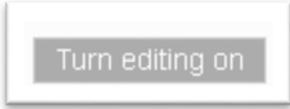
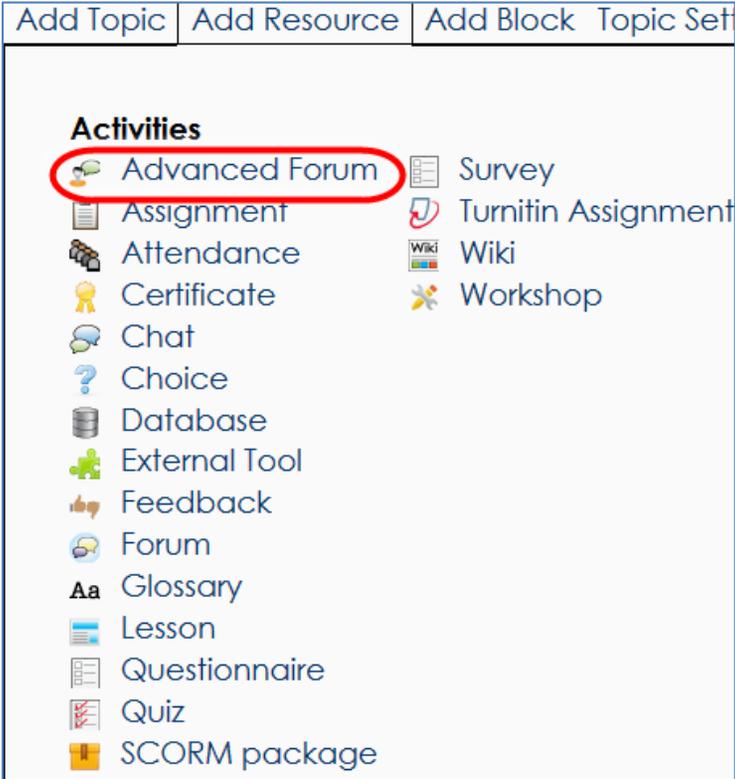


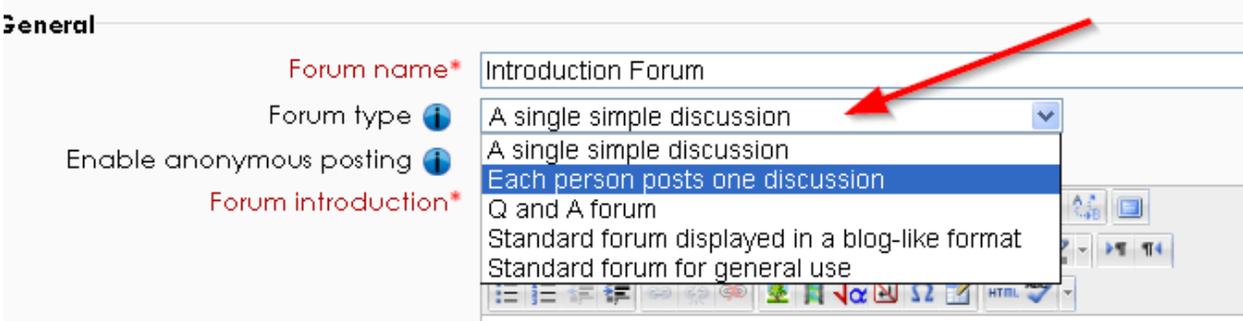
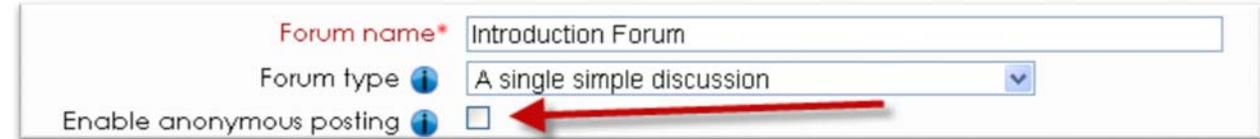
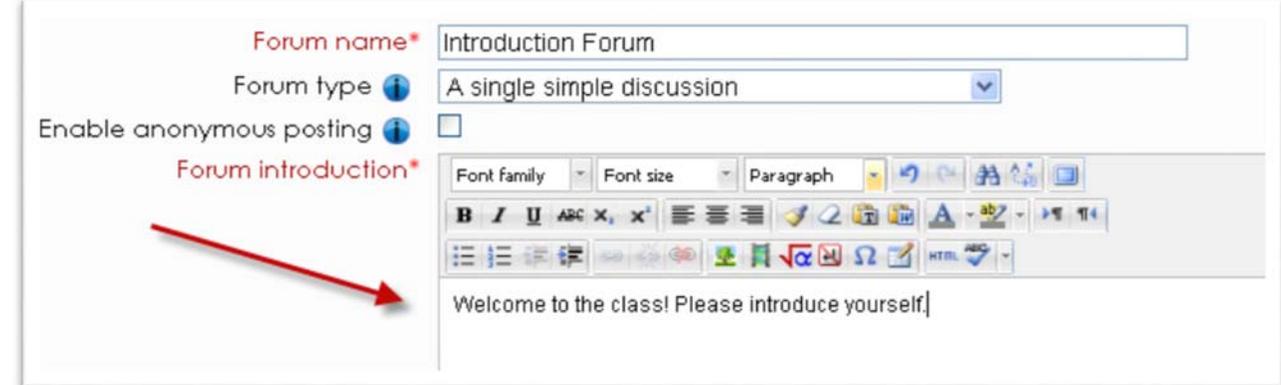
Creating Advanced Forums - Ungraded

