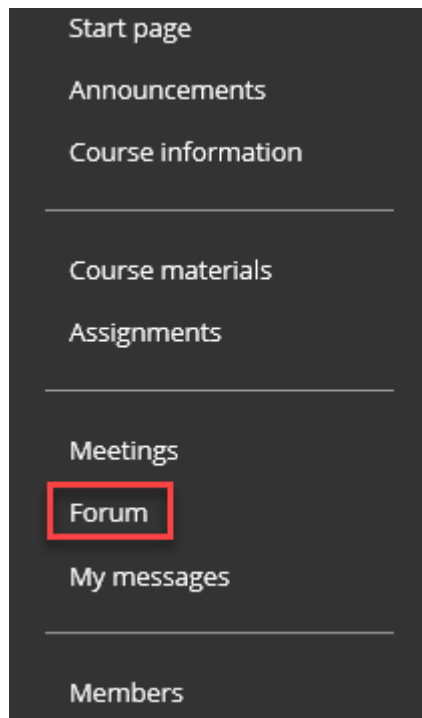


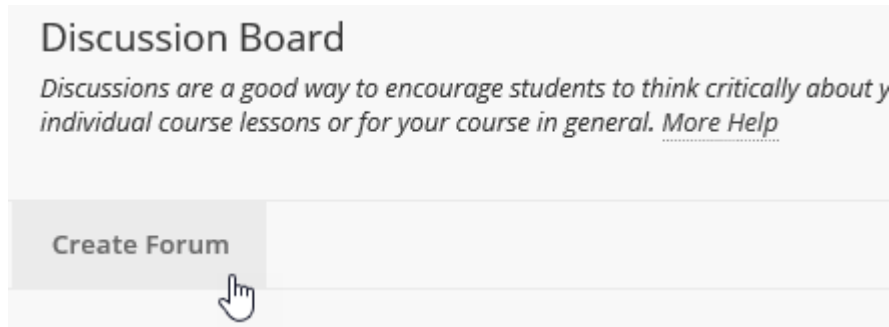
Discussions in Forum

In your course room, you will find "Forum" in the course menu. This is empty at the start of the course.



