

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 (shown on next page)–:

Forum name * Required

Chapter 1 Discussion Forum

Description

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 owner.

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 Morehead State University. He helped his father run the business and helped pay for 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

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

Suggestions for the Q and A Forum Type –

Important to understand

Since this type of forum does not allow students to see other student posts until they have posted their own original post, the instructions need to be set up differently. Also, **you as the instructor have to post something first**, then the students submit their original post as a reply to your post. The other issue is that after backing up a course and restoring it to a new course, your post and all of the student posts will have been removed. Therefore, you will need to resubmit your posts each time you have a new course.

Example for wording to place in the Description window of a Q and A forum type.

This is a Q and A type of discussion forum. You will not be able to see what others have posted until you have posted your own original response to the topic for discussion. Also, you will have to wait a short time before your fellow classmates' posts become visible so you can reply to their posts.

Topic for Discussion

Place the topic for discussion here instead of in your post so you don't have to retype it with each new course.

Instructions

Click my post below called **Post your answer here** and reply with your own original response to the topic for discussion.

After posting your information, **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 independent comment of one paragraph or more
- provide an alternative perspective
- ask questions to further the discussion
- discuss why you agree or disagree with something said

Use correct grammar, spelling, punctuation, and capitalization in all postings and replies.

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

Below is a suggestion for a post you can use for every Q and A forum you have so you can copy/paste the same message in each one instead of retyping something for each new course.

Subject of your post: Post your answer here

Message: Click the **Reply** button to post your answer to the topic for discussion. After submitting it, you will need to wait a short time to be able to see what other classmates have posted so you can reply to their posts.

You might want to include this image in your first Q and A forum instructions so students will know how to see if they can see if when other students' posts are available.

