
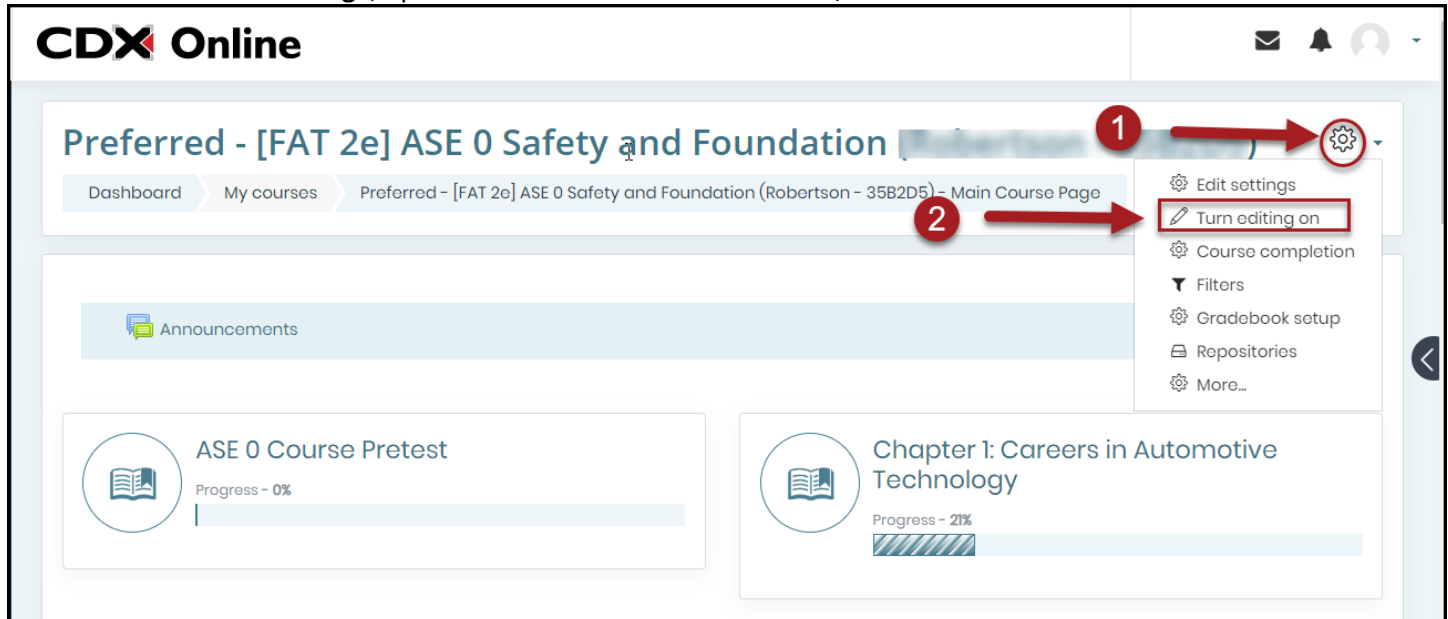


## How Do I Setup Online Discussion Forums?

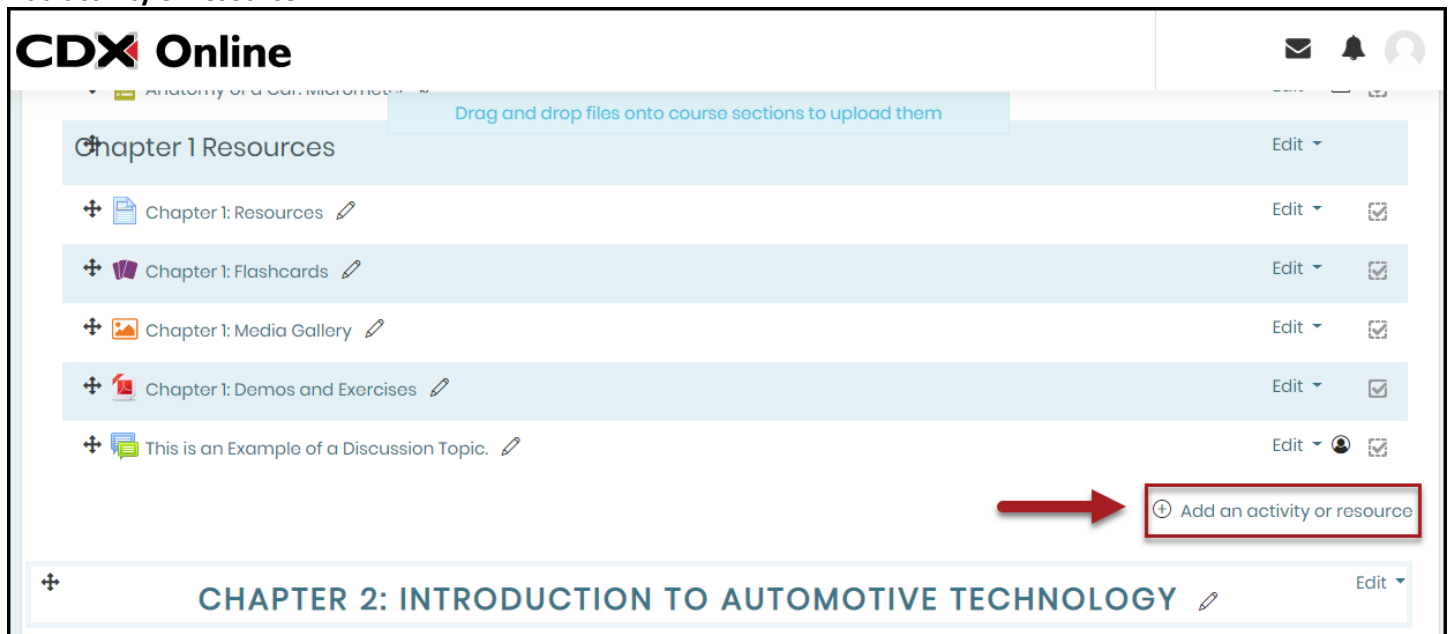
You may set up any number of forums in your course to engage students in class discussions online. You have a variety of options for how to manage the discussion format and rules of engagement for students. You may also choose to make any forum a graded activity to require student participation and score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

1. Log in to your CDX account as an instructor and navigate to the desired course.
2. From the **Main Course Page**, open the **Actions Menu Button** , ensure the **course edit mode** is turned on.



The screenshot shows the CDX Online interface for a course titled "Preferred - [FAT 2e] ASE 0 Safety and Foundation". The breadcrumb trail includes "Dashboard", "My courses", and "Preferred - [FAT 2e] ASE 0 Safety and Foundation (Robertson - 35B2D5) - Main Course Page". A red circle with the number "1" highlights the gear icon (Actions Menu Button) in the top right corner. A red circle with the number "2" highlights the "Turn editing on" option in the dropdown menu that appears when the gear icon is clicked. Other options in the menu include "Edit settings", "Course completion", "Filters", "Gradebook setup", "Repositories", and "More...". Below the menu, there are two progress bars: "ASE 0 Course Pretest" with 0% progress and "Chapter 1: Careers in Automotive Technology" with 21% progress.

3. scroll to the end of the chapter or course topic in which you want to add the discussion forum activity, and then click **Add activity or resource**.



