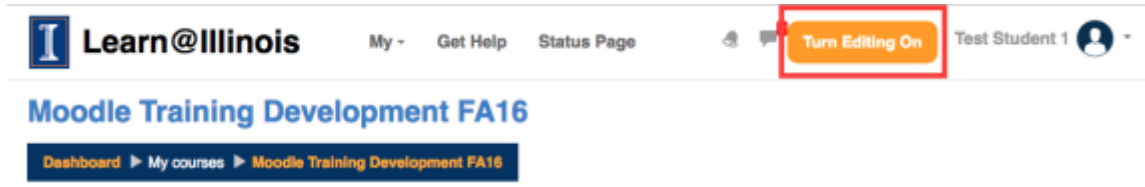
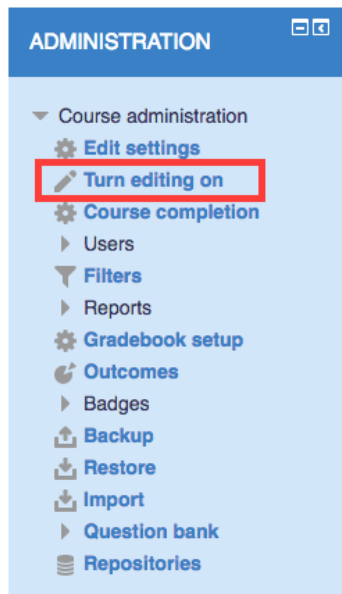


## Adding a Forum

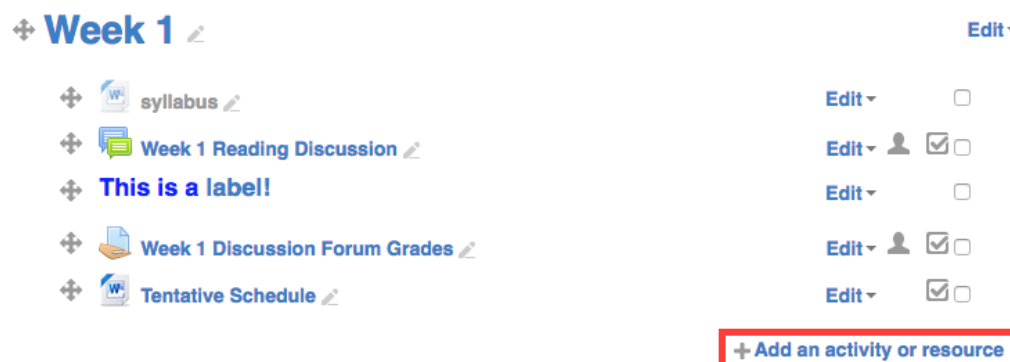
To add a forum, you first need to turn editing on. One way to do so by clicking the **Turn editing on** box located at the top right of the page.



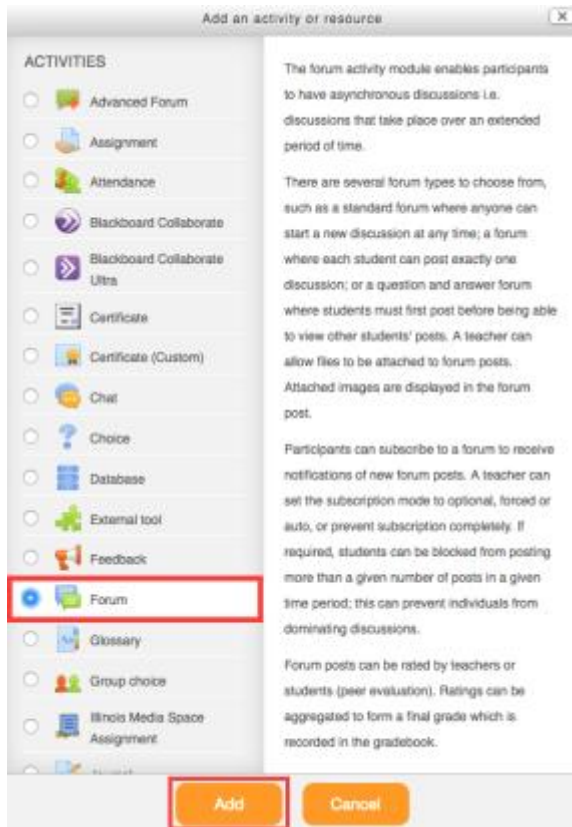
You can also do so by clicking on **Turn editing on** under the Administration box located at the left-hand side of the screen.



Then, locate the section you would like to add the forum to and click **Add an activity or resource**.



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



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

[Expand all](#)

### General

#### Forum name\*

Week 1: Video Discussion

#### Description

Rich text editor toolbar with options: Paragraph, Bold (B), Italic (I), Bulleted list, Numbered list, Link, Unlink, Text color, Background color, Image, Video, Audio, and Help. Below the toolbar is a large empty text area for the description.

Path: p

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**.

**Adding a new Forum to Week 1** ⓘ

[Expand all](#)

▼ **General**

Forum name\*

Week 1: Video Discussion

Description

Paragraph **B** *I*

Please post two interesting things you learned from Monday's in-class video.

Path: p

**Display description on course page**  ⓘ

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.

▼ **Subscription and tracking**

**Subscription mode** ⓘ

✓ Optional subscription  
Forced subscription  
Auto subscription  
Subscription disabled

Optional ⇅

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

#### Subscription and tracking

Subscription mode ⓘ

Optional subscription ▾

Read tracking ⓘ

✓ Optional  
Off

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.

+ Week 1 [↗](#) Edit -

+ <a href="#">📄</a> syllabus <a href="#">↗</a>	Edit -	<input type="checkbox"/>
+ <a href="#">🗨️</a> Week 1 Reading Discussion <a href="#">↗</a>	Edit - <a href="#">👤</a>	<input checked="" type="checkbox"/>
+ <b>This is a label!</b>	Edit -	<input type="checkbox"/>
+ <a href="#">📄</a> Week 1 Discussion Forum Grades <a href="#">↗</a>	Edit - <a href="#">👤</a>	<input checked="" type="checkbox"/>
+ <a href="#">📄</a> Tentative Schedule <a href="#">↗</a>	Edit -	<input checked="" type="checkbox"/>
+ <a href="#">🗨️</a> Week 1: Video Discussion <a href="#">↗</a>	Edit - <a href="#">👤</a>	<input checked="" type="checkbox"/>

+ Add an activity or resource