

Managing Discussion Forums

Discussion forums can be a very effective way for course participants to interact outside of the classroom. These can be helpful to students as well as the instructor. The course instructors should moderate forums to keep the discussions focused, to answer any questions that may arise, and to make sure postings are appropriate and do not misinform. Moodle makes it easy for instructors to monitor a forum by giving participants the option of receiving copies of forum postings via email. This help file explains how to edit or delete student postings in a forum, how to move a posting, how to configure the settings for receiving email, and how to lock a forum from further postings. Locking forums is a useful management tool as topics change in a course and new forums open.

Exemplar

There are five forums in the Stage 2/3 Exemplar Course. They are called News forum, General Discussion forum, Job Interviews Discussion, Job Search Discussion, and Skills Assessment Discussion.

Adding a New Posting to a Forum

1. Click on a link to a discussion forum activity on your course page.



2. Click the Add a new discussion topic button



- The Add a new discussion topic window appears. See the image on the next page:

▼ Your new discussion topic

Subject*

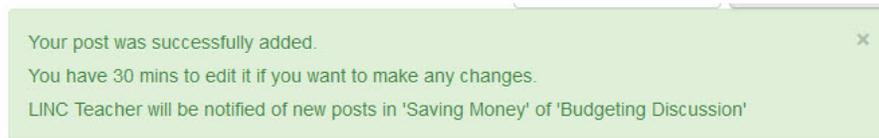
Message*



3. Type a subject for the posting in the text box next to Subject*.
4. Type the text of the posting in the text box next to Message*.
5. Click the Post to forum button.



- A message appears advising how long there is to edit the posting. The post continues to the forum page automatically.



- Note that there is no time limit for a teacher to edit a posting; however, the posting will be emailed after the time limit expires.

Replying to a Forum Posting

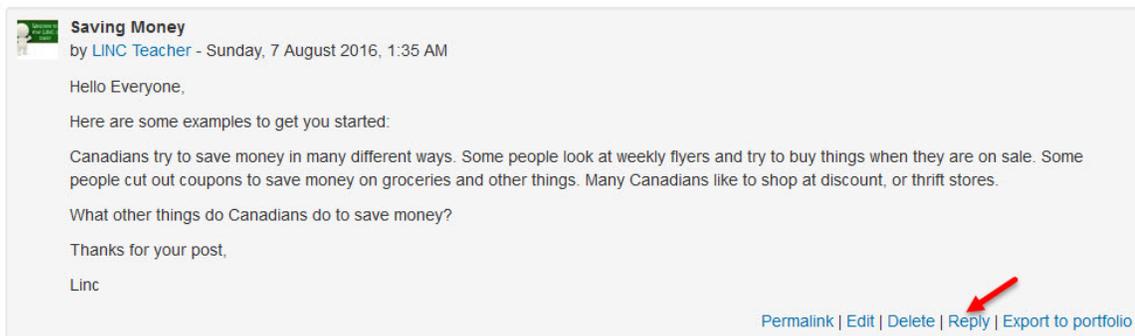
1. Click on a link to a discussion forum activity.



2. Open a forum posting by clicking on the subject in the Discussion column.

Discussion	Started by	Replies	Last post
Saving Money	 LINC Teacher	0	LINC Teacher Sun, 7 Aug 2016, 1:35 AM

- Click Reply in the lower right corner of the posting. Note that in this image, the teacher is looking at their own post, so there are more editing options.



Saving Money
by LINC Teacher - Sunday, 7 August 2016, 1:35 AM

Hello Everyone,

Here are some examples to get you started:

Canadians try to save money in many different ways. Some people look at weekly flyers and try to buy things when they are on sale. Some people cut out coupons to save money on groceries and other things. Many Canadians like to shop at discount, or thrift stores.

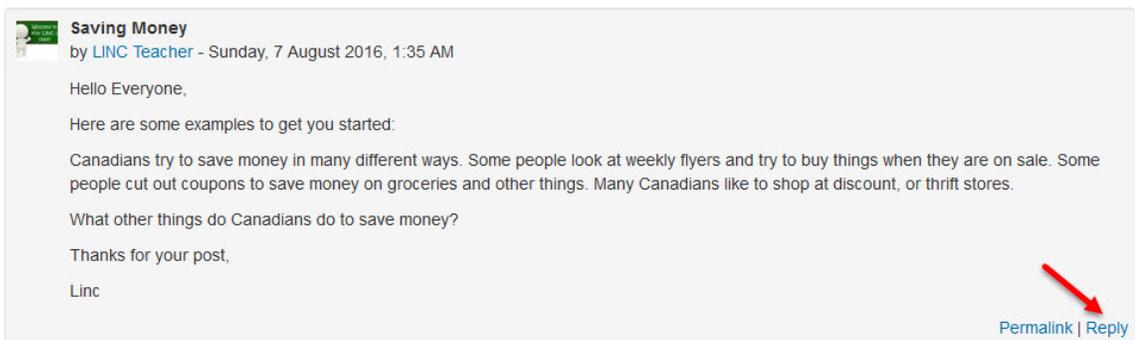
What other things do Canadians do to save money?

