

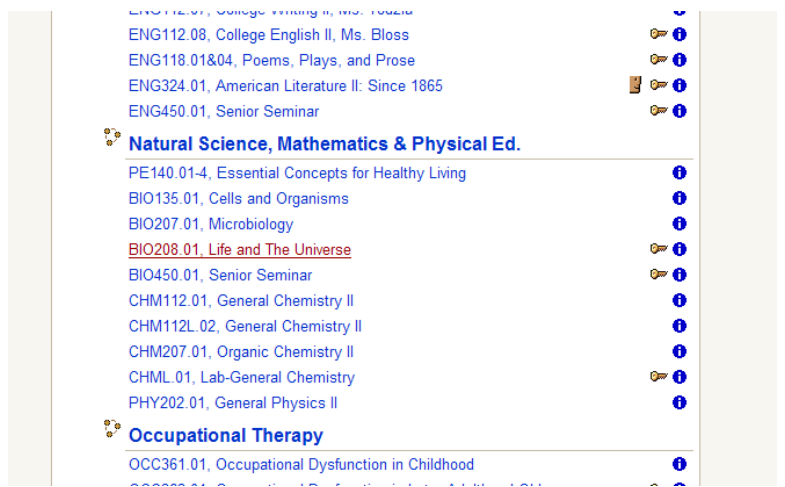
How to Create a Forum

1. Log-in to the Moodle site.

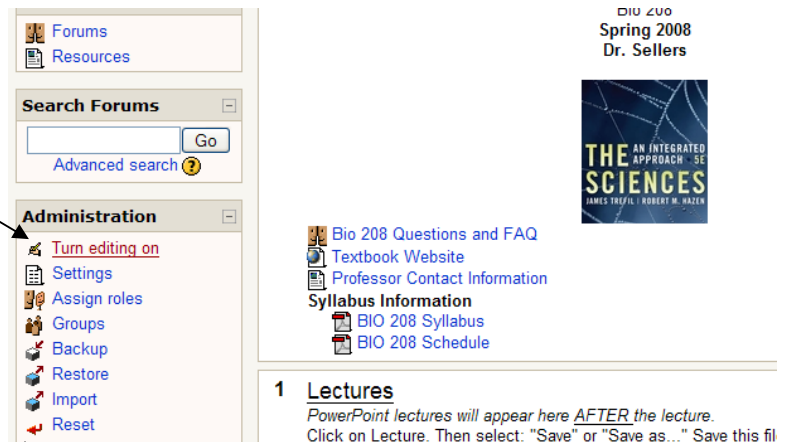
Use your Keuka e-mail username and your Keuka e-mail password. (The username is the part of your e-mail before the “@” symbol.)



