Forums

# Adding Moodle Activities

The Forum activity enables students to post and reply to comments, suggestions, and questions asynchronously.

* A **forum** is an area where participants discuss a topic or a group of related topics. Within each forum, participants can create many discussion topics.
* A **discussion topic** includes the initial **post** and all **replies** to it.

To add a forum, click the **Create learning activity** button link at the bottom of the section you want the forum to appear in.



Select the **Activities** tab, and click the **Forum** icon.



* Create a meaningful name for the forum.
* Enter a description, this is where you provide instructions for students regarding what your expectations are for this forum.
* Check the box to display the description on the course page.
* Select the forum type:
	+ **A single simple discussion**: A single discussion topic where everyone can reply.
	+ **Each person posts one discussion**: Each student can post exactly one new discussion topic, where everyone can reply.
	+ **Q and A forum**: Students must first post their perspectives before they can view other students' posts. *Note that this forum requires the instructor to add the first post and then students can reply to it.*
	+ **Standard forum displayed in a blog-like format**: An open forum where anyone can start a new discussion at any time, where the discussion topics are displayed on one page with Discuss this topic links.
	+ **Standard forum for general use**: An open forum where anyone can start a new discussion at any time. *Note that this is the default and most common forum type.*



The **Visibility** setting allows you to make the forum content available or hidden from student view.



**Availability** allows you to set a due date and a cut-off date. To set the dates and times, check the enable box.

* Due date: Displays when the forum is due, but does not restrict users from adding or replying to posts.
* Cut-off date: Forum will not accept posts after this date.



**Ratings** determine whether this is a graded forum or not.

* **No ratings**: Not graded.
* **Maximum rating**: Assumes student is required to only post one discussion in the forum.
* **Sum of ratings**: Assumes students are required to post multiple discussions, where each post is worth points toward the forum grade. For example, an initial, well-thought-out post could be worth 70 points, and three additional replies to other students could be worth 10 each.



This covers the most common settings; any remaining settings are optional.

Click the **Save and return to course** button to save the settings.