

## Discussion Forums in Moodle

By default, each course in Moodle has an **Announcements** forum. Additional forums can be added to a course site to promote and help facilitate interactive discussions between students, and with the instructor.

### Types of Forums

An **Announcements** forum is automatically created for each course and is a place for general course announcements and news. There are five different types of discussion forums an instructor can choose from:

- **A single simple discussion** – A single topic discussion developed on one page.
  - **Note:** group mode cannot be used with this type.
- **Each person posts one discussion** – Each person can post only one new discussion topic; however, students are not limited in the replies they can make on one another's discussions.
- **Q and A forum** – Instead of initiating discussions, the instructor poses a question to the class. Students may reply with an answer, but cannot see the replies of other students until they have posted their own response to the question.
  - **Note:** In order for this forum type to properly function, the *instructor* must go into the forum after creating it and then click on “**Add a new question**” to pose the question for their students to answer.

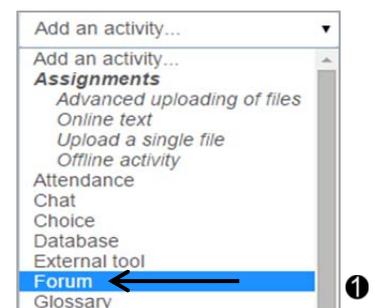
When *students* answer the question they should click **reply** in the thread where the instructor has posed the question. They should **not** answer the question by clicking “Add a new question.”

- **Standard forum displayed in a blog-like format** – An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links.
- **Standard forum for general use** – An open forum where anyone can start a new discussion topic at any time and any student can reply to any posting.

**Important Note:** A forum's type cannot be modified after it has been created and students have posted to the forum. It is important to select the proper format type for an online discussion before you create a forum.

### Creating a Forum

1. Click 
2. Go to the desired module, click on the **Add an activity** dropdown menu, and select **Forum** ❶
3. Provide a name for the discussion forum and specify the type of the forum ❷
4. Type a description for the forum, which provides participants with a discussion prompt and instructions on the use of the forum ❸
5. Scroll down and click  to create the forum



Forum name\*

❷

Description\*

Font family ▼ Font size ▼ Paragraph ▼

⏪ ⏩ 📄 🗑️ 🔄

Path: p

❸

## Additional Forum Creation Settings

**Display description on course page:** If checked, this option will show the description of the forum on your Moodle course page.

**Maximum attachment size:** This option specifies the largest size of file that can be attached to a forum post.

**Maximum number of attachments:** This setting specifies the maximum number of files that can be attached to a forum post.

**Subscription mode:** When one is subscribed to the discussion forum, it means the participant will receive email copies of forum posts. There are four types of subscriptions:

- *Optional subscription* - Participants can choose whether to be subscribed (default and preferred).
- *Forced subscription* - Everyone is subscribed and cannot unsubscribe. This option can create a large volume of emails and is not recommended.
- *Auto subscription* - Everyone is subscribed initially but can choose to unsubscribe at any time.
- *Subscription disabled* - Subscriptions are not allowed. ❶



**Note:** It is suggested to **avoid the use** of *forced subscriptions* because of the amount of email messages this will send to participants.

**Read tracking for this forum:** This option will highlight which forum postings have been *read* and which remain *unread*.

**Thresholds:** This option allows an instructor to establish a maximum number of postings per student in a given time period within a discussion forum. Once the number has been reached, a warning will be displayed that will inform the student that they may not post to the forum. ❷

**Grade category:** This setting controls the category in which this activity's grades are placed in the gradebook.

**Ratings:** Posts may be given a rating or a number grade. Only teachers and non-editing teachers may give ratings to forum posts. (*Grading discussions is elaborated on the "Grading Discussion Forums" section*)

**Visible:** Allows an instructor to *Show* (make available) or *Hide* (keep hidden) a newly created forum.

**Group mode:** Allows an instructor to create groups and restrict group members to be assigned to specific discussion forum areas. (*For more information please see the Collaborative Activities tutorial.*)

**Note:** Single Simple discussion forums cannot be used in group mode.



# Engaging in Discussion Forums

## Posting a New Topic

- To access the discussion forums, click on  **Forums** under the **Activities** block
- Click on the discussion forum you would like to contribute to, and click on . If you are adding to a *Single Simple Discussion Forum*, simply click 
- Fill in the topic subject and content (add an attachment, if you wish), and then click 

## Reading a Message

- To access the discussion forums, click on  **Forums** under the **Activities** block
- Click onto the specific discussion forum you created that you would like to read content from ❶
- If it is not a *Single Simple Discussion* forum, click on the topic you wish to view ❷
- Then you will see all the replies that students have made ❸

Forum	Description	Discussions	Subscribed	Email digest type ?
News forum	General news and announcements	3	Yes	Default (No digest) ▼

Discussion	Started by	Replies	Last post
Social Topic	 Zachary Pournazari	0	Zachary Pournazari Thu, 11 Jun 2015, 11:15 AM
Big News	 Zachary Pournazari	0	Zachary Pournazari Thu, 11 Jun 2015, 11:15 AM
WOW	 Zachary Pournazari	0	Zachary Pournazari Thu, 11 Jun 2015, 11:08 AM

## Posting a Response to a Message

- Choose the message you wish to respond to and click , then type your response in the message text box
- Scroll down and click 

**Note:** Only Instructors have the   options for each reply that is made.

 **Argument on Goal Line Technology in Soccer**  
 by Zachary Pournazari - Thursday, 11 June 2015, 11:39 AM

How do you the students feel about this technology being used in soccer?  
 You will be graded out of 5 points.