The screenshot shows the CDX Online interface for a course section titled "Chapter 1 Resources". The breadcrumb trail includes "Anatomy of a Car, Microelectronic". A blue banner at the top says "Drag and drop files onto course sections to upload them". Below the banner, there is a list of resources: "Chapter 1: Resources", "Chapter 1: Flashcards", "Chapter 1: Media Gallery", "Chapter 1: Demos and Exercises", and "This is an Example of a Discussion Topic.". Each resource has an "Edit" button and a checkmark icon. At the bottom of the list, there is a red arrow pointing to a button labeled "Add an activity or resource". Below the list, there is a section header "CHAPTER 2: INTRODUCTION TO AUTOMOTIVE TECHNOLOGY" with an "Edit" button.

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4. In the resulting popup window, select the dial to the left of **Forum** and click the **Add** button at the bottom.

The screenshot shows the CDX Online interface with a popup window titled "Add an activity or resource". The "ACTIVITIES" list includes Assignment, Choice, Ebook.TI, Feedback, **Forum** (selected), Glossary, Lesson, Quiz, SCORM package, Survey, and Workshop. The "RESOURCES" list includes Book, File, and Folder. The "Add" button is highlighted with a red box and a red arrow labeled "2". A red arrow labeled "1" points to the dial next to the "Forum" option.

5. Proceed to setup the forum by selecting the desired parameters on the following settings page. All required fields on this page are marked with an asterisk (\*).

6. When creating a forum, you must assign a **name** and a **description** to it. Its name will be how it is displayed in the course and the description should contain the topic of discussion in addition to your expectations for student participation.

