# Creating a Forum

There is a number of options for facilitating and managing class discussions in Moodle. No matter what type of discussion you choose for your class, creating one starts at the same place.

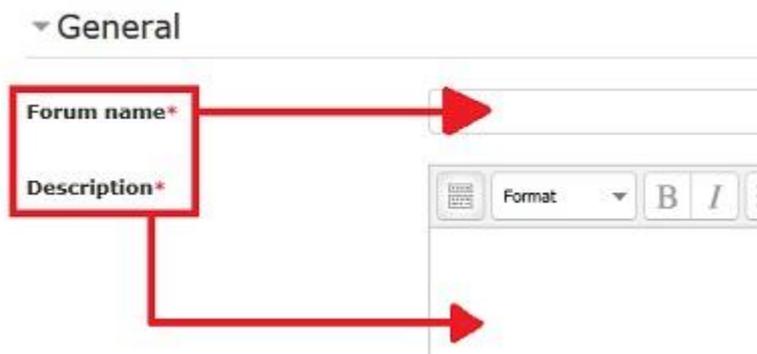1. Click on the **Turn editing on** button at the upper right-hand corner of the page.

2. Choose Forum from the **"Add an Activity or Resource"** menu in the block where you want to add the forum and click **add.**
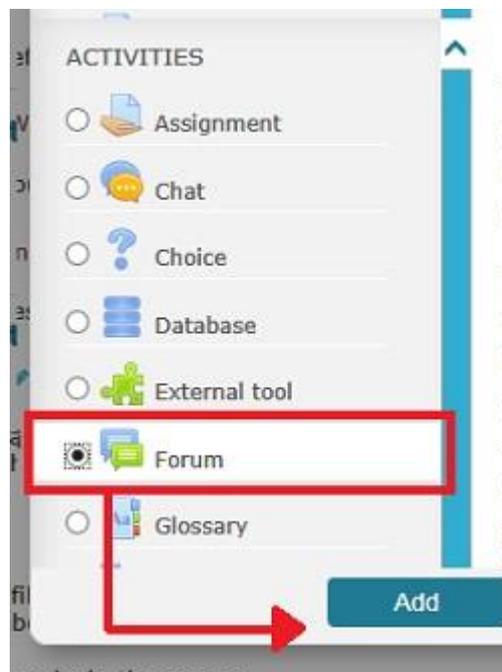

3. Enter the title of the forum in the **Forum name** box and write instructions for how you want students to use forum in the **Description** box.

4. Select the type of forum from the **Forum Type** menu:

- **Single simple discussion:** used for a single topic and all posts are contained on one page.
- **Each person posts one discussion:** a forum where each person can create one new discussion topic.
- **Q and A forum:** a forum requiring students to post before being able to view other posts.
- **Standard forum displayed in a blog-like format:** A forum in which discussion topics are displayed on one page with "Discuss this Topic" links.
- **Standard forum for general use:** an open forum where instructors and students can start a new topic.

5. Click on the **Subscription and Tracking** tab. Under "Subscription Mode" select how and if you want students to automatically receive emails of posts to forums:
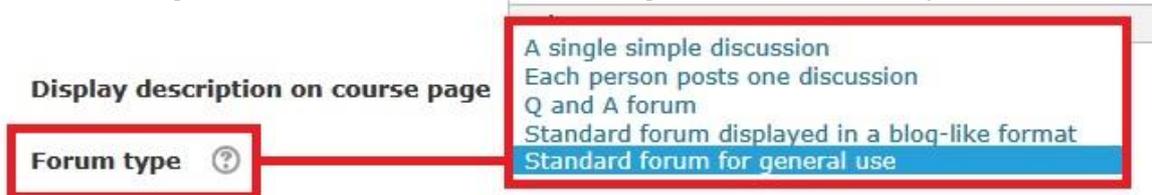
- **Optional subscription:** participants can choose whether to be subscribed.
- **Forced subscription:** everyone is subscribed and cannot unsubscribe.
- **Auto subscription:** everyone is subscribed initially, but can choose to unsubscribe at any time.
- **Subscription disabled:** subscriptions are not allowed.

6. Forums may also be used as graded assignments. In order to add grades to posts, in the **Ratings** section choose an **Aggregate Type** and a **Grade Scale**. Once a student makes a post to the forum, a drop down menu will appear on the post making it easy to assign a grade when you read it.
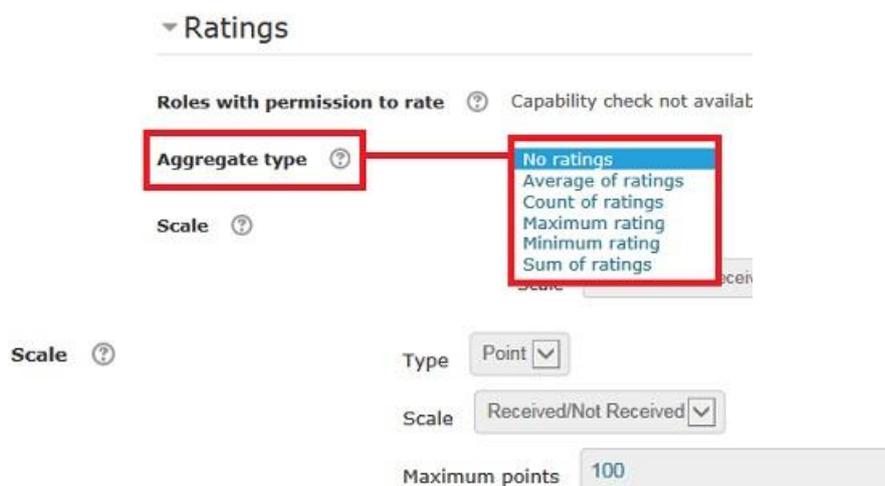
7. Click **Save and return to course** when you are done editing settings