Average of ratings: - Edit | Reply

---

 **Re: Argument on Goal Line Technology in Soccer**  
 by Ryan Sobeck - Thursday, 11 June 2015, 11:41 AM

I honestly feel that this is a very important technology that is really revolutionary to the game of soccer. It is a really important step forward in the game and with it, it will allow many games to receive proper outcome. There are many games in the future that will be impacted by this technology which is why it is so revolutionary.  
 (Edited by Zachary Pournazari - original submission Thursday, 11 June 2015, 11:40 AM)

Average of ratings: -  Show parent | Edit | Delete | Reply

## Grading Discussion Forums

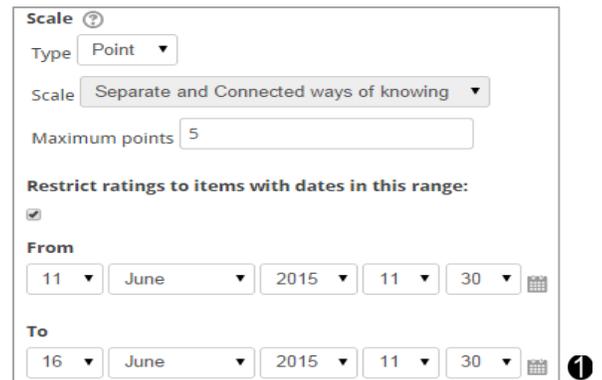
In Moodle, **Discussion Forums** are gradable similarly to assignments. When creating a Discussion Forum that will be graded, check **Allow posts to be rated** during its creation. Use the Grade dropdown menu to select the grading scale you wish to use. ❶

**Note:** If you are using a **weighted gradebook**, graded activities will only be weighted equally if the Grade dropdown is the same for all activities contained within that category. That is, the number of possible points per assignment should be equal for every activity in the category.

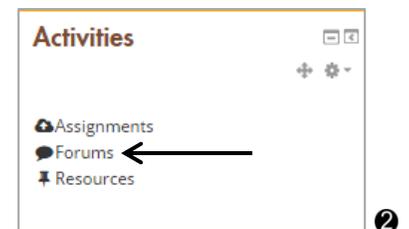
1. Click on the  **Forums** under the **Activities** block ❷
2. Select the forum that will be graded in the forums list ❸
3. Next, in the **Ratings** drop down menu located in the post to be graded, select the grade the student will receive ❹

**Notes:** Only instructors can grade forum posts. Students will not be able to grade other students' posts, and they will only be able to see their own ratings.

Due to the manner in which Moodle averages forum ratings, we highly suggest that you only rate one post per student per forum. This means grading a student only once for each forum when forum posting has ceased. A student's total forum grade should be assigned to either their first or last forum posting.

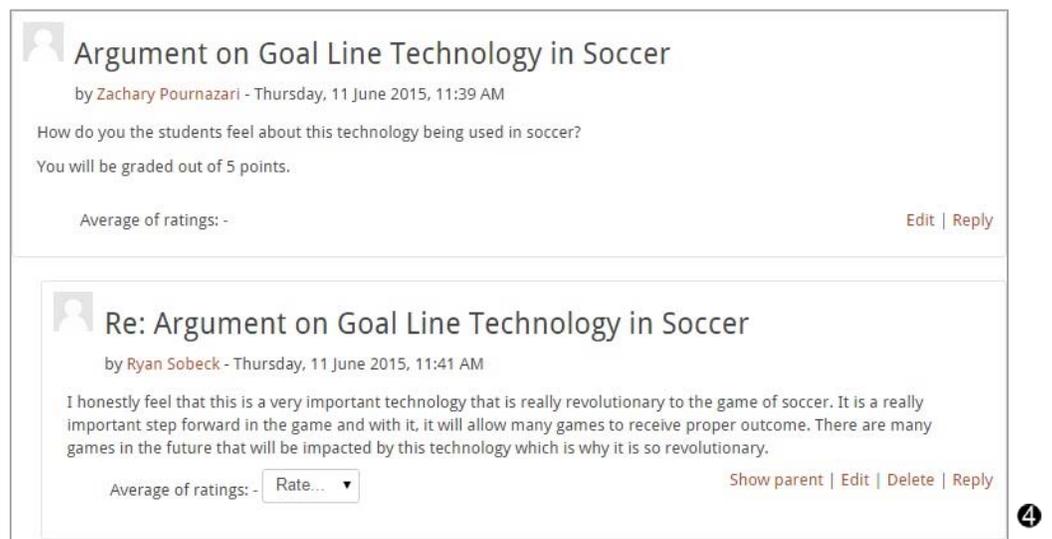


Scale   
 Type: Point  
 Scale: Separate and Connected ways of knowing  
 Maximum points: 5  
 Restrict ratings to items with dates in this range:  
  
 From: 11 June 2015 11:30  
 To: 16 June 2015 11:30



**Activities**  
 Assignments  
**Forums** ←  
 Resources

Topic	Forum	Description	Discussions	Subscribed	Email digest type
Week #1	Argument on Goal Line Technology in Soccer	How do you the students feel about this technology being used in soccer? You will be graded out of 5 points.	1	NO	D



**Argument on Goal Line Technology in Soccer**  
 by Zachary Pournazari - Thursday, 11 June 2015, 11:39 AM  
 How do you the students feel about this technology being used in soccer?  
 You will be graded out of 5 points.  
 Average of ratings: - Edit | Reply

---

**Re: Argument on Goal Line Technology in Soccer**  
 by Ryan Sobeck - Thursday, 11 June 2015, 11:41 AM  
 I honestly feel that this is a very important technology that is really revolutionary to the game of soccer. It is a really important step forward in the game and with it, it will allow many games to receive proper outcome. There are many games in the future that will be impacted by this technology which is why it is so revolutionary.  
 Average of ratings: -  Show parent | Edit | Delete | Reply