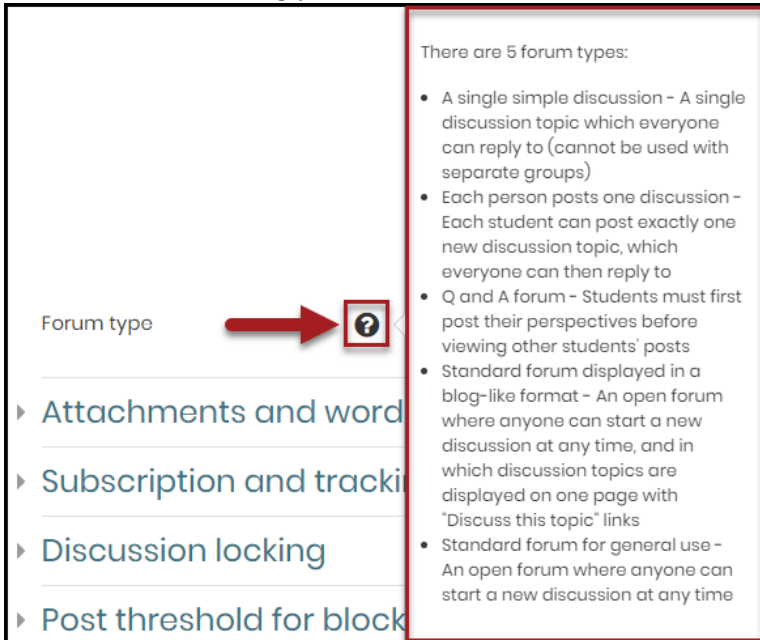
The screenshot shows the "Adding a new Forum to Chapter 1: Careers in Automotive Technology" settings page. The "General" section is expanded. The "Forum name" field is filled with "Chapter 1: Careers in Automotive Technology Discussion Question" and has a red arrow pointing to it. The "Description" field is a text box containing the text: "You have many employment options in the automotive field. If you were to choose a career in the Automotive field, what career would you choose and why do you think this would be a good choice?" and has a red arrow pointing to it. The "Forum type" is set to "Standard forum for general use".

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7. Next, consider and select the appropriate format you wish to use for the online discussion. There are five types of forums to choose from:

- Standard forum for general use
- A single simple discussion
- Each person posts one discussion
- Q&A forum
- Standard forum displayed in a blog-like format

8. Click the corresponding **Question Mark** bubble under the **Forum type** setting to better understand the format options available before making your decision.

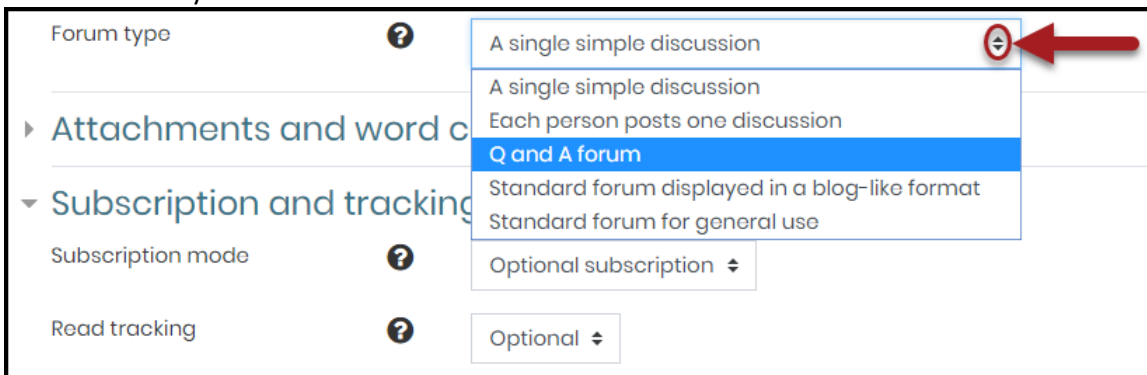


The screenshot shows the 'Forum type' dropdown menu. A red arrow points to a question mark icon in a small box. A tooltip is displayed, listing five forum types:

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 - Students must first post their perspectives 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

Please note, the discussion type defaults to a standard forum for general use, which lets anyone start a discussion within the forum at any time.