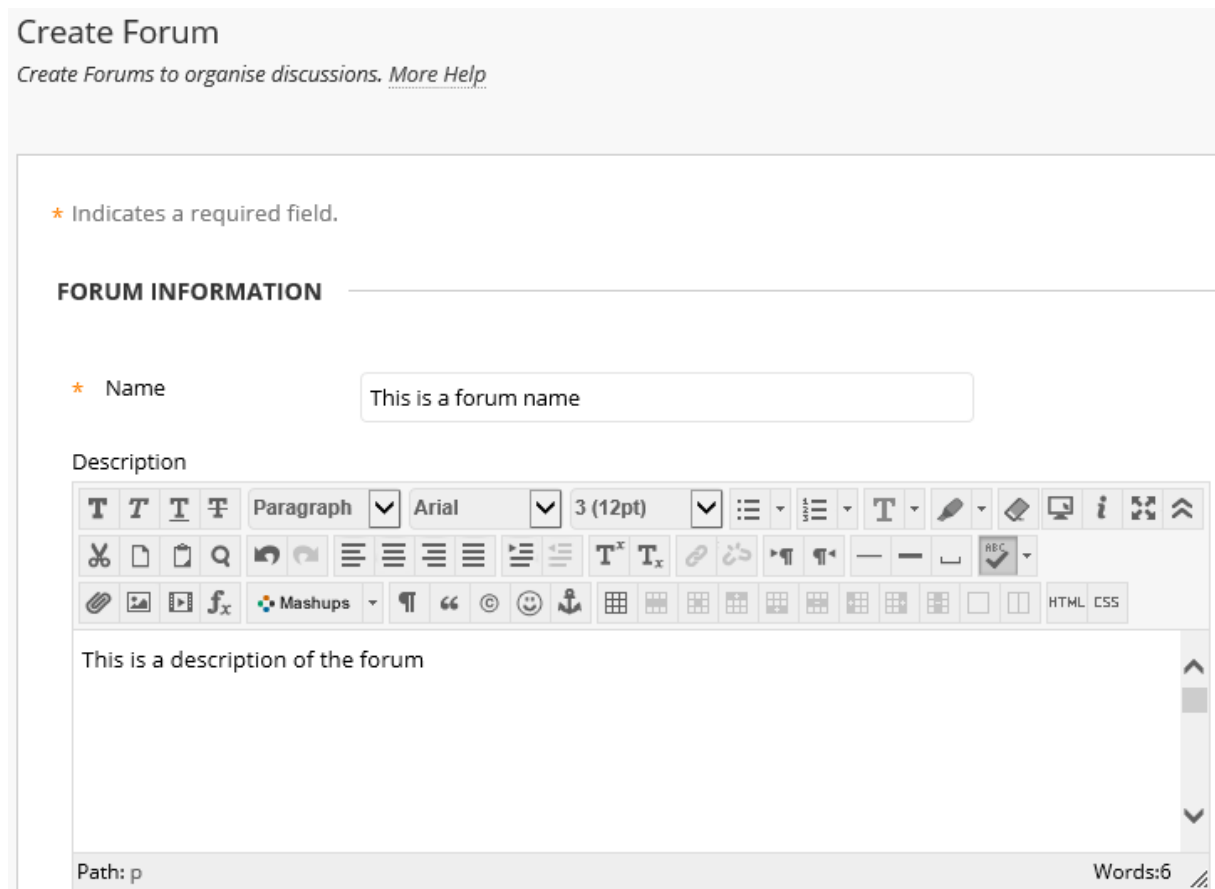
Set up a Forum

Click on “Create Forum” to set up a forum. Students cannot set up a forum.



Name An appropriate name for the forum.

Description What the discussion will be about. There is an editor so that you can formulate the text the way you want.



The screenshot shows the "Create Forum" form. At the top, it says "Create Forum" and "Create Forums to organise discussions. [More Help](#)". Below this, there is a section titled "FORUM INFORMATION". Under "FORUM INFORMATION", there is a required field for "Name" with the text "This is a forum name" entered. Below the name field, there is a "Description" section with a rich text editor. The editor contains the text "This is a description of the forum". The editor toolbar includes options for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), font size (3 (12pt)), list creation, indenting, link, unlink, undo, redo, and other tools. At the bottom of the form, it shows "Path: p" and "Words:6".



In "Forum availability", you can set up the forum so that it is or is not accessible to students. You can also determine when they can have accessibility to the forum by using "Enter Date and Time Restrictions".

FORUM AVAILABILITY

Available

 Yes No

Enter Date and Time Restrictions

 Display After  

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

 Display Until  

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

You can make further settings. Later in this document, we review a number of those that may be of interest.

Click on "Submit" to create the forum.

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked 'late'.

Viewing
Threads/Replies
 Standard View

 Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

 No Marking in Forum

 Grade Discussion Forum: Points possible:
 Grade Threads

Subscribe

 Do not allow subscriptions

 Allow members to subscribe to threads

 Allow members to subscribe to forum

 Include body of post in the email

 Include link to post

Create and Edit

 Allow Anonymous Posts

 Allow Author to Delete Own Posts

 Allow Author to Edit Own Published Posts

 Allow Members to Create New Threads

 Allow File Attachments

 Allow Users to Reply with Quote

 Force Moderation of Posts

Additional Options

 Allow Post Tagging

 Allow Members to Rate Posts

Click **Submit** to proceed.