Thanks for your post,

Linc

[Permalink](#) | [Edit](#) | [Delete](#) | [Reply](#) | [Export to portfolio](#)

When a student looks at the same post from the teacher, you can see the difference:



Saving Money
by LINC Teacher - Sunday, 7 August 2016, 1:35 AM

Hello Everyone,

Here are some examples to get you started:

Canadians try to save money in many different ways. Some people look at weekly flyers and try to buy things when they are on sale. Some people cut out coupons to save money on groceries and other things. Many Canadians like to shop at discount, or thrift stores.

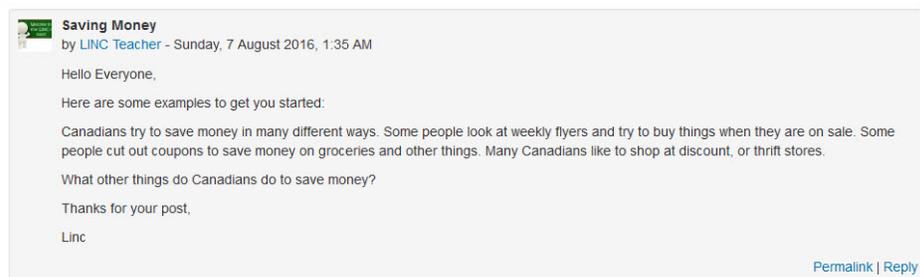
What other things do Canadians do to save money?

Thanks for your post,

Linc

[Permalink](#) | [Reply](#)

- After clicking on the Reply line, type the posting in the Message* text box.
 - Click the Post to forum button.
 - Click Continue (or wait for the 30-minute warning to edit message to advance automatically)
- The reply appears indented below the original posting.



Saving Money
by LINC Teacher - Sunday, 7 August 2016, 1:35 AM

Hello Everyone,

Here are some examples to get you started:

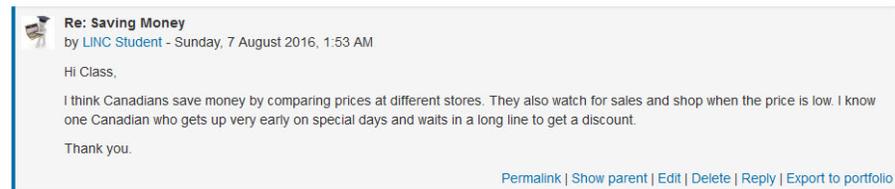
Canadians try to save money in many different ways. Some people look at weekly flyers and try to buy things when they are on sale. Some people cut out coupons to save money on groceries and other things. Many Canadians like to shop at discount, or thrift stores.

What other things do Canadians do to save money?

Thanks for your post,

Linc

[Permalink](#) | [Reply](#)



Re: Saving Money
by LINC Student - Sunday, 7 August 2016, 1:53 AM

Hi Class,

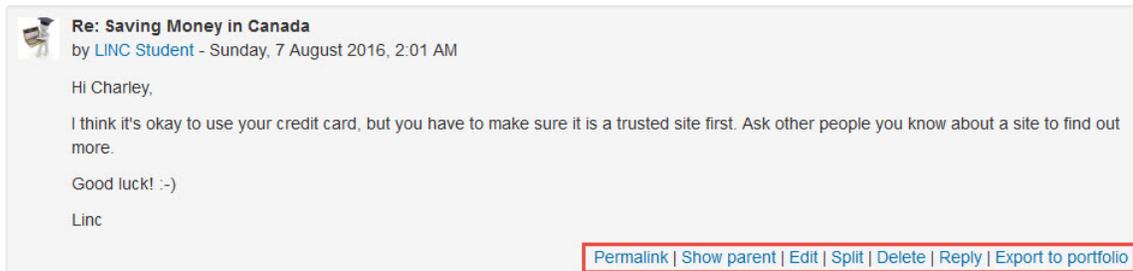
I think Canadians save money by comparing prices at different stores. They also watch for sales and shop when the price is low. I know one Canadian who gets up very early on special days and waits in a long line to get a discount.

Thank you.

[Permalink](#) | [Show parent](#) | [Edit](#) | [Delete](#) | [Reply](#) | [Export to portfolio](#)

Editing, Deleting and Splitting Postings (Teacher)

1. Click a forum (with student postings).
2. Click on the posting you'd like to edit.
 - Teachers can see the links in the lower right corner of any posting in the course forum.



