



1st Term, 2017-2018 / BUS-2107-1/CCC-8012-2.201805 (CRN:3,34) Turn editing on

Announcements

- 30 May - 5 June
- 6 June - 12 June
- 13 June - 19 June

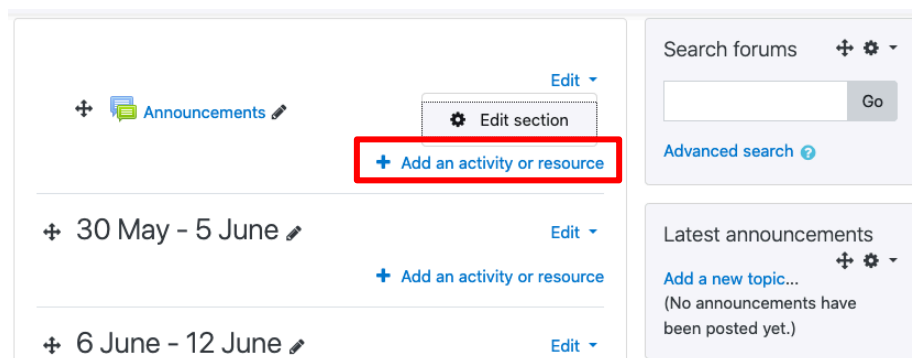
Search forums   [Advanced search](#)

Latest announcements

[Add a new topic...](#)  
(No announcements have been posted yet.)

## Step 1

Click **'Turn editing on'** (top right).



Announcements

Edit section

+ Add an activity or resource

- 30 May - 5 June
- 6 June - 12 June

Search forums   [Advanced search](#)

Latest announcements

[Add a new topic...](#)  
(No announcements have been posted yet.)











## Step 2

Note: You will see a number of icons –hover your mouse pointer over an icon to see what a particular icon is for.

You will see **'Add an activity or resource'**.

### Add an activity or resource ✕

**ACTIVITIES**

-  Assignment
-  Attendance
-  Chat
-  Choice
-  Course Readings @ Library
-  Database
-  External tool
-  Face-to-Face
-  Feedback
-  **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. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent

**Add** Cancel


### Step 3

Select **'Forum'** and then click **'Add'**.

Adding a new Forum Expand all

**General**

Forum name

Description   
 

Display description on course page

Forum type

### Step 4

You need to name the Forum.

There are five types of forum for users to select (for more information, click the '?' help icon).

After selecting a forum type, please enter the topic question and the works you would like your students to do in the **'Forum introduction'** part.

**Attachments and word count**

Maximum attachment size

Maximum number of attachments

Display word count

You may edit the settings based on your requirement. For example, setting the maximum attachment size.

**Post threshold for blocking**

Time period for blocking

**Whole forum grading**

Grade

Type

**Ratings**

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

Aggregate type

**Availability**

Due date       Enable

Cut-off date       Enable

### Step 5

For some cases, you may set blocking to avoid student from dominating the discussion.

You may give ratings and set your rating scale if you opt to access to the student's posts.

You may also set the availability duration of forum.

Common module settings

Restrict access

Access restrictions

None

Add restriction...

Tags

Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked ●.

Add restriction...

Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Cancel

Forum

Add a new discussion topic

(There are no discussion topics yet in this forum)

## Step 6

You may also restrict access until the forum starts. For example, add date restriction.

After setting up, click **'Save and display'** to proceed.

## Step 7

The forum has been created.

You can add a new discussion topic in the forum

## Step 8

By default, our Moodle site is set so that students can rate the forum posts of others, if ratings have been set for the forum. If you do not want students to do so, go to **Permissions** page, click the **'trash'** icon after the word **"Student"** in the **"Add ratings to items"** row.

This **Permissions** page is accessible from the Administration block on the forum main page under the Navigator Block.

The screenshot displays the Moodle interface for managing permissions in a forum. On the left, the 'Administration' sidebar is visible, with 'Permissions' selected. The main content area is titled 'Permissions in Forum: Forum'. It features an 'Advanced role override' dropdown set to 'Choose...', a 'Filter' input field, and a 'Clear' button. Below this is a table with columns for 'Capability', 'Risks', 'Roles with permission', and 'Prohibited'. The table lists two capabilities: 'Add ratings to items' (moodle/rating:rate) and 'View the total rating you received' (moodle/rating:view). For the 'Add ratings to items' row, the 'Student' role is listed with a trash icon next to it, and a red '+' icon in the 'Prohibited' column indicates that this permission is currently active for that role. The 'View the total rating you received' row shows a '+' icon in the 'Prohibited' column, indicating it is currently disabled for all roles.