Create Thread

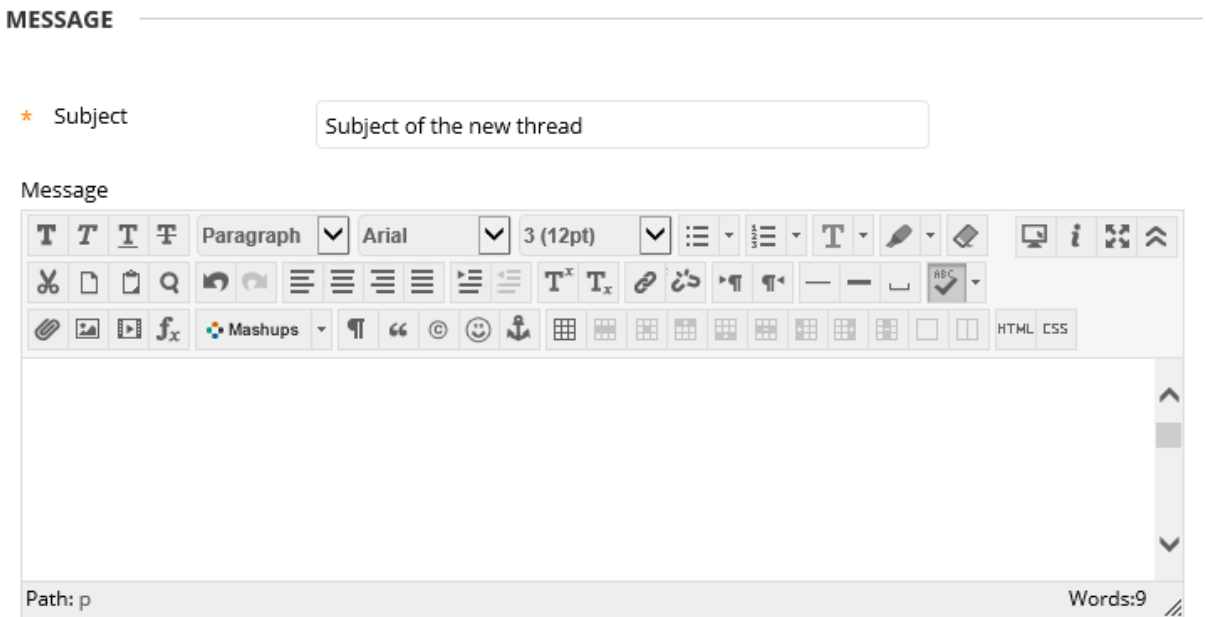
When the forum has been created, you and the students can create threads. Click on "Create Thread" to do so.



Subject Name of the thread.

Message A longer text that describes the discussion in more detail.

Click on "Submit" to create the thread.



Student view of the Forum

Below is a screen shot of what a student sees when he/she clicks on “Forum” in the left-hand menu. In this particular example, we have three forums: there is no limit to the number you can create.

Discussion Board

The main discussion board page displays a list of forums within your course. A forum is where you can discuss a topic or a group of related topics. Within a forum, you'll find threads, which include an initial post and all replies to it. If your instructor allows, you can create threads within forums to encourage conversation about topics relevant to your course. [More Help](#)

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	REPLIES TO ME	TOTAL PARTICIPANTS
A test forum	Description of the forum	1	1	0	1
Post First	This is a "post-first" forum. You need to create your own thread before you can see any of the other threads	0	0	0	0
This is a forum name	This is a description of the forum	1	1	0	1

The student can create his/her own thread here by clicking on “Create Thread” or can respond in the existing threads by clicking on the text under “Thread” (in this case “Subject of the new thread”).

Forum: This is a forum name

In a thread, you can view the post and information about it, such as the author and posted

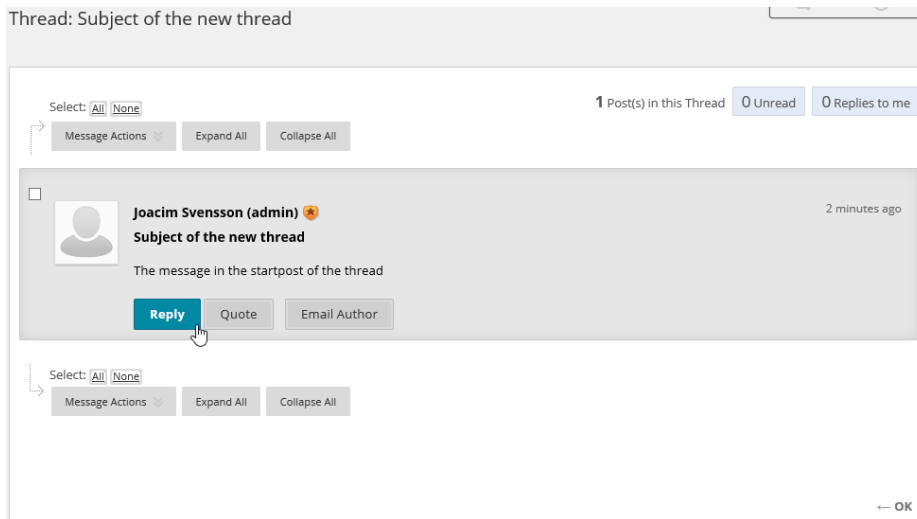
[Create Thread](#) [Subscribe](#)

