

Common Open Forum Instructions

This first page contains common instructions to use when you are using all Open Forum types except for the Q and A Forum type (used if you don't want students to see other classmate's posts before posting their own).

[Click here](#) for information about the Q and A Forum type.

The screenshot shows a Moodle forum creation interface. At the top, there is a 'Forum name' field containing 'Chapter 1 Discussion Forum'. Below it is a 'Description' field with a rich text editor toolbar. The description text reads: 'Scenario: Moving Up the Corporate Ladder' followed by a paragraph about Luther and Lenora Cain. A red rectangular box highlights the description area. To the right of the box, there is a text overlay explaining the purpose of the information on the page.

Forum name
Chapter 1 Discussion Forum

Description

Paragraph B I [List Icons] [Link Icon] [Image Icon] [Video Icon] [Audio Icon] [Globe Icon] [More Icon]

Scenario: Moving Up the Corporate Ladder

Luther and Lenora Cain left farm life to find more opportunity in the city and Lenora as a maid. In fact, to earn enough to rear a family, Luther worked at Coca-Cola. Soon he became the chauffeur and personal valet to the company.

Herman Cain is Luther and Lenora's son. He learned from his parents how to run a business. He finished high school second in his class and attended Morehouse College to help pay his tuition. His father had saved enough money to buy a grocery store, and Herman worked in that store for a year.

Path: p » strong » span

* Required

The information on this page includes an example of information and instructions that could be placed in the Description window of a forum. This is what students will see when they click the link to the assignment on the course page.

After creating your instructions, read them back from the student's point of view or have someone else read them to make sure students will know exactly what to do and how the assignment will be graded.

Example:

Topic for Discussion

Place the topic for discussion here

Instructions:

Click the **Add a new discussion topic** button below to post your response to the topic for discussion.

What to do after posting your original post:

Reply to at least two of your classmate's postings with effective and thoughtful replies. To create effective and thoughtful replies, include some of the following:

- provide an alternative perspective
- ask questions to further the discussion
- discuss why you agree or disagree with something said

Grading Criteria:

If you created a Moodle rubric to grade the forum, include something like this:

*Refer to the **rubric** in Open Grader that will be used to grade this discussion forum.*

If you do not have a Moodle rubric to grade the forum, include something like this that identifies how you will assign points:

Your original post to the topic for discussion is worth 70 points. Each reply is worth 10 points. Proper grammar, spelling, punctuation, and capitalization is worth 10 points. The average of all discussion forums is worth 25% of your total course grade.

Need help posting and replying in a forum?

Refer to the Student Tutorials link and look for instructions under the Discussion Forums heading about how to [post and reply](#) in a forum.