2. Scroll down and click on your class.

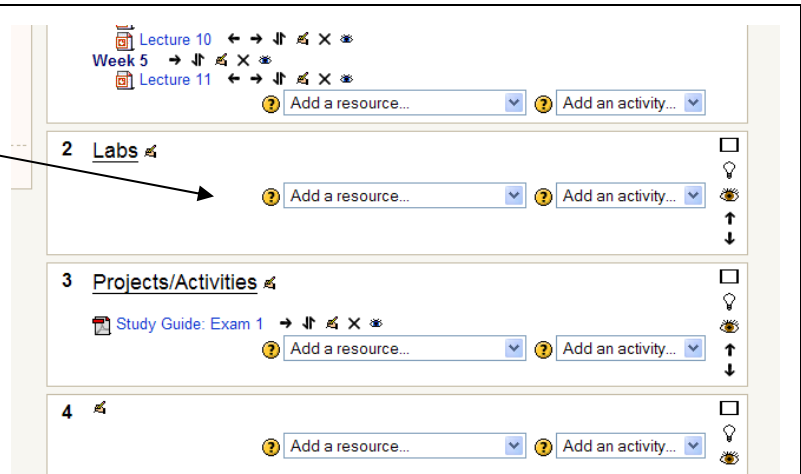


3. Click “Turn editing on”

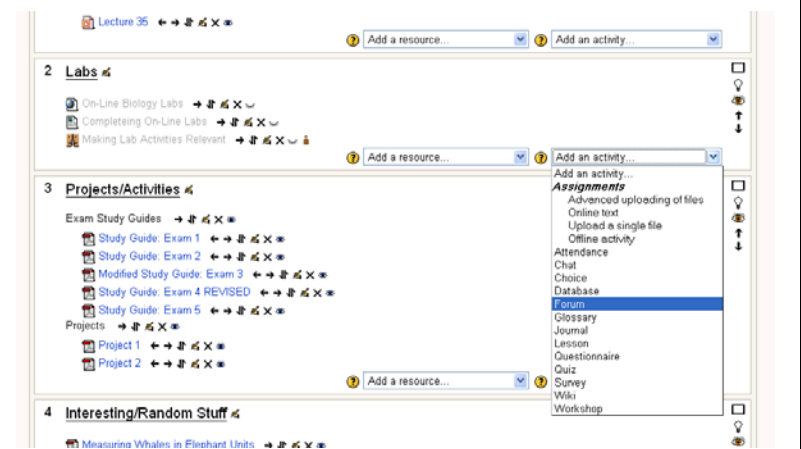


4. Find the location that you want your new Forum to appear.

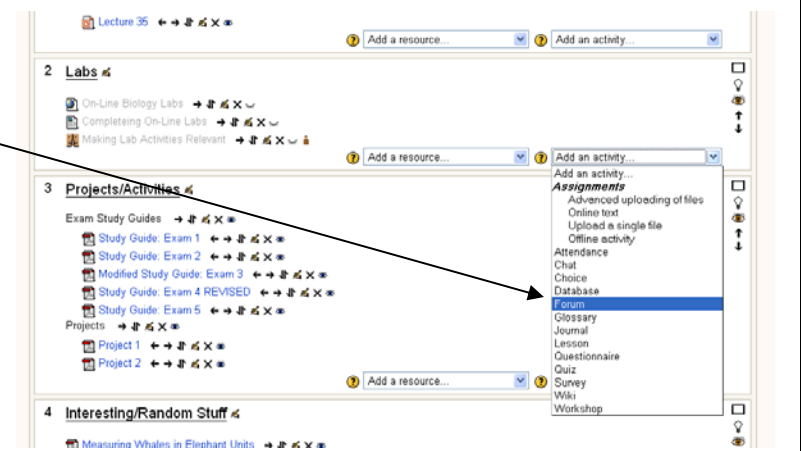
(I will add my newly-created **Forum** to the **Labs** section of my Moodle site.)



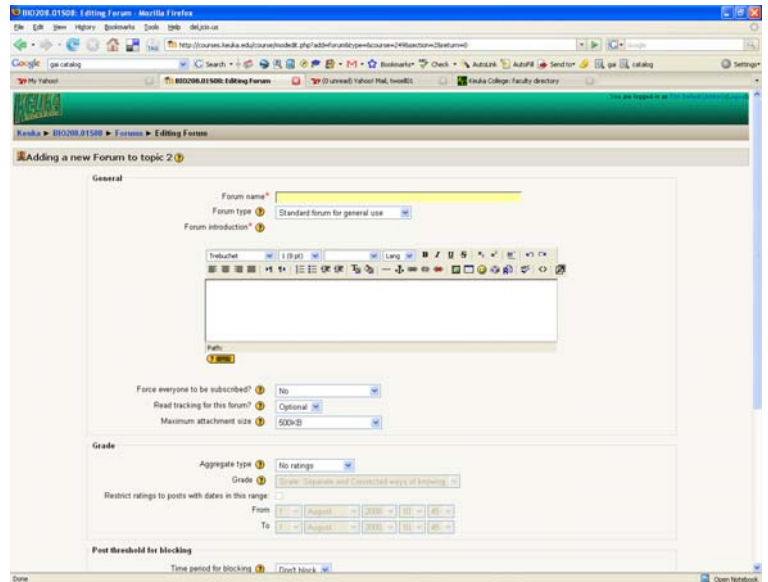
5. Click on the pull down menu, “Add an activity...”



