

Managing Discussion Forums

Discussion forums can be a very effective way for course participants to interact outside of the classroom. These can be helpful to students as well as the instructor. The course instructors should moderate forums to keep the discussions focused, to answer any questions that may arise, and to make sure postings are appropriate and do not misinform. The courseware makes it easy for instructors to monitor a forum by giving participants the option of receiving copies of forum postings via email. This help file explains how to edit or delete student postings in a forum, how to move a posting, how to configure the settings for receiving email, and how to lock a forum from further postings. Locking forums is a useful management tool as topics change in a course and new forums open.

Exemplar

There are six forums in the **Stage 2/3 Exemplar** Course. They are called Announcements, General Discussion forum, Social forum, Job Interviews Discussion, Job Search Discussion, and Skills Assessment Discussion.

Students Adding a New Posting to a Forum

1. Click on a **discussion forum** activity on your course page.



2. The **forum discussion prompt** is displayed.

Job Search Discussion

Explain how you found your last job (for example, maybe you saw an advertisement, or maybe a relative told you about it). If you have never had a job, explain how someone in your family found a job. Also, read what others have written and comment on two postings.

[Add a new discussion topic](#)

3. Click the **Add a new discussion topic** button.

The **Add a new discussion topic** window appears.










4. Type a **subject** for the posting in the text box next to **Subject**.

5. Type the message of the posting in the text box next to **Message**.
6. Click the **Post to forum** button.

▼ Your new discussion topic

Subject

Message

↓ A ▾ B I         

When finished my high school studies I needed a job. My uncle told me to go to the labor pool near the market. I signed a form and gave them my email address and cell phone number.

Three days later I was called to meet Mr. Kilmer at the Townsville Mall. He interviewed me in the food court and hired me that day.

He is a friend of my uncle and is a good employer.

Discussion subscription [?](#)

► Tags

A message appears advising how long there is to edit the posting. The post continues to the forum page automatically.

Your post was successfully added. ×

You have 30 mins to edit it if you want to make any changes.

Ahmed Ali will be notified of new posts in 'How I found my last job' of 'Job Search Discussion'

Note that there is no time limit for a teacher to edit a posting; however, the posting will be emailed after the time limit expires.

Replying to a Forum Posting

1. Click on a **discussion forum** activity.



2. Open a forum posting by clicking on the **subject** in the **Discussion** column.

Add a new discussion topic

Discussion	Started by	Last post ↓	Replies	Subscribe
How I found my last job	Ahmed Ali 3 Mar 2020	Ahmed Ali 3 Mar 2020	0	<input type="checkbox"/>

Display replies in nested form
Display options

How I found my last job
 by Ahmed Ali - Tuesday, 3 March 2020, 11:44 AM

When finished my high school studies I needed a job. My uncle told me to go to the labor pool near the market. I signed a form and gave them my email address and cell phone number.

Three days later I was called to meet Mr. Kilmer at the Townsville Mall. He interviewed me in the food court and hired me that day.

He is a friend of my uncle and is a good employer.

Permalink
Reply

3. Click **Reply** in the lower right corner of the posting. Note the **Display options** drop-down at the top of the forum post.
4. The student types in their response to the forum post.

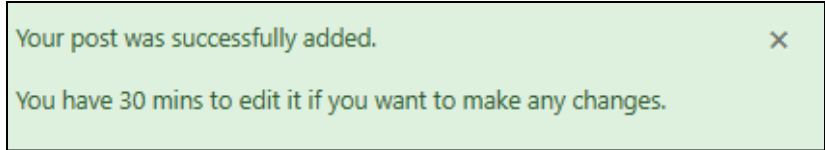
Ahmed:

You are so lucky to have relatives who can help you find work. I hope you thanked your uncle. I have seen the labor pool sign but never thought that I could get a job there. I found my last two jobs by going to stores and filling out applications. It takes a long time but a job is worth it.

Maria

Submit
Cancel
Advanced


5. Click on the **Submit** button.
6. The **30-minute warning** to edit message shows automatically.



The **reply** post appears indented below the original posting.

Editing, Deleting and Splitting Postings (Teacher)

1. Click on a **forum** with student postings.




How I found my last job
by Ahmed Ali - Tuesday, 3 March 2020, 11:44 AM

When finished my high school studies I needed a job. My uncle told me to go to the labor pool near the market. I signed a form and gave them my email address and cell phone number.

Three days later I was called to meet Mr. Kilmer at the Townsville Mall. He interviewed me in the food court and hired me that day.

He is a friend of my uncle and is a good employer.

[Permalink](#) [Reply](#)



Re: How I found my last job
by Maria Gupte - Tuesday, 3 March 2020, 12:10 PM




Ahmed:

You are so lucky to have relatives who can help you find work. I hope you thanked your uncle. I have seen the labor pool sign but never thought that I could get a job there. I found my last two jobs by going to stores and filling out applications. It takes a long time but a job is worth it.

