

Creating Forums in Moodle

To add a Forum to your Topic Block select *Forums* under *Activities* from the pull down menu on the right.

If your desired outcome is to post a question and have your students answer it before they can view the thread of others, then follow these directions.

Select *Q and A Forum* from the Forum type pull down menu. Fill in *Forum name* and *Forum introduction*.

Make sure that *Hide activity entirely* is selected from the pull down menu.

Make sure that *Show activity as complete when conditions are met* is selected from the pull down menu and place a check mark and numbers next to *Require posts* and *Require replies*.

Next, launch the Forum, still as an Editing Teacher. From the Pull down menu to the right of *Separate Groups*, select your first group. Then click on *Add a new question*.

Fill in the question as you would like it to appear in the rich text editor.

Make sure that *Subject* and *Message* are filled in.

Unless you would like emailed responses to each post sent to you, select *I don't want email copies of posts to this forum* from the pull down menu next to Subscription.

As you do this for each group, you will see the group name information on the screen right above the tab *Post to forum*.

When you are done, click on *Post to forum* and your Post will be available to each group.