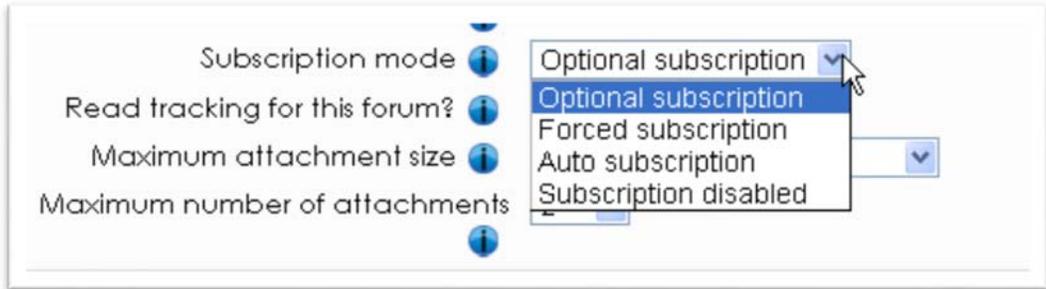
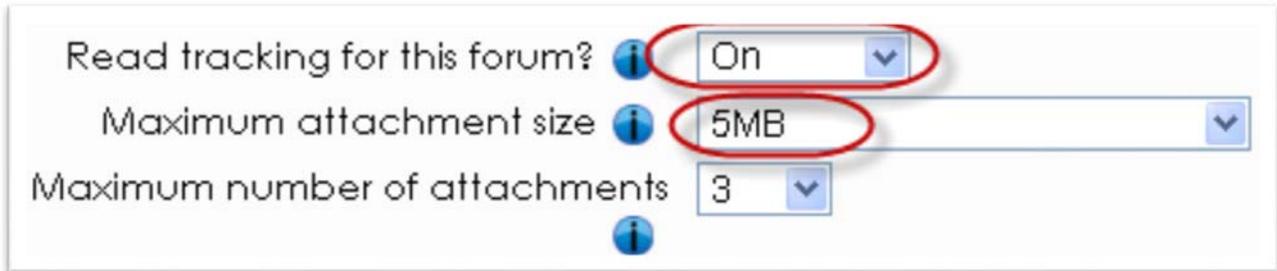
In Moodle, online discussion groups are called advanced forums. With advanced forums, you can facilitate online discussion between students. You can post a question and have students respond to it. Students can respond to each other's posts, too. People can upload files with their advanced forum posts, so you can even create an advanced forum where students post their work and other students respond to it with their comments.

