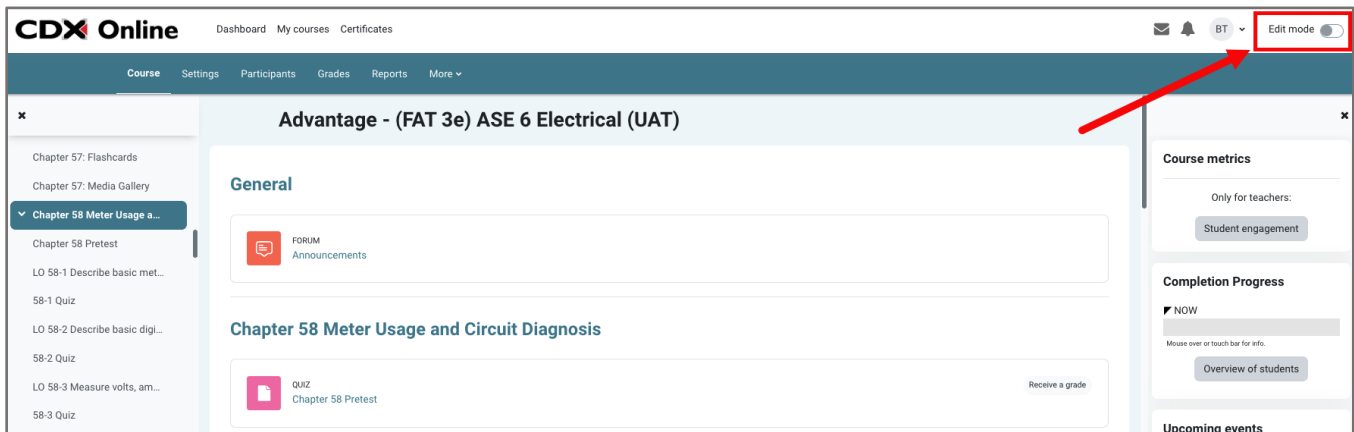


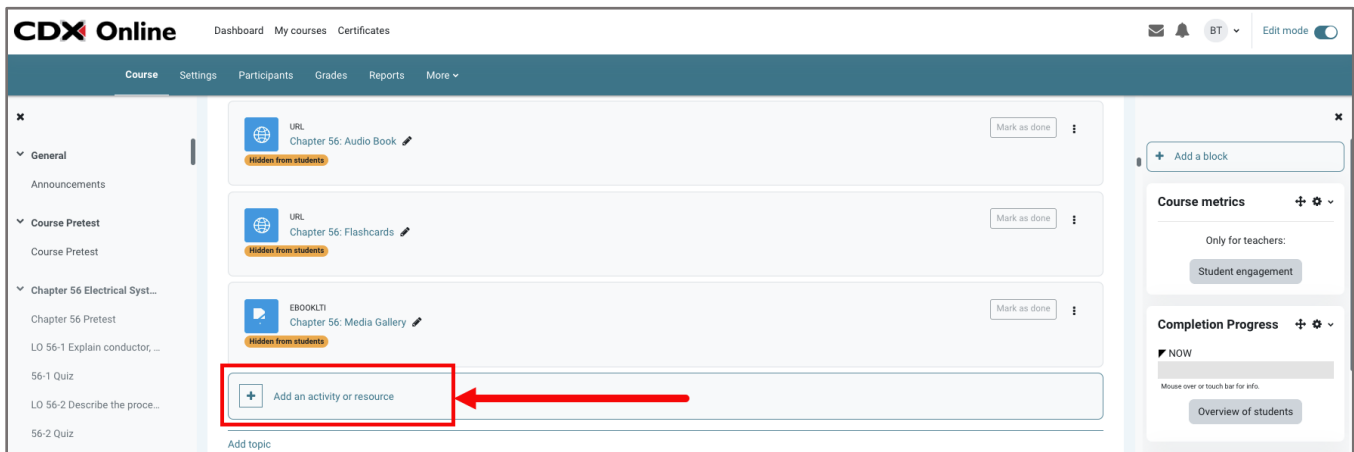
How to Set Up Online Discussion Forums

You may set up forums in your course to engage students in online discussions. You have a variety of options for managing the discussion format and setting rules of engagement for students. You may also choose to make any forum a graded activity to require student participation and score them on their contributions.