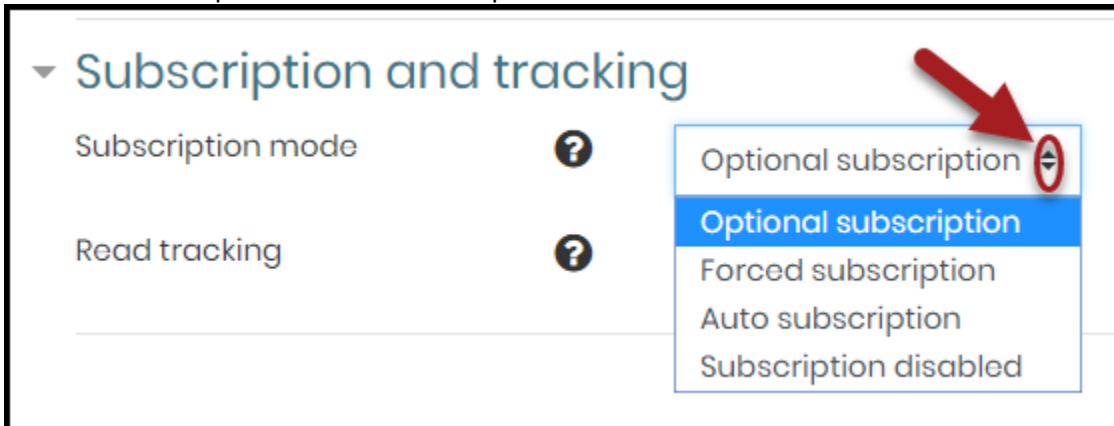
The screenshot shows the 'Forum type' dropdown menu. A red arrow points to a question mark icon in a small box. The dropdown menu is open, showing five options:

- A single simple discussion
- A single simple discussion
- Each person posts one discussion
- Q and A forum
- Standard forum displayed in a blog-like format
- Standard forum for general use

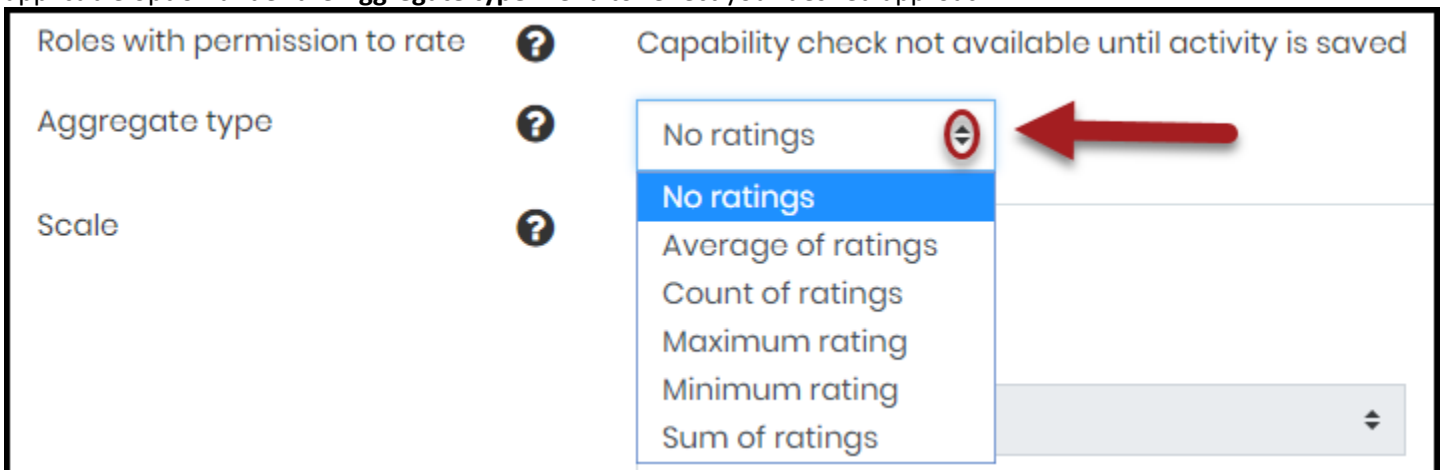
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9. After settling on a forum type, choose a subscription mode to manage how course participants will be notified of forum activity. The following are the subscription modes available:

- a. Optional subscription - Participants can choose whether to be subscribed
- b. Forced subscription - Everyone is subscribed and cannot unsubscribe
- c. Auto subscription - Everyone is subscribed initially but can choose to unsubscribe at any time
- d. Subscription disabled - Subscriptions are not allowed



10. Next, you should consider whether you would like to grade student participation in the forum and select the applicable option under the **Aggregate type** menu to reflect your desired approach.



## How Do I Setup Online Discussion Forums?

11. Use the **Scale** setting to choose the type of grading method you wish to use when scoring students' participation or contributions to the discussion.

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

Aggregate type Average of ratings ▾

Scale

Type Point

Scale None

Scale Scale

CVT Scale ▾

Maximum grade

100

Restrict ratings to items with dates in this range:

12. Adjust any subsequent optional settings as needed, scroll to the bottom of the page, and click either the **Save and return to course** or **Save and display** button.

**Save and return to course** **Save and display** **Cancel**

There are required fields in this form marked (i) .