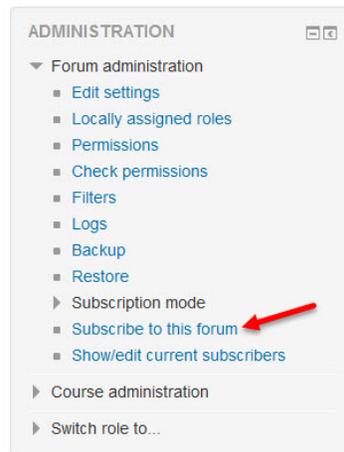
- **Show parent** – displays the original posting a message is replying to
- **Edit** – allows a teacher to change a student's forum posting, e.g. correct any typo or misinformation
- **Split** – this moves an 'out of context' posting into a new discussion thread in the same forum. (It will also move any replies to the message being split.) After clicking split, the teacher can provide a new subject/discussion name.
- **Delete** – this will permanently delete a posting (There is a prompt to confirm the posting will be deleted.)

Forum Subscription Options

The subscription feature enables a course participant to receive email from the postings in a discussion forum.

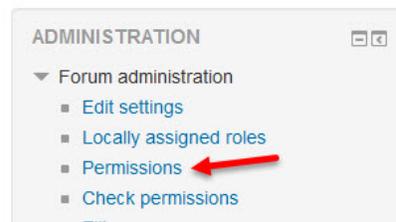
Follow these steps to subscribe to a discussion forum.

1. Click a forum you would like to subscribe (or unsubscribe) to.
2. Click Subscribe to this forum (or Unsubscribe from this forum) in the Forum administration section of the Administration block. See image on the next page:

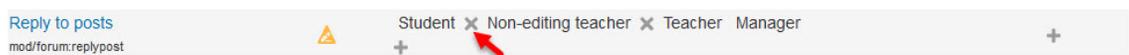


Locking a Forum from Further Posting

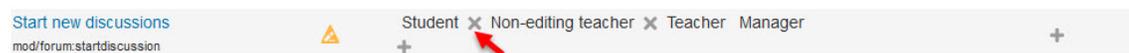
1. Navigate and click on the forum you want to lock.
2. Click Permissions in the Forum administration section of the Administration block.



- The Permissions in Forum page appears.
3. Scroll down to the Activity: Forum section. Locate Reply to posts and click the X next to Student. (The X is the delete button.) This will block students from replying to posts in this forum.



4. Stay in the Activity: Forum section of this page. Locate Start New Discussion and click the X next to Student. (The X is the delete button.) This will block students from Starting a new discussion in this forum.



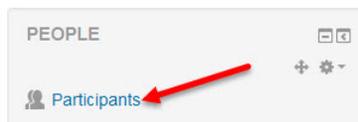
- Changing this permission does not impact other course forums.
- If necessary, teachers can click the + sign next to both Reply to posts and Start new discussions to reopen a locked forum.

Viewing All Forum Postings for a Specific Student

It is possible for teachers to view all of a particular student’s forum postings in the course on one page. These instructions require the teacher to have access to both the Navigation and People blocks.

If these blocks are not visible in a course, the teacher can add them by going to the course home page and selecting the Turn editing on option. Once course editing is enabled, locate the Add a block block, click Add... and select Navigation (or People as needed).

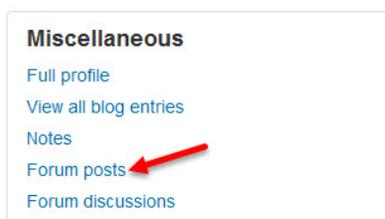
1. Click Participants in the People block.



2. Locate and click the target student’s name.

<input type="checkbox"/>		LINC Student linc.student@edulinc.ca	Lincville	Canada	15 mins 51 secs
<input type="checkbox"/>		Jorge Garcia jg2014@freemail.org	Burnaby	Canada	16 mins 36 secs
<input type="checkbox"/>		Charley Ferzam CFerzam@hopeville.tn	Moncton	Canada	16 mins 55 secs
<input type="checkbox"/>		Maria Gupta Guppy5@email.ca	Ottawa	Canada	19 mins 23 secs

- The target student’s View profile course page appears. On the right side in the Miscellaneous section you will find the forum posts link.



- Forum posts links to a page displaying all forum postings by the student that were replies to other student postings.
- Forum discussions links to a page displaying all discussions started by the student.

Forum Help links

[Moodle Documents: Forums](#)

<http://docs.moodle.org/31/en/Using_Forum>

[Moodle Documents: Forums FAQ](#)

<http://docs.moodle.org/31/en/Forum_FAQ>