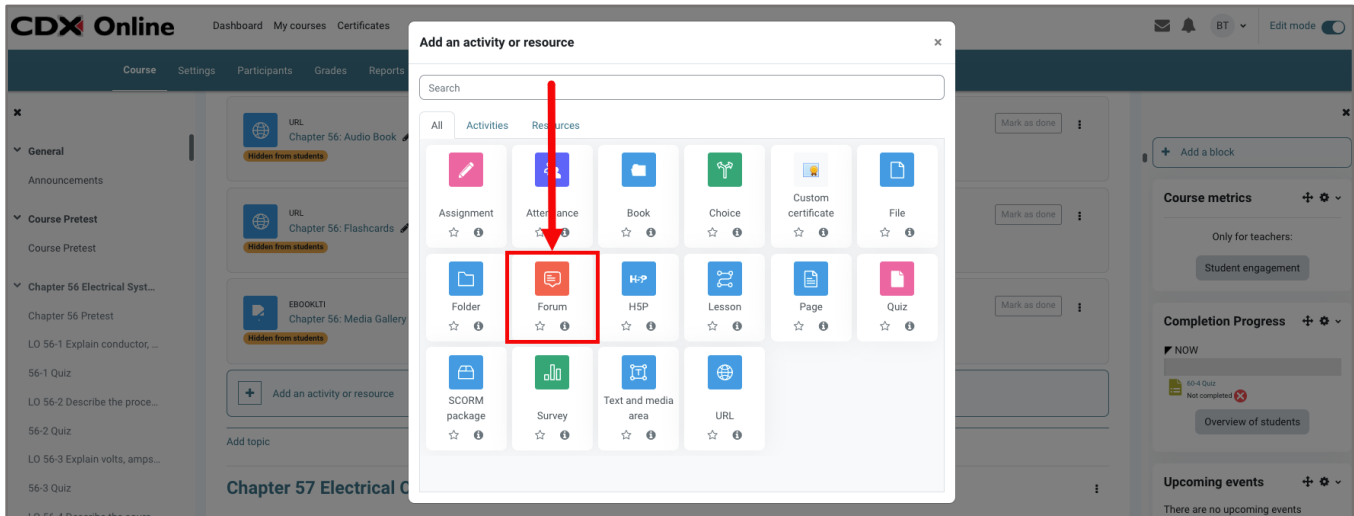
1. Navigate to the course page for where you'd like to add a discussion forum. Then toggle **ON** the course **Edit Mode** using the button at the top of the page.



2. Next, scroll as needed to find and select the **Add activity or resource** option at the bottom of the page contents.



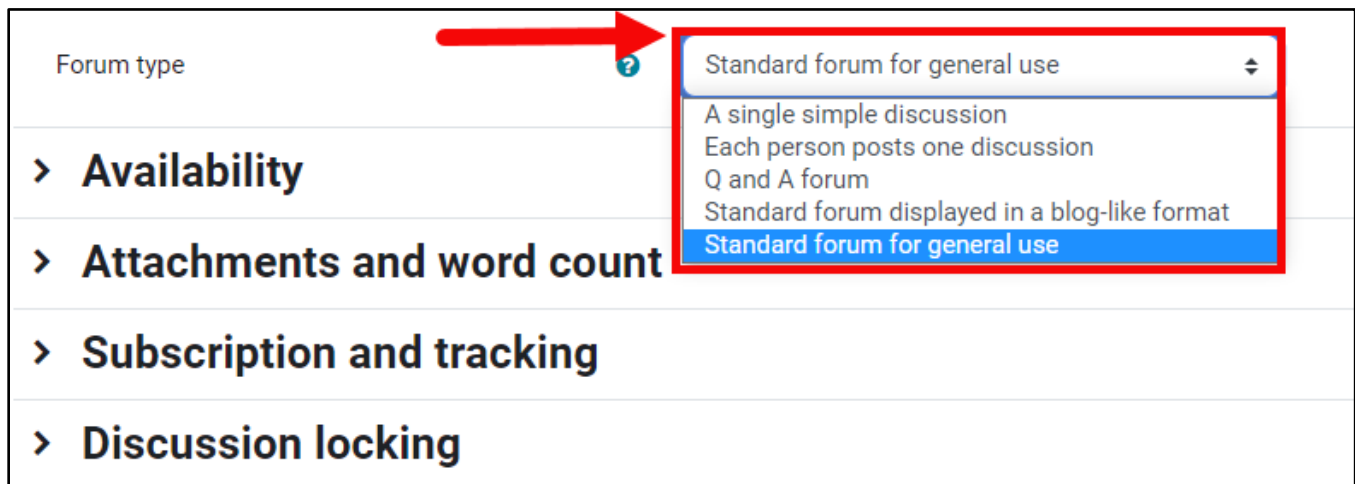
3. From the **Add an activity or resource** popup window, select the **Forum** option.