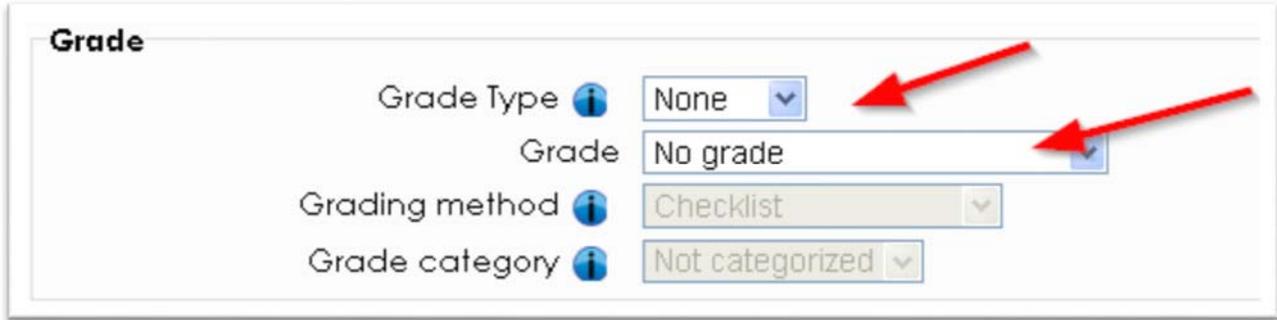
Do the following to create an advanced forum in Moodle that is **ungraded**. In other words, you will not assign a score to the forum in Moodle.

Task	Screen Shot
<ol style="list-style-type: none">1. Open your Moodle course.2. Click the Turn Editing On button in the top right corner.	 A screenshot of a Moodle interface showing a button labeled "Turn editing on". The button is rectangular with a light gray background and a thin border.
<ol style="list-style-type: none">3. Go to the topic where you want to insert the advanced forum.4. Click the green circle with the plus sign.	 A screenshot of a Moodle topic page. The page shows a folder icon labeled "Week 1" with the text "Here's the summary" below it. At the bottom, there is a link that says "+ file change". In the top right corner, there is a toolbar with several icons, including a green circle with a white plus sign, which is highlighted with a red circle.

Task	Screen Shot
<p>5. Select Advanced Forum.</p>	 <p>The screenshot shows a menu with tabs for 'Add Topic', 'Add Resource', 'Add Block', and 'Topic Set'. Under the 'Activities' section, a list of activity types is displayed. 'Advanced Forum' is circled in red. Other activities include Survey, Turnitin Assignment, Wiki, Workshop, Assignment, Attendance, Certificate, Chat, Choice, Database, External Tool, Feedback, Forum, Glossary, Lesson, Questionnaire, Quiz, and SCORM package.</p>
<p>6. In the Forum Name field, type the name of your discussion group.</p>	 <p>The screenshot shows the 'General' settings for a forum. The 'Forum name*' field contains 'Introduction Forum' and is highlighted with a red arrow. The 'Forum type' dropdown is set to 'A single simple discussion'. The 'Enable anonymous posting' checkbox is unchecked.</p>

Task	Screen Shot
<p>7. Do one of the following:</p> <ul style="list-style-type: none">• If you want students' forum posts to appear on a single page, select Single Simple Discussion in the Forum Type field.• If you want to create a multi-threaded discussion where students' posts appear on separate pages, select Standard Forum for general use.	
<p>8. For anonymous posts, select Enable Anonymous Posting.</p>	
<p>9. In the Forum Introduction field, type directions for your students to follow. Remember that posts can include pictures, videos, and links.</p>	

Task	Screen Shot
<p>10. Set your subscription mode settings to determine whether each participant in the class receives an email when someone posts to the forum.</p> <ul style="list-style-type: none"> • Optional subscription – Each participant can choose whether to get an email every time someone posts to the forum. • Forced subscription – Participants always receive an email for each forum post and cannot unsubscribe. • Auto subscription – Everyone gets emails initially, but users can choose to unsubscribe (opt out of forum emails) at any time. • Subscriptions disabled – No emails are sent. 	
<p>11. Do the following:</p> <ul style="list-style-type: none"> • Set the Read Tracking for This Forum field to On. This setting helps students track which forum posts they have read and which they haven't read since they last accessed the forum. • Increase the Maximum 	

Task	Screen Shot
<p>Attachment Size field to at least 5MB if you are having students upload files to the forum.</p>	
<p>12. Leave the Post Threshold for Blocking settings as-is.</p> <p>Note: The only time you configure these settings are situations in which you have a problem with a student or students posting too frequently on your discussion forum. In that situation, change the blocking values to restrict the number of times a student can post to a forum within a time period you specify.</p>	
<p>13. Set the Grade Type field to None. 14. Select No Grade for the Grade field.</p>	

Task	Screen Shot
<p>15. Leave the other settings on the page as-is.</p> <p>16. Scroll down, and click the Save and Display button.</p> <p>Your forum is ready to use.</p>	