Forum

The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time. There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts.

To create a forum:

➤ **Step 1:** Turn editing on

➤ **Step 2:** + Add an activity or resource

➤ **Step 3:** Add forum

➤ **Step 4:** Add name and description for forum

➤ **Step 5:** Select forum type

- **Single simple discussion:** A single topic discussion developed on the page, which is useful for short focused discussions.

- **Standard forum:** an open forum where anyone can start a new topic at any time for general use.

- **Each person posts one discussion:** This is useful when you want each student to start a discussion about the weeks topic, and everyone else responds to these forums

- **Q and A:** 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 the other students to the question in that discussion until they have themselves replied to the same discussion.

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- **Standard forum:** displayed in a blog-like format

➢ **Step 6:** Change the maximum attachment size to 20MB

➢ **Step 7:** Select subscription type

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

- **Forced subscription** - Everyone is subscribed and cannot unsubscribe

- **Auto subscription** - Everyone is subscribed initially but can choose to unsubscribe at any time

- **Subscription disabled** - Subscriptions are not allowed.
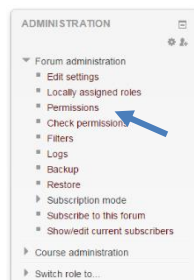
➢ **Step 8:** Select rating setting (if applicable)

➢ **Step 9:** Select groups/release criteria
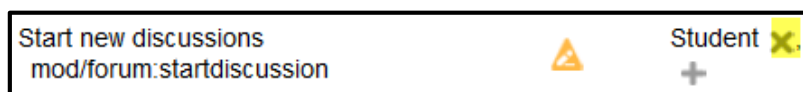
➢ **Step 10:** Save and display

 To prevent or allow students to create new topics:

- **Step 1:** While in the set-up page for the forum

- **Step 2:** Go to Settings in left navigation bar

- **Step 3:** Click on permissions

- **Step 4:** Scroll down the list to allow/restrict student access

- **Step 5:** Click on the to prevent students from starting new discussions