

Lesson 7: Managing, Editing, or Adding Forums

In this lesson, you will learn how to:

- Create a New Forum
- Differentiate between four types of forums

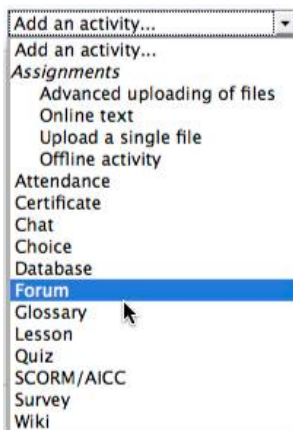
Creating a New Forum

There are four sections in a forum's settings: "General", "Grade", "Post threshold for blocking", and "Common module settings". In the next exercise you will create a Q&A forum. Keep in mind that the steps are the same regardless of the Forum type you choose to create.

Exercise 7-1 Creating a New Forum

Follow these steps to add a New Forum to your course:

1. As an editing instructor for a course, click **Turn editing on**, and go to the Section in which you want to create the forum.
2. From the dropdown menu labeled **Add an activity**, select **Forum**" This will take you to the forum settings page titled *Adding a new forum* page.



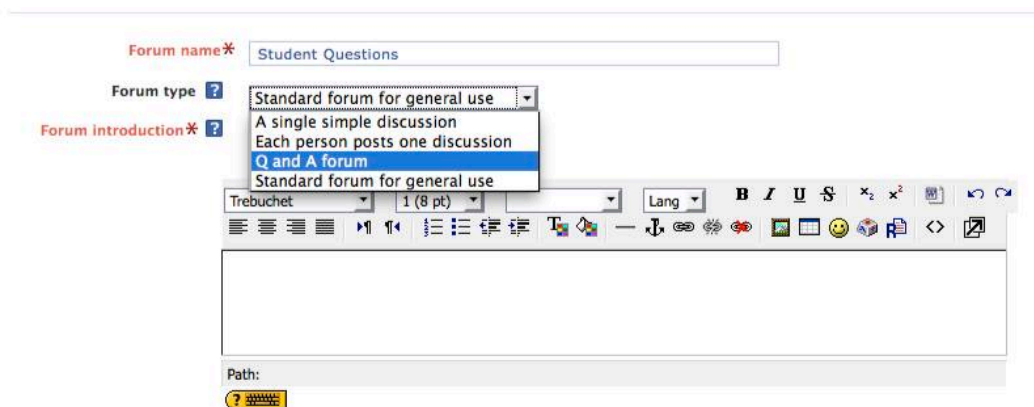
*Note: In an existing forum, use the **Update this forum** button to see the forum settings page.*

3. Select the Forum type you wish to create. Refer to the section titled **Types of Forums** for detailed information.

4. Type your Forum **Introduction**. It is a good practice to include precise instructions for students regarding the subject of the forum and the rating and grading criteria that might be used in this forum.
5. Student can usually choose whether or not they want to be subscribed to each forum. However, you can choose to **force subscription** on a particular forum then all course users will be subscribed automatically, even those that enroll at a later time. If you select the option "Yes, initially" then all current and future course users will be subscribed initially but they can unsubscribe themselves at any time. If the instructor chooses "Yes, forever" then the forum members will not be able to unsubscribe themselves.
6. Select or change any of the remaining options. For more information on an option **click on the "?" icon** for more information.
7. Click **Save and return to course** when you are done.

Types of Forums

There are four forum types to choose from:



The screenshot shows a web-based form for creating a forum. The 'Forum name*' field contains 'Student Questions'. The 'Forum type' dropdown menu is open, showing four options: 'Standard forum for general use', 'A single simple discussion', 'Each person posts one discussion', and 'Q and A forum'. The 'Q and A forum' option is highlighted in blue. Below the dropdown is a rich text editor with a toolbar containing various icons for text formatting and insertion. The 'Path:' field is visible at the bottom of the form.

1. **A single simple discussion** - A single topic discussion developed on one page, which is useful for short focused discussions
2. **Each person posts one discussion** - Each person can post exactly one new discussion topic (everyone can reply to them though); this is useful when you want each student to start a discussion about, say, his or her reflections on the week's topic, and everyone else responds to these.
3. **Q and A Forum** - Instead of initiating discussions participants pose a question in the initial post of a discussion. Students may reply with an answer, but they will not see the replies of other Students to the question in that discussion until they have themselves replied to the same discussion.

4. **Standard forum for general use** - An open forum where anyone can start a new topic at any time; this is the best general-purpose forum.