Thread Actions Collect

	DATE	THREAD	AUTHOR
<input type="checkbox"/>	10/10/17 08:43	Subject of the new thread	Joacim Svensson (admin)

Thread Actions Collect


Here the students can see what you have written and can click on "Reply" to respond.



Thread: Subject of the new thread

Select: [All](#) [None](#) 1 Post(s) in this Thread 0 Unread 0 Replies to me

Message Actions Expand All Collapse All

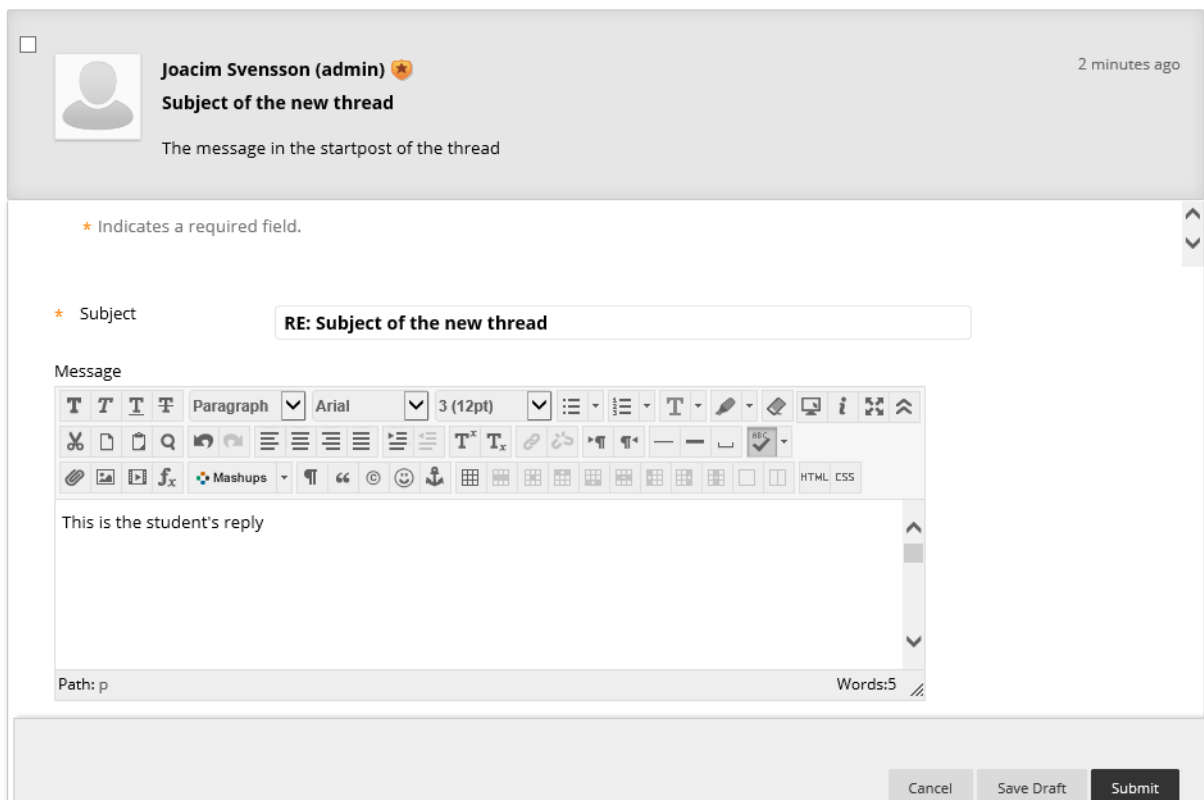
 **Joacim Svensson (admin)** 2 minutes ago
Subject of the new thread
The message in the startpost of the thread


Reply Quote Email Author

Select: [All](#) [None](#) Message Actions Expand All Collapse All

← OK

The student can write a post and click on "Submit" to send his/her post to the thread.