Setting up a Group Forum

To have students communicate with one another in separate groups, use discussion forums with groups enabled. This configuration will allow the instructor to choose the groups. Students will be able to contribute to only their group's forum, but it is possible for students to view other groups' threads depending how the group forum is configured.

Enabling Groups in a forum:

1.   In the course, click the **Turn editing on** button

2.   Mouse over the forum that you wish to modify. Wait for the **Edit** button to appear on the far right. Click on it and select **Edit Settings**.
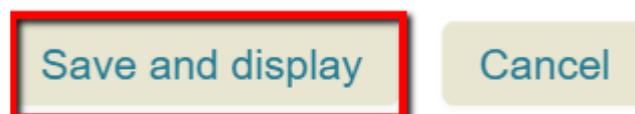

3.   Scroll to the bottom of the page and open the tab **Common module settings**. Then change the **Group mode** setting to:

- **Separate Groups** to allow students to contribute and view posts from only their own group.
  Visible Groups to allow students to contribute to their own group, but only view posts from other groups.

4.   Click the **Save and Display** button.

Creating Assignments

Assignment feature in Moodle makes it very easy for students to submit their assignment files to instructors. It includes excellent features that make it easy for instructors to receive, manage and return those files back to students along with the feedback.

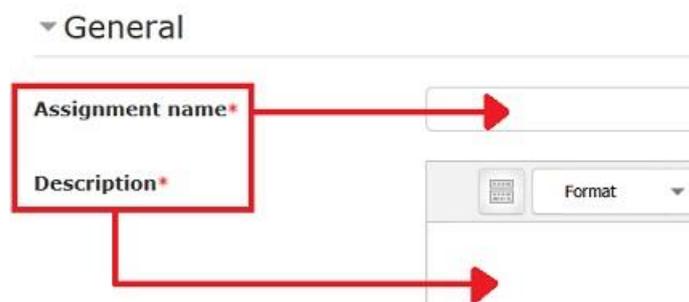1. In the upper right-hand corner, click the **Turn editing on** button:

2. Next click **Add an activity or Resource** on the course front page within a topic or a week field: Select **Assignment**.
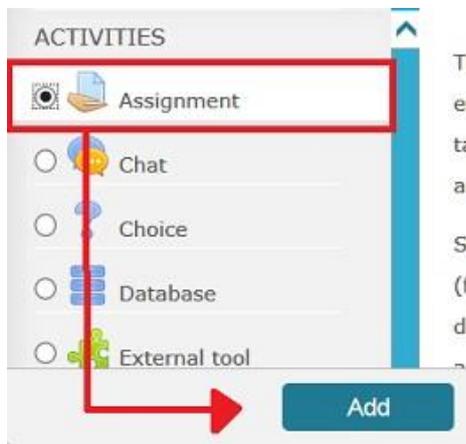
3. Add a title in the assignment name box and add the assignment details in the description box:

4. Select appropriate for your assignment values in the **Availability** block. These settings will determine when students will be able to submit the assignment, due dates, etc. You can find the full description of each component for Moodle under **Assignment Settings**.

5.   Next block called **Submission Settings** controls how students will submit the assignment: whether they submit an independent file or type their assignment directly into Moodle, etc. Full description of **Submission Settings** for Moodle.

6.   The block called **Feedback Types** controls how instructors will give feedback to students. Full description of **Feedback Settings** for Moodle.

7.   Determine how the assignment will be graded in **Grade**. Full description of **Grade Settings** for Moodle.

8.   The last two blocks, **Common Module Settings** and **Restrict Access**, give you ability to turn on group submission and create some restrictions for students accessing the assignment. Full descriptions of **Common Module Settings** and **Restrict Access** are available.

9.   Once all appropriate settings are selected and set, click "Save and Return to course."

Grading Assignments

10.   When students have submitted their assignments, the teacher can access the grades under the settings menu.

11.   This takes them to the assignment where they click **View/grade all submissions** under the **Grading Summary** to view and grade the work:

12.   When students upload their assignments you have to download the students' files to view them — in screenshot below.

13.   A grade can be entered by clicking on the icon. This will take you to the submission status page where you scroll down to enter a grade and feedback can be written in the text box then click to save changes.