How to set up a discussion forum

One of the most useful tools in Moodle is the discussion forum. The forum is a key communication tool in Moodle which allows users to post messages and respond to each other's contributions. It is very useful for online tutorials and group projects.

How to set up a forum

First turn course editing on using the button in the top left.

Select 'Forum' from the 'Add an activity or resource pop-up, and click the 'Add' button.
The 'Add new forum' page will appear.

All the most important settings are in the 'General' box.

Give the forum a name, this is what will appear in the link on the course page so make sure it describes the purpose of the forum.

The default forum type is 'Standard forum for general use' this will be fine for most applications but feel free to experiment with the other types.

In the 'Forum introduction' give details of the intentions of this particular forum discussion.

The 'Subscription mode' determines whether students get email notifications of new posts to the forum. The default value for this is 'Optional subscription' which means that the students can choose whether or not to get email notifications. This should be the best setting for most instances.

The other settings can safely be left at their default settings most of the time.

Scroll to the bottom of the page and click on 'Save and return to course'

Follow up discussion for Lecture 2

A link to the forum will be displayed as above.

To enter the forum click on the link.

Discuss the issues that were raised in Lecture 2

Asks questions about any points that you are not clear on.

Suggest ways that the techniques discussed could be applied in your own practice.

I will monitor the forum and respond to any questions
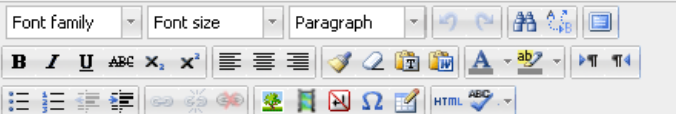
Albert Tutor

Add a new discussion topic

(There are no discussion topics yet in this forum)

Click on 'Add a new discussion topic'

Your new discussion topic

Subject* Masterclass
Message*

I think this masterclass is a good example of the issues discussed today

12 Tortelier Sonate Breve

Path: p

HTML format

Subscription   Send me email copies of posts to this forum
Attachment   Add... Maximum size for new files: 500KB

No files attached

Save changes

There are required fields in this form marked*.

Add a subject and message for the discussion topic.

It is worth noting that images and media files can be added to the message and files can be added as attachments. To deminstrate this I have added a YouTube video to the demo posting.

The new topic will be displayed on the forum page as below.

Clicking on the 'Discussion' subject (in this case 'Masterclass') opens up that discussion.

You can edit or delete your own postings, and students can reply.

Both staff and students can set up new discussions (within the forum).