 **Joacim Svensson (admin)** 2 minutes ago
Subject of the new thread
The message in the startpost of the thread

* Indicates a required field.

* Subject

Message

T **T** **T** **T** Paragraph Arial 3 (12pt) [Rich Text Editor Icons]

This is the student's reply

Path: p Words:5

Cancel Save Draft **Submit**

Posts That Have Not Been Read

If you have not read all posts, you will see a number beneath the heading "Unread Posts".

Discussion Board

The main discussion board page displays a list of forums within your course. A forum is where you can discuss a topic or a group of related topics. Within a forum, you'll find threads, which include an initial post and all replies to it. If your instructor allows, you can create threads within forums to encourage conversation about topics relevant to your course. [More Help](#)

Search

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	REPLIES TO ME	TOTAL PARTICIPANTS
A test forum	Description of the forum	1	1	0	1

See All Threads

At the top-right (see picture below), you can see "List View" and "Tree View".

List View All threads, one after the next (standard).

Tree View All threads, one after the next – but here you will see a small plus sign (+) to the left of the threads. Click on the plus sign (+) to see posts in this thread. There is also a minus sign (-) that you can use to hide posts.

Just below, there are the options "Search", "Collapse All" and "Expand All". If you have chosen "List View", then you will see "Search" only.

Search To look for a key phrase or post written within a certain timeframe.



Collapse All Hide all answers to the threads.

Expand All Show all answers in the threads.

The picture below shows "Expand All".

Forum: This is a forum name
In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post. [More Help](#)

Create Thread Subscribe Search Collapse All **Expand All**

Message Actions	Collect	THREAD	AUTHOR	STATUS	DATE
<input type="checkbox"/>		Subject of the new thread	 Joacim Svensson (admin)	Published	2017-10-10 08:43
<input type="checkbox"/>		RE: Subject of the new thread	 Joacim Svensson (admin) _PreviewUser	Published	2017-10-10 08:47

Message Actions Collect

Forum Settings

Here we will look at two types of forum.

Grade Discussion Forum

Here you can set a number of points for each student. Generally speaking, it can be one point maximum (1 = pass, 0= fail (or not yet graded)) or whatever scale you choose. It can also be 0 if you only want to provide feedback in text form.

Participants must create a thread in order to view other threads in this forum.

As the heading states, students must create a thread before they can see the other threads. Students can see that threads exist but cannot see their content. This may be useful when students are to write a text and then see other students' (or the teacher's) texts.

Grade Discussion Forum

Tick the box "Grade Discussion Forum" under "Forum Settings" and choose how many points a student can receive.

"Show participants in "needs grading" status after every X posts". This settings allows the teacher to decide if and when a student's forum participation will receive "Needs Grading" status. For instance, if you want each new post by a student to warrant a review of his/her grade for this particular forum, you can set this as "[...] every 1 post"

If it is an assignment that the students are to complete, you may want to include a deadline – that is to say, the date by which time the student must complete the assignment.

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked 'late'.

Viewing
Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

No Marking in Forum

Grade Discussion Forum: Points possible: 1

Grade Threads

Show participants in "needs grading" status  after every 1  Posts

Due Date

26/09/2018



13:00



Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Below, a student has written a post. Click on the post to read it; next click on "Grade Discussion Forum" to assess/give points to the students.

Create Thread **Grade Discussion Forum** Subscribe

Thread Actions Collect Delete

<input type="checkbox"/>	DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS
<input type="checkbox"/>	10/10/17 08:58	The student's thread	Joacim Svensson (admin)_PreviewUser	Published	1
<input type="checkbox"/>	10/10/17 08:43	Subject of the new thread	Joacim Svensson (admin)	Published	1

Thread Actions Collect Delete

Below, you can see some statistics for the forum. Click on "Grade" to the right of each respective student to provide feedback and to give points.