6. Click on “Forum” from the menu.

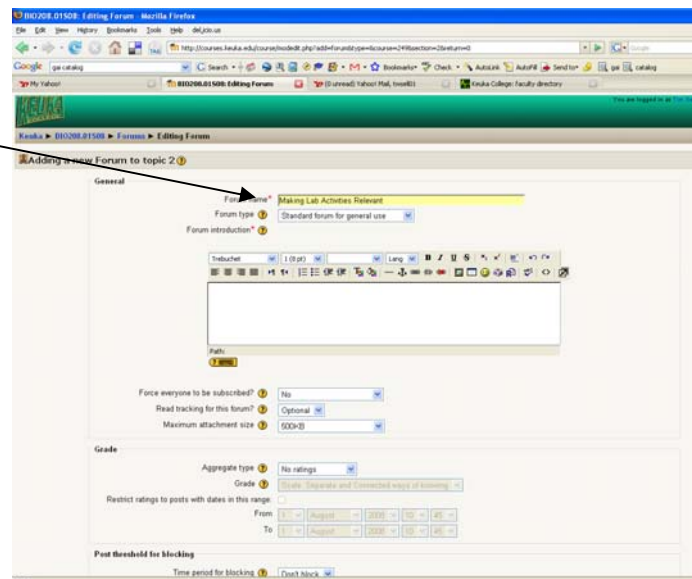


7. You should now see the empty “Adding a new Forum page” page.



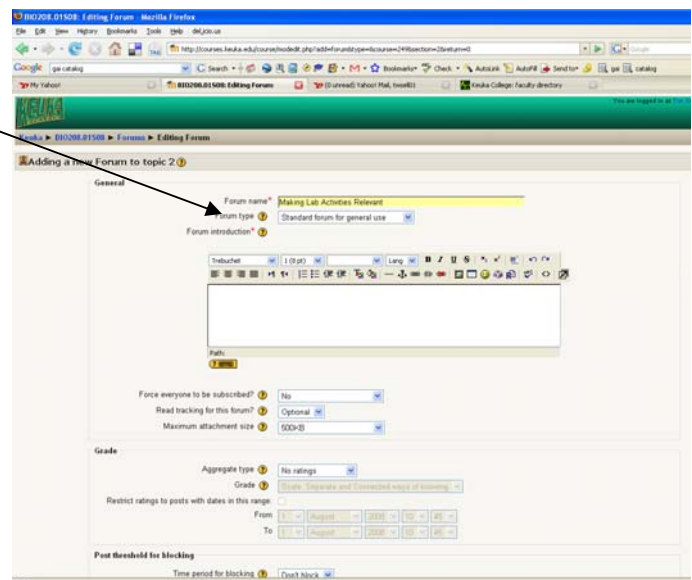
8. Type a name/title for the new Forum in the **Name** box.

(In this example my Forum title/name is, “*Making Lab Activities Relevant*”.) As the author, I make up this name, and this is the name students will see (and click on) on your main Moodle page.



9. Keep the default Forum type

(i.e., the menu below the Name text box). This is the “Standard forum for general use” type. (Other forum types will be discussed later and in other ‘*How to...*’ sessions.)




10. The “**Forum introduction**” is a text box where you (as the instructor) give an overview or introduction to what this discussion should be about. (In this example, I state that this discussion allows students to start a discussion about ways to make the lab activities support and help with the “theoretical” material covered in lectures.)

Note: I can **format my text** using the text box formatting tools located just above the text box. In this case, I bolded certain sections, underscored, change font color, etc. I can also add a web link and other formatting.