4. On the Forum settings page that opens, begin by entering a name of your choosing in the **Forum name** field to set how the forum is labeled in the course. Then, use the **Description** field below to enter the topic for discussion, your expectations for your students, and any additional information they may need. If you would like to display the text on the course page in line with the forum, check the **Display description on course page** box below.

A screenshot of the "Adding a new Forum to Chapter 56 Electrical System Fundamentals" settings page. The page has a "General" section. The "Forum name" field is highlighted with a red box and contains the text "Chapter 56: Discussion Questions". The "Description" field is also highlighted with a red box and contains the text "Please share your expectations from this chapter." Below the description field, the "Display description on course page" checkbox is checked and highlighted with a red box. The "Forum type" dropdown menu is set to "Standard forum for general use".

5. Next, consider and use the **Forum type** dropdown menu to select the best format or type of online discussion in which your students will participate. There are five types of forums to choose from:
- a. **Standard forum for general use** – An open forum where anyone can start a new discussion at any time.
 - b. **A single simple discussion** – A single discussion topic which everyone can reply to (this cannot be used with separate groups).
 - c. **Each person posts one discussion** – Allows each student to post exactly one new discussion topic, which everyone can then reply to in the course.
 - d. **Q&A forum** – Requires students to first post their perspectives before viewing other students' posts.
 - e. **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.



The screenshot shows a user interface for selecting a forum type. A red arrow points to the 'Forum type' dropdown menu. The dropdown menu is open, showing five options: 'Standard forum for general use', 'A single simple discussion', 'Each person posts one discussion', 'Q and A forum', and 'Standard forum displayed in a blog-like format'. The 'Standard forum for general use' option is highlighted in blue. Below the dropdown menu, there are four expandable sections: 'Availability', 'Attachments and word count', 'Subscription and tracking', and 'Discussion locking'.

Forum type
> Availability
> Attachments and word count
> Subscription and tracking
> Discussion locking

6. Click the corresponding **Question Mark** bubble next to the **Forum type** setting for a detailed explanation of each option available before making your decision.

Click to display descriptions of each forum type

Forum type

There are 5 forum types:

- A single simple discussion - A single discussion topic which everyone can reply to (cannot be used with separate groups)
- Each person posts one discussion - Each student can post exactly one new discussion topic, which everyone can then reply to
- Q and A forum - A student must first post their reply to a question posted by the teacher, before viewing other students' posts
- 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 at any time

Availability

Attachments and word count

Subscription and tracking

Discussion locking

7. Students can upload file attachments as part of their responses, if necessary. Review the settings in the **Attachments and word count** section to adjust any upload limitations you wish to set. If you have any specific word count requirements, you may also toggle on or off the **Display word count** setting here to help you quickly check your students' responses as needed.

✓ **Attachments and word count**

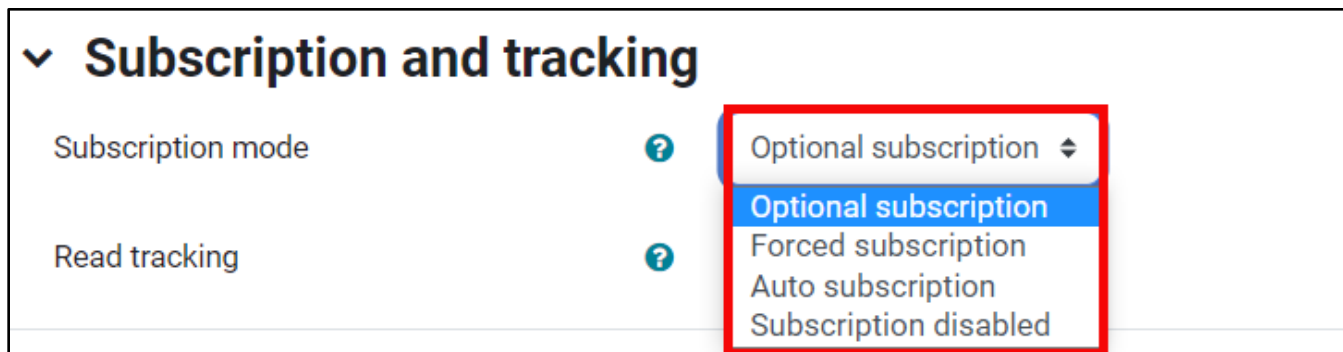
Maximum attachment size 500 KB

Maximum number of attachments 9

Display word count No

➤ **Subscription and tracking**

8. Next, under the **Subscription and tracking** section, use the **Subscription mode** dropdown to determine how course participants will be notified of any forum activity by their peers. Click the **Question mark** help button next to it for an explanation of each subscription option.



