Adding a Forum

To add a forum, you first need to turn editing on. One way to do so by clicking the **Turn** editing on box located at the top right of the page.



You can also do so by clicking on **Turn editing on** under the Administration box located at the left-hand side of the screen.

ADMINISTRATION	
 Course administration Edit settings Turn editing on Course completion Users Filters Reports Gradebook setup 	
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Then, locate the section you would like to add the forum to and click **Add an activity or resource**.

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💠 👼 Week 1 Reading Discussion 🖉	Edit - 💄 🗹 🗆
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💠 👃 Week 1 Discussion Forum Grades 🖉	Edit - 💄 🗹 🗆
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	+ Add an activity or resource

Select **Forum** from the pop-up box and click **Add**.

CTIVITIES	The forum activity module enables participants
Advanced Forum	to have asynchronous discussions i.e.
Assignment	discussions that take place over an extended period of time.
Attendance	There are several forum types to choose from,
Blackboard Collaborate	such as a standard forum where anyone can start a new discussion at any time: a forum
Blackboard Collaborate	where each student can post exactly one
Ultra	discussion; or a question and answer forum
Certificate	where students must first post before being able
Certificate (Custom)	to view other students' posts. A teacher can allow files to be attached to forum posts.
Chut	Attached images are displayed in the forum
? Choice	post.
-	Participants can subscribe to a forum to receive
Database	notifications of new forum posts. A teacher can
👬 External tool	set the subscription mode to optional, forced or auto, or prevent subscription completely. If
Fredback	required, students can be blocked from posting
Forum	more than a given number of posts in a given time period; this can prevent individuals from
Glossary	dominating discussions.
group choice	Forum posts can be rated by teachers or structures (need autiliation). Batisms can be
Illinois Media Space	aggregated to form a final grade which is
Assignment	recorded in the gradebook.

You will then have several options to choose from and fill out about your forum. First, name the file under the General tab.

Adding a new Forum to Week 1 ©	
- General	Expand all
Forum name*	
Week 1: Video Discussion	
Description	
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Display description on course page 🗇 🗆

You may also add a description of the forum in the Description box. If you would like the description to appear on the course page, check **Display description on course page**.

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Week 1: Video Discussion	
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Please post two interesting things you learned from Monday's in-class video.	
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If you want students to receive email updates on the forums, you'll want to select a subscription. In the **Subscription and tracking tab** there is a Subscription mode drop-down box with four options: Optional subscription, Forced subscription, Auto subscription, and Subscription disabled.

- **Optional subscription** means that participants can choose whether or not to be subscribed.
- Forced subscription means that everyone is subscribed and can not unsubscribe. Students will receive an email notifying them of every new post.



- Auto subscription means that everyone is subscribed initially, but they can unsubscribe at any point in time.
- **Subscription disabled** means that subscriptions are not allowed for this forum.

Also found in the Subscription and tracking tab is the Read tracking drop-down box with two options: Optional and Off.

• **Optional** means that users can decide whether or not they want tracking on this forum. Forum tracking must also be enabled in the user's profile settings.



Subscription mode 💿		
Optional subscript	ion ¢	
Read tracking ⑦		
✓ Optional Off		

• **Off** means that read and unread posts are not tracked.

Once you are done with the settings, click **Save and return to course**.

Save and return to course	Save and display	Cancel

You will now see the discussion appear on the Moodle page.

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	+ Add an activity or resource