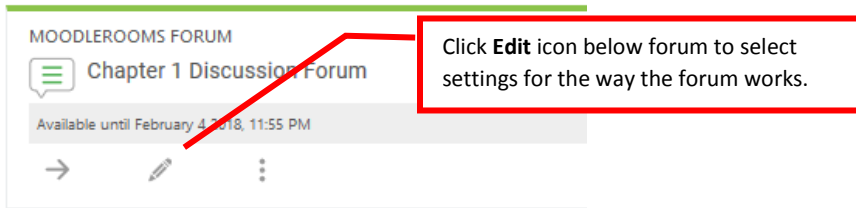




## Common Forum Settings


(The only difference for Q and A 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.)


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 


Change only if you want students to be able to attach saved files to their post.

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 Forums

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...

**Background information about setting “due dates” in forums:**

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

**What you can do to prevent students from posting to a forum after the date you want it to be due:**

- If you **are not** using a Moodle type of rubric to grade the forum, you can apply a “Restrict access” setting to allow students access to the forum only until a specified date/time. [Click here](#) for help adding a date type of restriction.
- If you **are** using a Moodle type of rubric to grade the forum, you need to change the Restrict access setting after grading the forum to “Student **must not** so that students can go to Open Grader to see your graded rubric and any activity comments you may have left for them there. *(Even though students could submit more posts after you do this, it would mean nothing since you had already posted grades.)*

Completion tracking

Show activity as complete

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

**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.

Enable this so the date you set will appear in the student’s Deadline window on their My Courses page.

Deadlines

**Chapter 1 Discussion Forum should be completed**  
 Business Principles. Pam Denney. Full Term  
 Monday, February 18, 11:55 PM

**Special Notes:**

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

Require posts

Student must post discussions or replies: 1

Require discussions

Student must create discussions: 1

Require replies

Student must post replies: 3

**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 these two settings to cause an activity completion check mark to appear beside the forum link once 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.