▼ **Subscription and tracking**

Subscription mode ? Optional subscription ▾

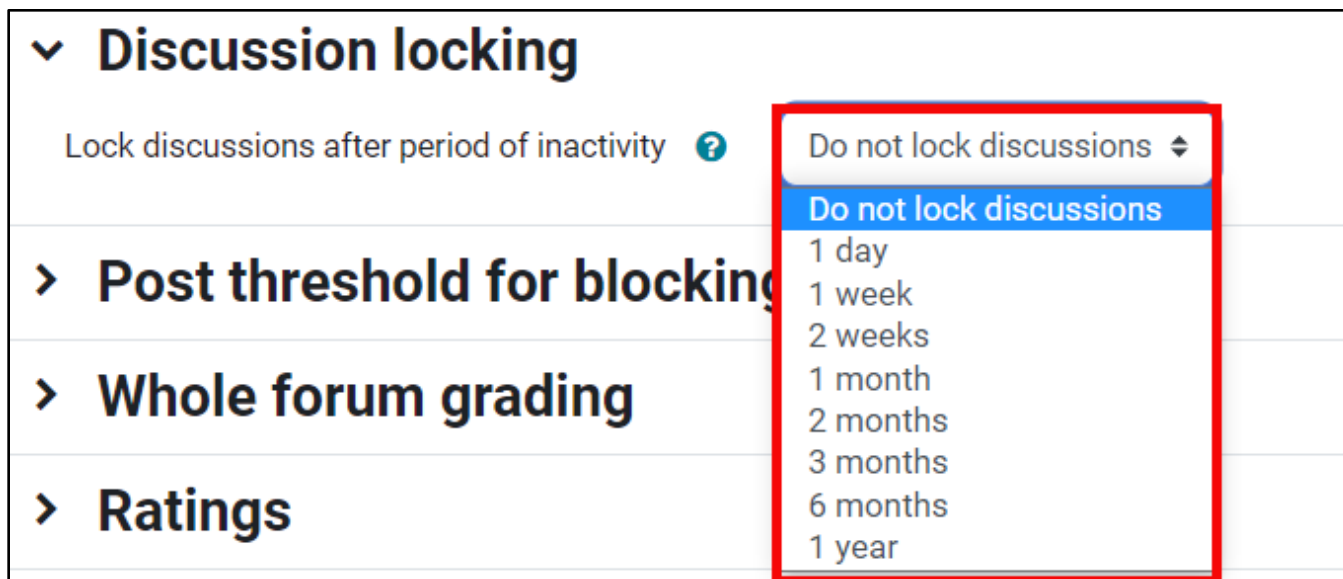
Read tracking ? Optional subscription

Forced subscription

Auto subscription

Subscription disabled

9. Under the **Discussion locking** section, you have the option to automatically close the forum for any subsequent participation after a selected period of inactivity.



▼ **Discussion locking**

Lock discussions after period of inactivity ? Do not lock discussions ▾

Do not lock discussions

1 day

1 week

2 weeks

1 month

2 months

3 months

6 months

1 year

> **Post threshold for blocking**

> **Whole forum grading**

> **Ratings**

10. Similarly, settings parameters under the **Post threshold for blocking** section may be adjusted as needed to manage how often students may contribute or participate in the discussion. For instance, you may set a maximum of 4 posts every 2 days per student.

▼ **Post threshold for blocking**

Time period for blocking

?

2 days

⌵

Post threshold for blocking

?

4

Post threshold for warning

?

0

Click the question marks for more details on each option

11. Under the **Whole forum grading** section, you may toggle various options to determine how your students' participation is graded. Use the **Grade - Type** option to configure whether the Forum is graded and how to assess student contributions. Adjust the **Grading category** menu to determine the category to which the forum's activities are placed in the Gradebook, along with a **Grade to pass** and notification preferences.

