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 the **Turn editing on** button.

2. Go to the desired module, click on the **Add an activity** dropdown menu, and select **Forum**.

   ![Add an activity menu](image-url)
3. Provide a **Name** for the discussion forum.

4. Type a **Description** for the forum, which provides participants with a discussion prompt and instructions on the use of the forum.

5. Choose the type of **Forum** from the **Forum type** drop down menu.

6. Scroll down and click the **Save and return to course** button to create the forum.

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**Additional Forum 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 and Tracking:**

When one is subscribed to the discussion forum, it means the participant will receive email copies of forum posts.

- **Optional subscription** – Participants can choose whether to be subscribed.
- **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.

*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.

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.

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.

Engaging in Discussion Forums

Posting a new Topic

To view uploaded assignments in Moodle, follow the steps below:

1. Click on Course Management tab at the top right of your course page.

2. Select Forums under the Activities menu.

3. Click on the discussion forum you would like to contribute to, and click on Add a New Topic. If you are adding to a Single Simple Discussion Forum, simple click Reply.

4. Fill in the topic subject and content (add an attachment, if you wish) and then click Post to Forum.

Reading a Message

To review the content on a discussion forum, follow the steps below:

1. Click on Course Management tab at the top right of your course page.

2. Select Forums under the Activities menu.
3. Click onto the specific discussion forum you created that you would like to read content from.

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Started by</th>
<th>Replies</th>
<th>Last post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello World Script</td>
<td>Thomas Zorn</td>
<td>0</td>
<td>Thomas Zorn</td>
</tr>
<tr>
<td>Swift 4 and ObjC</td>
<td>Thomas Zorn</td>
<td>0</td>
<td>Thomas Zorn</td>
</tr>
<tr>
<td>Variables in ObjC</td>
<td>Thomas Zorn</td>
<td>0</td>
<td>Thomas Zorn</td>
</tr>
</tbody>
</table>

**Note:** If it is not a Single Simple Discussion forum, click on the topic you wish to view.

4. Then you will see all the replies that students have made.

Posting a Response to a Message

1. Choose the message you wish to respond to and click reply, then type your response in the message text box.

2. Scroll down and click Post to Forum.

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

Grading Discussion Forums

In Moodle, Discussion Forums are gradable similarly to other activities. When creating a Discussion Forum that will be graded, go to the Ratings section and change the aggregate type from No Ratings to Average, Count, Maximum, Minimum or Sum of Ratings.

To grade a post by a student, follow the steps below:

1. Click on Course Management tab at the top right of your course page.

2. Select Forums under the Activities menu.
3. Click onto the specific discussion forum you created that you would like to grade content from.

4. Next, in the **Ratings** drop down menu located in the post to be graded, select the grade the student will receive.

**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.