Grade Discussion Forum Users

Marks entered or changed here are entered or changed automatically in the Grade Centre. Points possible: 1 More Help

<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	POSTS	GRADE
<input type="checkbox"/>	Svensson (admin)_PreviewUser	Joacim	bbjse_previewuser	2	-- Grade
<input type="checkbox"/>	Svensson_PreviewUser	Joacim	jse_previewuser	0	-- Grade

Below you can see all the posts from the student. On the right-hand side, there is a place to write in the results as well as "Feedback to Learner". Click on "Submit" to save this and to give this to the student.

Grade Discussion Forum: Joacim Svensson (admin)_PreviewUser
*The **Grade Forum** page for a user displays a collection of the user's posts to the Forum to assist with evaluating participation. [More Help](#)*

Print Preview Filter

Sort by Date of Last Post Order ▼ Descending

Select: [All](#) [None](#)

Mark ▼

Thread: The student's thread **Posted Date:** 10 October 2017 08:58
Post: [The student's thread](#) **Status:** Published
Author: Joacim Svensson (admin)_PreviewUser
 The student's message
 Reply Quote Mark as Read

Thread: Subject of the new thread **Posted Date:** 10 October 2017 08:47
Post: [RE: Subject of the new thread](#) **Status:** Published
Author: Joacim Svensson (admin)_PreviewUser
 This is the student's reply
 Reply Quote Mark as Read

Select: [All](#) [None](#)

Mark ▼

Forum Statistics ▼

< Svensson (admin)_PreviewUser >

GRADE
 10/10/17 08:58 1 / 1

Feedback to Learner

These were excellent contributions to the discussion

[Add Notes](#)

Cancel Save Draft **Submit**

← OK

The student can then click on "Grading Information" to get the feedback.

Forum: This is a forum name
In a thread, you can view the post and information about it, such as the author and posted date.

Create Thread **Grading Information** Subscribe

Thread Actions Collect

<input type="checkbox"/>	DATE	THREAD	AUTHOR
<input type="checkbox"/>	10/10/17 08:58	The student's thread	Joacim Svensson (admin)_PreviewUser
<input type="checkbox"/>	10/10/17 08:43	Subject of the new thread	Joacim Svensson (admin)

Thread Actions Collect

Collection
Users can Collect posts into a printable, sortable format. Collections are a good way to organise posts for quick reading. A Collection must be created to tag posts. [More Help](#)

Print Preview Filter

Sort by Date of Last Post Order Descending

Select: [All](#) [None](#)

Mark

Thread: The student's thread **Posted Date:** 10 October 2017 08:58

Post: [The student's thread](#) **Status:** Published

Author: **Joacim Svensson (admin)_PreviewUser**

The student's message

Reply Quote Mark as Unread

Thread: Subject of the new thread **Posted Date:** 10 October 2017 08:47

Post: [RE: Subject of the new thread](#) **Status:** Published

Author: **Joacim Svensson (admin)_PreviewUser**

This is the student's reply

Reply Quote Mark as Unread

Forum Statistics

< Svensson (admin)_PreviewUser >

GRADE
10/10/17 08:58 **1.00000** /1

Comments

Feedback to Learner
10/10/17 09:01

These were excellent contributions to the discussion

Students must create a thread to see other threads in the forum

Tick in the box to the right of "Viewing Threads/Replies". The text below describes what this will do:

" If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically".

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked 'late'.

Viewing
Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

The student sees clearly what is meant and can click on "Create Thread"

Forum: Post First

Organise Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)



This is a 'post-first' discussion forum.

There are currently 0 threads in this forum. Create a thread to help start the conversation!

FORUM DESCRIPTION

This is a "post-first" forum. You need to create your own thread before you can see any of the other threads

When the student has done this and written his/her text, the other threads in the forum will show.

		Thread Actions	Collect					
<input type="checkbox"/>	DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	REPLIES TO ME	TOTAL POSTS	
<input type="checkbox"/>	10/10/17 10:37	This is my response	 Joacim Svensson (admin)_PreviewUser	Published	0	0	1	
<input type="checkbox"/>	10/10/17 10:36	The first student's thread	 Joacim Svensson Svensson_PreviewUser	Published	1	0	1	

Displaying 1 to 2 of 2 items