▼ **Whole forum grading**

Grade

?

Type

Point

⌵

Maximum grade

100

Grading method

?

Simple direct grading

⌵

Grade category

?

Uncategorized

⌵

Grade to pass

?

Default setting for "Notify students"

?

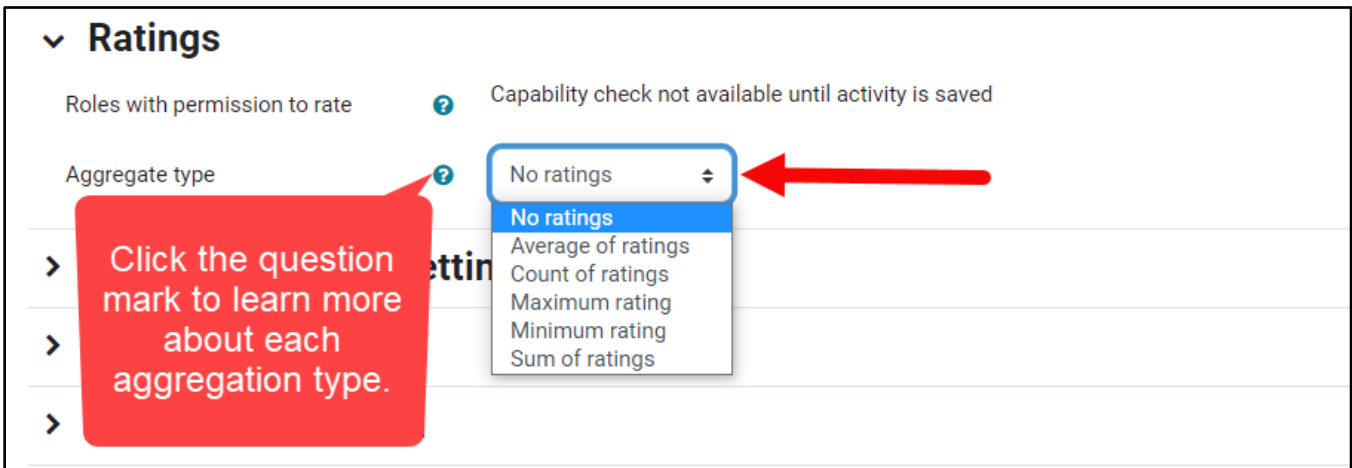
No

⌵

Grading preference

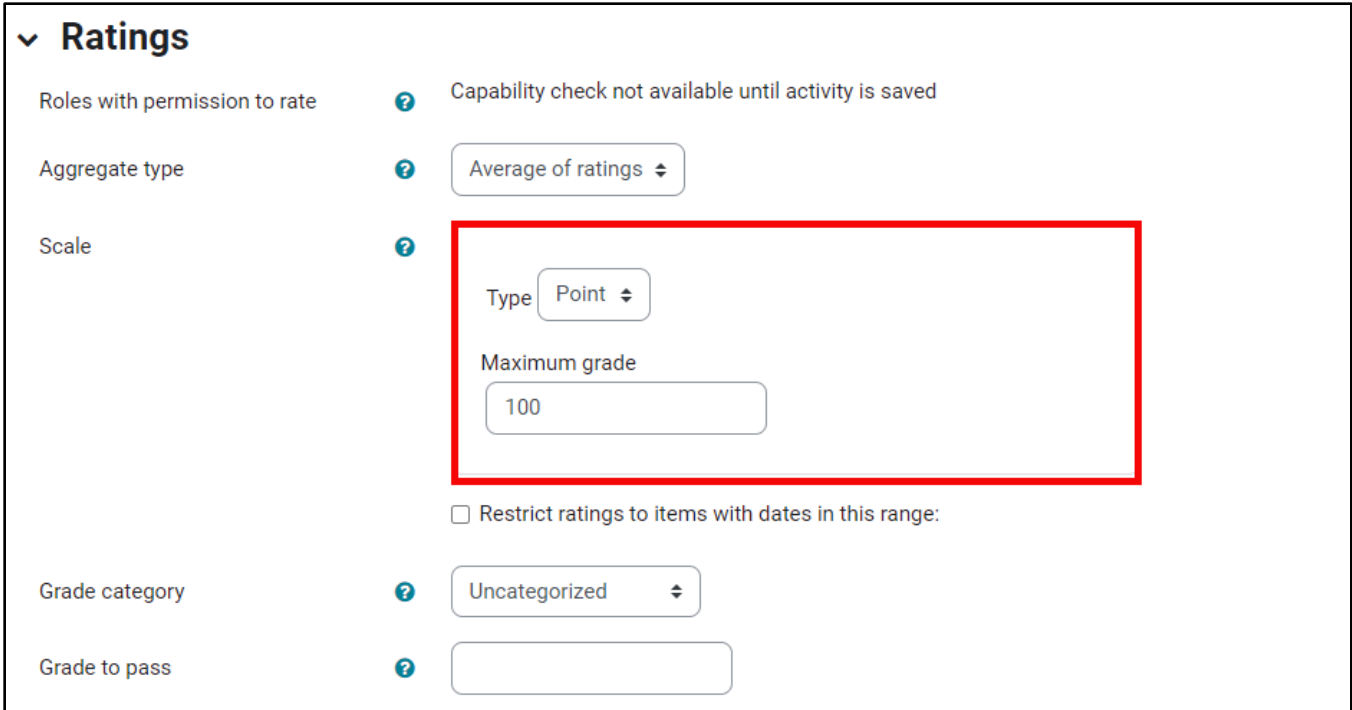
Grader report placement

12. Your grading approach to the forum is further determined under the **Ratings** section. Forum grades will be calculated based on the ratings you apply to each student's post. Use the **Aggregate type** menu to choose your preference for how multiple ratings will be aggregated to reflect their final score in the gradebook.