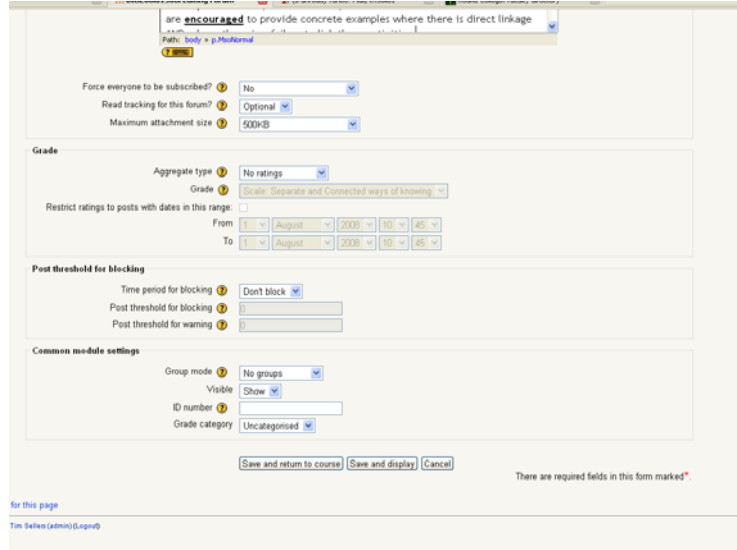
11. The next box is, “**Force everyone to be subscribed?**” The default is “No”, but this can be changed using the pull-down menu.

When a person is **subscribed to a forum** it means that they will be sent email copies of every post in that forum (posts are sent about 5 minutes after the post was first written).

There are many possibilities for this feature, and choosing depends on your usage for the particular discussion/forum. Students can usually change this feature themselves later.

It is recommended that you click on the help button  to get more detailed information about all of the possibilities.

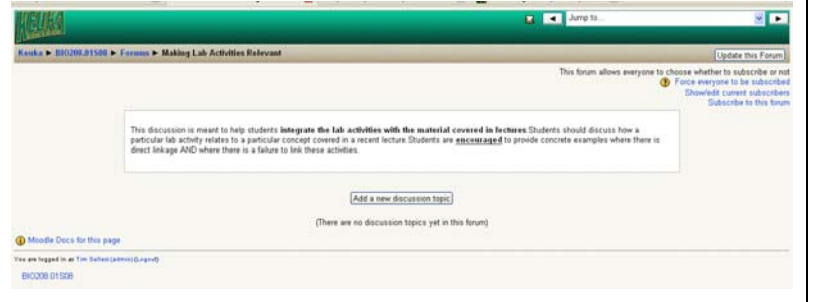
12. You can keep all of default values in the other menus. These can be changed later depending on the desires of your particular dicussion/forum.



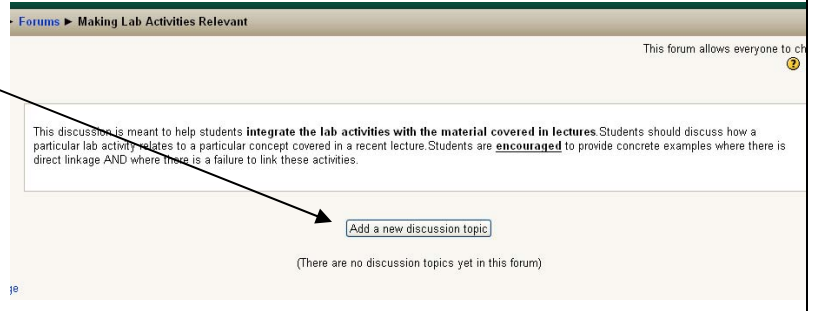
13. Click “**Save and return to course**” at the bottom of the page to return to the main page, or click, “**Save and display**” to see what the page will look like.



14. If you click, “**Save and display**” you will taken to the **Forum page** you just created. (The Forum description appears in the window.) This is the same page that the student will see.



15. To start the discussion, click the “**Add a new discussion topic**” button.



16. Your new **Forum** is ready to use! You can add as many Forums to your course as you choose.

