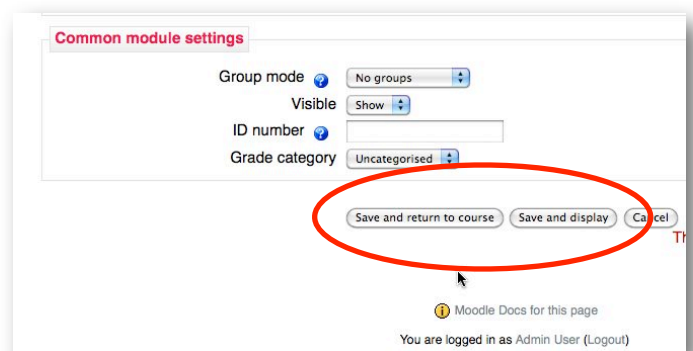
Grade
Aggregate type Sum of ratings
Grade
Restrict ratings to posts with dates in this range:
From 24 September 2009

6. Use the pull-down **Grade** menu to set a point value for the discussion forum.



Aggregate type Sum of ratings
Grade Scale: Separate and Connected ways of knowing
Restrict ratings to posts with dates in this range:
From To
locking

7. Be sure to scroll down to the bottom of the page and **Save** your forum when you have finished with all of your settings.



Common module settings
Group mode No groups
Visible Show
ID number
Grade category Uncategorized
Save and return to course Save and display Cancel
Moodle Docs for this page
You are logged in as Admin User (Logout)