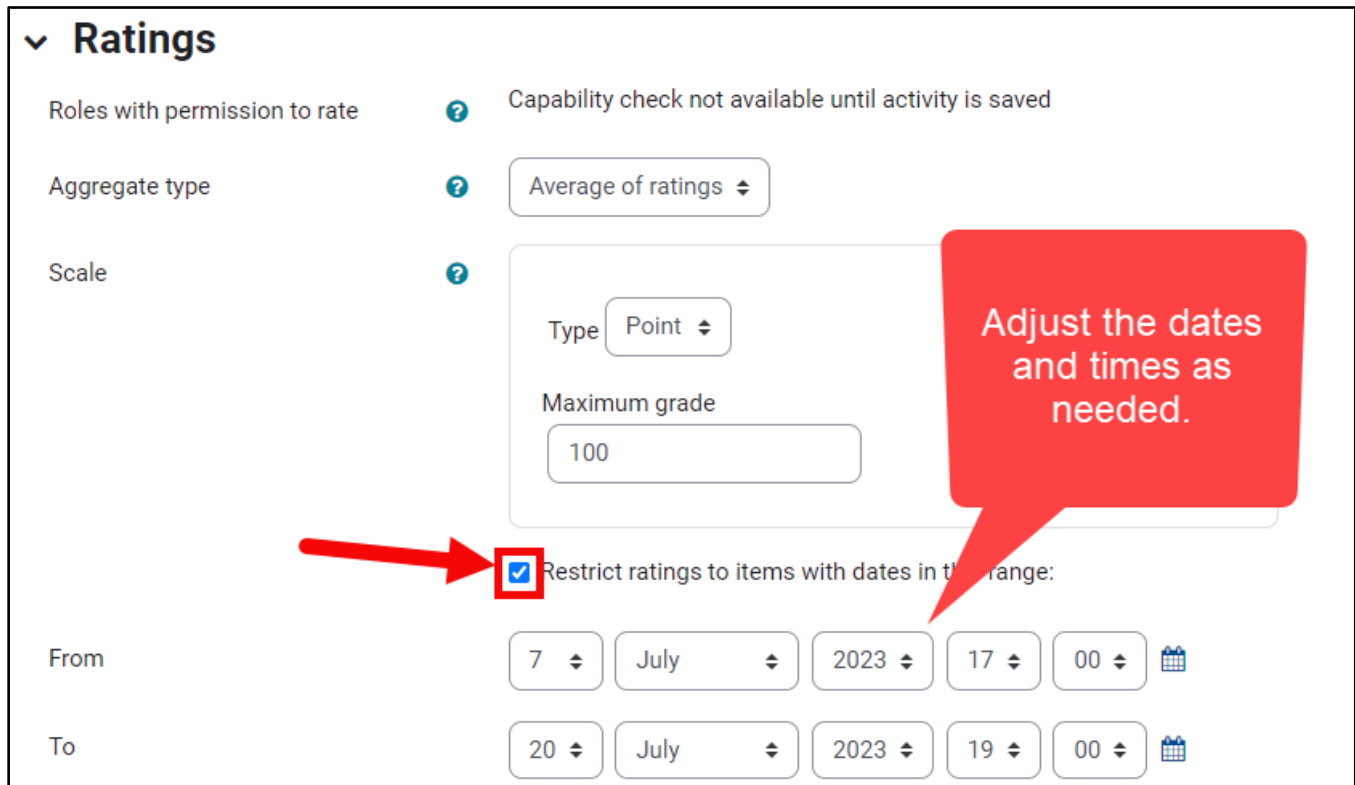
The screenshot shows the 'Ratings' section of a settings page. The 'Aggregate type' dropdown menu is open, displaying options: 'No ratings', 'Average of ratings', 'Count of ratings', 'Maximum rating', 'Minimum rating', and 'Sum of ratings'. A red arrow points to the 'No ratings' option. A red callout box with a question mark icon contains the text: 'Click the question mark to learn more about each aggregation type.' The 'Roles with permission to rate' field is empty, and a message states 'Capability check not available until activity is saved'.