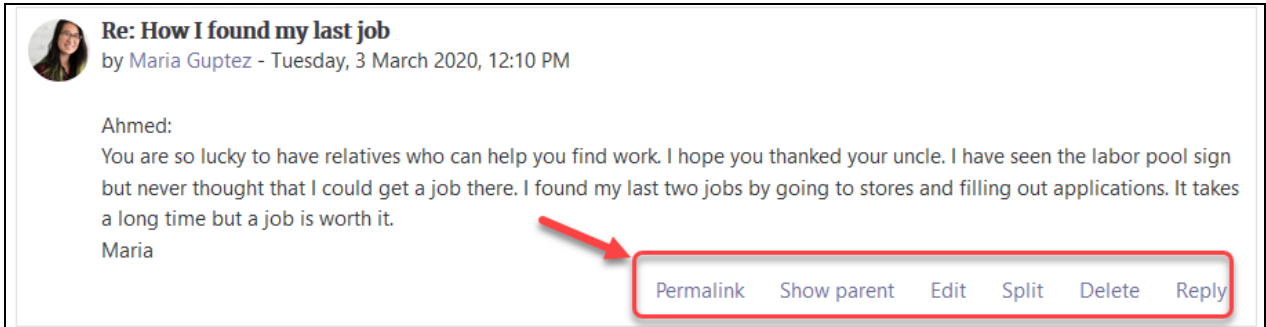
Maria

[Permalink](#) [Show parent](#) [Edit](#) [Delete](#) [Reply](#)

2. Click on the **post** you'd like to edit.

Discussion	Started by	Last post ↓	Replies	Subscribe
How I found my last job	 Ahmed Ali 3 Mar 2020	 Maria Gupte 3 Mar 2020	1	<input type="checkbox"/> 

Note that teachers can see the **links** in the lower right corner of any forum post.



Re: How I found my last job
by Maria Gupte - Tuesday, 3 March 2020, 12:10 PM

Ahmed:
You are so lucky to have relatives who can help you find work. I hope you thanked your uncle. I have seen the labor pool sign but never thought that I could get a job there. I found my last two jobs by going to stores and filling out applications. It takes a long time but a job is worth it.
Maria

Permalink Show parent Edit Split Delete Reply

- **Show parent** – displays the original posting a message is replying to.
- **Edit** – allows a teacher to change a student’s forum posting, e.g. correct any typo or misinformation.
- **Split** – this moves an ‘out of context’ posting into a new discussion thread in the same forum. It will also move any replies to the message being split. After clicking split, the teacher can provide a new subject/discussion name.
- **Delete** – this will permanently delete a posting. There is a prompt to confirm the posting will be deleted.

Forum Options Using the Settings Icon

There are more settings options that an instructor can control in forums. Click on the forum in the course main page.



GOING TO THE BANK (LINC 4) 

Dashboard / My courses / Banking 4

 Banking in Canada

 Glossary 1

 Banking in Canada

Click on the **vertical ellipsis** icon to the right. 



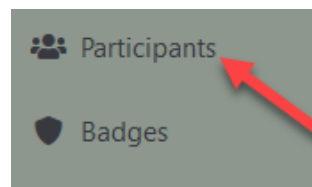
If there are posts in this forum, the instructor can choose to:

- star a discussion to indicate that it is important
- pin a discussion to the top of a list
- lock the discussion so no more posts can be added
- subscribing to a discussion forum so notifications can be sent to a student or instructor.











Viewing All Forum Postings for a Specific Student

It is possible for teachers to view all of a particular student's forum postings in the course on one page. If these blocks are not visible in a course, the teacher can add them selecting the **Participants** link in the **Navigation drawer**.

1. Click **Participants** in the **Navigation drawer**.



2. Locate and click the **target student's name**.

	First name	Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>							
<input type="checkbox"/>	 Maria Gupte		mariaguptez@fakemail.ca	Student 	No groups	20 mins 44 secs	Active   
<input type="checkbox"/>	 Ahmed Ali		ahmedali@fakemail.ca	Student 	No groups	1 hour 26 mins	Active   

The student's **profile page** appears. In the **Miscellaneous** section you will find the forum posts link.

- **Forum posts** links to a page displaying all forum postings by the student that were replies to other student postings.
- **Forum discussions** links to a page displaying all discussions started by the student.

Miscellaneous

[View all blog entries](#)

[Notes](#)

[Forum posts](#)

[Forum discussions](#)

Forum Help links

[Moodle Documents: Forums](#)

<https://docs.moodle.org/39/en/Using_Forum>

[Moodle Documents: Forums FAQ](#)

<https://docs.moodle.org/39/en/Forum_FAQ>