

Discussion Forum Activity

The Advanced Forum activity is for students and instructors to exchange ideas through the posting of comments in a discussion forum. You choose whether it is to be graded or not.

How to add an Advanced Forum activity



Click the **Turn editing on** button if not already activated.



Topic 1

Step 1: Click the + sign beside the unit in which you want to add a file resource.

Step 2: Select **Advanced Forum**. Then the Settings window for the activity will appear.



The instructions below and on the next 2 pages provide examples of what to fill in on the Settings window that then appears.

Adding a new Advanced Forum to Topic 1

General

Forum name*

Description*

Format B I

Path:

Display description on course page

Display recent posts on course page

Forum type
 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

Forum name: Type the name of the forum activity that you want to appear on the course's front page.

The remaining comments help you fill out the rest of the Settings window choices.

Generally DO NOT check the "Display description on course page." That way students will see the instructions only when they click on the Discussion Forum link.

Forum type: Choose one of the 5 forum types. The most common type that allows each student to post one original posting and reply to as many other postings as desired (or as you require) is **Each person posts one discussion**.

The other common choice is Q and A forum. There is information about using it on the last page of these instructions.

Forum Introduction window: Type your instructions to the students. (Refer to the last page of this document for an example if you choose the "Each person posts one discussion" type of forum.)

▼ **Post options**

Allow marking as substantive

Allow post bookmarking

Allow private replies

Allow anonymous posting

Display word count

Generally nothing is checked in the **Post options** section. (You can click on the question marks to learn what each one does.)

If you ask students to post or reply with at least so many words, you might want to enable "Display word count."

▼ **Attachments**

Maximum attachment size

Maximum number of attachments

Set at 0 unless you want students to attach saved files to their posting.

▼ **Grade**

Grade Type

Grade Type

Scale

Maximum points

Grading method

Grade category

Choose "Manual" if the forum is to be graded.

These are the most common choices in the **Grade** section. If you are creating a rubric to grade with, change the **Grading method** to the type of rubric you will use.

For **Grade category** select the name of the grading category you set up in the gradebook.

▼ **Restrict access**

Access restrictions

Student match

Date



If the Discussion activity will be graded, make sure the "eye" icon is on so the activity appears in the gradebook.

Since there is no "due date" or "close" choice for discussion forums, you can add a "date" restriction so students cannot post after the date you specify.

Note: This date does not automatically appear in the Moodle calendar. There are instructions available at the Instructor Tutorials link about how to manually add discussion forum due dates to the calendar.

▼ **Activity completion**

Completion tracking

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity

Require posts Student must post discussions or replies:

Require discussions Student must create discussions:

Require replies Student must post replies:

Expect completed on Enable

Activity completion determines what students have to do before they see the check mark beside the activity name on the course's front page.

These choices check marked assume your instructions tell students to post their original thoughts and then reply to at least two other student postings.

Click **Save and return to course** when all choices are made.

This is a good example of information and instructions to include in an **Each person posts one discussion** type.

In this forum discuss

You may only post an original posting one time. If you want to redo it, you have up to 5 minutes to edit your posting or delete it and start over. After posting your discussion, reply to at least two fellow students' postings creating effective and well-worded replies. Use correct spelling, capitalization, and grammar.

To create effective replies, include some of the following:

- provide an alternative perspective
- share stories about your own experiences
- ask questions to further the discussion
- post additional resources (websites, books, articles)
- discuss why you agree or disagree with something said

How to use this discussion forum:

To post your discussion, click the **Add a new discussion topic** button below. After typing your message, click the **Post to forum** button. To read other student postings, click on their subject in the Discussion column beside their names. To reply to a posting from someone else, click the **Reply** button below their posting. After typing your reply, click the **Post to forum** button. For more help, click the **Student tutorials** button at the very bottom of your Moodle screen.

Grading criteria:

Your original posting is worth 60 points. Your two replies are worth 40 points. The average of all forums are worth 10% of your course grade.

Q and A type of discussion forum:

This type of forum requires students to post their own perspectives before viewing or replying to other student posts to encourage original thought. That can be very good in certain circumstances. However, using this type requires some extra work on the part of the instructor.

You must post the question for students to reply to.

Since a typical backup and restore erases any discussion postings, you would need to post your question again each time you teach the course. There is a choice during the backup process that can keep your discussion postings, but it is fairly technical. Therefore, it is wise to save the questions in a Word document so they can be copied/pasted into your new course each semester.