13. When applying a ratings aggregation, use the **Scale** settings to choose the type of rating method you wish to use when scoring students' contributions to the discussion. For ease of use, the **Point** approach is recommended together with the default **Maximum grade** of 100.



The screenshot shows the 'Ratings' section of a settings page. The 'Aggregate type' is set to 'Average of ratings'. The 'Scale' section is highlighted with a red box and contains the following settings: 'Type' is set to 'Point', and 'Maximum grade' is set to '100'. Below the 'Scale' section, there is a checkbox labeled 'Restrict ratings to items with dates in this range:' which is currently unchecked. The 'Grade category' is set to 'Uncategorized', and the 'Grade to pass' field is empty. The 'Roles with permission to rate' field is empty, and a message states 'Capability check not available until activity is saved'.

14. If you wish to leave the forum open to ongoing discussion, but also prefer to limit the scope of your grading to a specified time period aligned with expectations for the assignment, check the **Restrict rating to items with dates in this range** box and use the **From** and **To** time menus to define these limitations.



▼ Ratings

Roles with permission to rate ? Capability check not available until activity is saved

Aggregate type ? Average of ratings ▾

Scale ?

Type Point ▾

Maximum grade 100

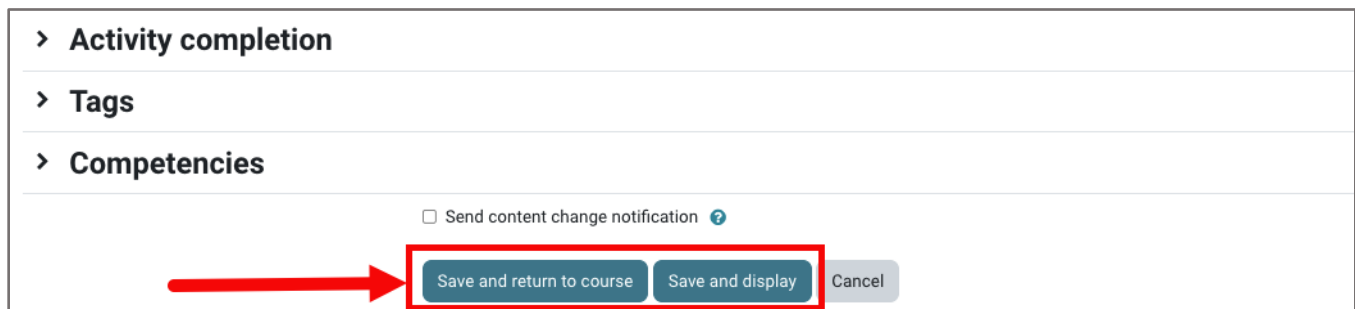
☒ Restrict ratings to items with dates in this range:

From 7 ▾ July ▾ 2023 ▾ 17 ▾ 00 ▾ 📅

To 20 ▾ July ▾ 2023 ▾ 19 ▾ 00 ▾ 📅

Adjust the dates and times as needed.

15. Adjust other optional settings as desired, then scroll to the bottom of the page and click either the **Save and return to course** or **Save and display** button.



> Activity completion

> Tags

> Competencies

☐ Send content change notification ?

Save and return to course Save and display Cancel