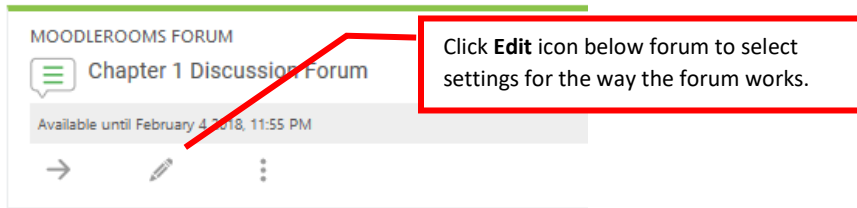



Common Forum Settings


(The only difference for Q and A types of forums is in the Completion Tracking category. See last page.)









On the following pages are the most common settings chosen.


(Click the  mark beside any one you want more information about.)


A screenshot of the Moodle forum settings page. The settings are organized into sections, each with a header and a list of options. Each option has a help icon (a question mark in a circle) to its right. A red box highlights the 'Maximum number of attachments' setting, and a red arrow points from a text box to it. The text box contains the instruction: 'Change only if you want students to be able to attach saved files to their post.'


Visibility 


Post options 


- ☐ Allow marking as substantive 
- ☐ Allow post bookmarking 
- ☐ Allow private replies 
- ☐ Allow anonymous posting 
- ☐ Display word count 


Attachments 


Maximum attachment size 


Maximum number of attachments 


Subscription 


Subscription mode 


Discussion locking 

Lock discussions after period of inactivity 

Post threshold for blocking 

Time period for blocking 

Post threshold for blocking 

Post threshold for warning 

Grade

Grade Type

Manual

Grade

You cannot change the type, as grades already exist for this item.

Type

Point

Maximum grade

100

Grading method

Simple direct grade

Grade category

Discussion Forum

Grade to pass

0

Important! If you do not intend to provide a grade for the forum and want the forum available to students for the entire semester, you will probably make no other settings changes.

If you create a rubric in Moodle to grade by, change this to the type of rubric you plan to use. (checklist, marking guide, or rubric)

[Click here](#) for information about advanced grading methods using the different types of rubrics.

Choose the name of the grading category you assigned in your gradebook setup.

Ratings

Roles with permission to rate

Manager, Teacher, Non-editing teacher

Aggregate type

No ratings

☐ Restrict ratings to items with dates in this range:

From

20 February 2018 12 00

To

20 February 2018 12 00

Common module settings

ID number

Group mode

No groups

Grouping

None

Add group/grouping access restriction

Restrict access

Access restrictions

Student **must** match the following

👁 ×

Date **until** 20 February

2018 23 : 55

Add restriction...

Completion tracking

Show activity as c

Require view

☐ Student must view this activity to complete it

Require grade

☐ Student must receive a grade to complete this activity ?

Require posts

☐ Student must post discussions or replies: 1

Require discussions

☒ Student must create discussions: 1

Require replies

☒ Student must post replies: 2

Expect completed on

18 February 2019

23 55 ☒ Enable

Require posts

☐ Student must post discussions or replies:

1

Require discussions

☐ Student must create discussions: 1

Require replies

☒ Student must post replies: 3

Background information about setting “due dates” in forums:

Open Forums does not have a “due date” choice as there is with quizzes and assignments that would prevent students from posting after your due date.

How to prevent students from posting to a forum after your “due date.”

- Apply a “Restrict access” setting to allow students access to the forum only until your due date. [Click here](#) for help adding a date type of restriction.

The only problem is that if you use a rubric in Moodlerooms to grade a forum, the restrict access also prevents students from seeing their graded rubric and/or activity comments in the Open Grader after the date set. So

- After grading all of the students’ postings and replies change the Restrict Access restriction to “Student **must not** match the following” so that students can see their grade as well as any graded rubric and/or activity comments you may have left for them in Open Grader.

Even though students could submit more posts after you do this, it would mean nothing since you had already posted grades.

Activity completion settings example for common forum types:

These settings will cause an activity completion check mark to appear beside the forum link once a student has posted an original response and replied to at least 2 fellow students’ posts.

Make adjustments depending on what you require of students.

How to enable a due date to appear in the student’s Deadline area on their My Courses page (and in the Upcoming Events block if you have it enabled on your Dashboard).

Deadlines



Chapter 1 Discussion Forum should be completed

Business Principles. Pam Denney. Full Term
Monday, February 18, 11:55 PM

In the Completion tracking area set the “Expect completed on” date for the due date of the forum.

Special Notes:

- You must still set a Restrict access date if you want to prevent students from posting after your due date.
- **Do not enable this choice for assignments or exams** since the due dates you set for them is what places them in the Deadline window.

Q and A Forum - Activity completion settings:

Since students do not create their own discussion post with a Q and A forum type but reply to the instructor’s post then reply to other fellow students’ responses, choose this setting to cause an activity completion check mark to appear beside the forum link. This example assumes a student has made an original response to the instructor’s post and replied to at least 2 fellow students’ posts.

Make adjustments depending on what you require of students.