

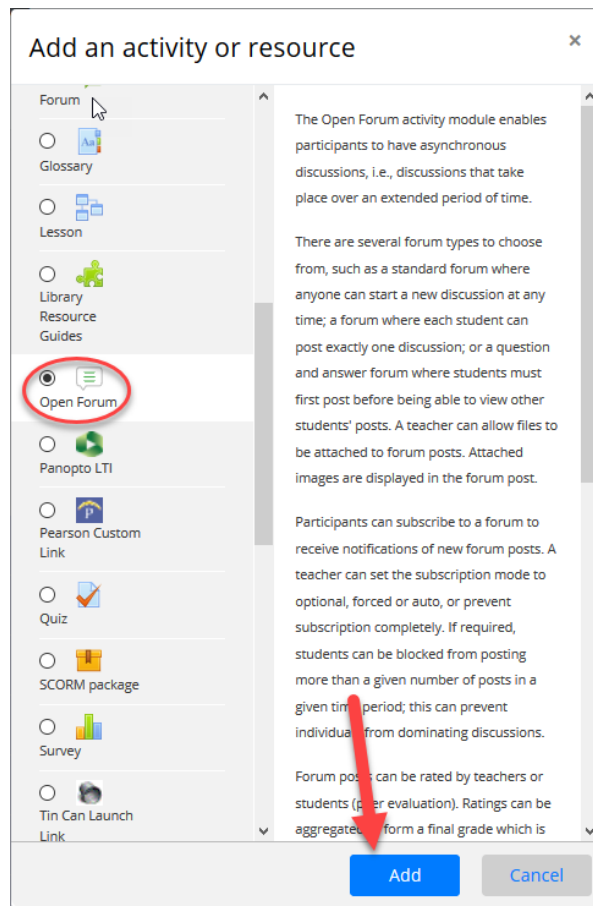
Adding an Open Forum

What Is an Open Forum?

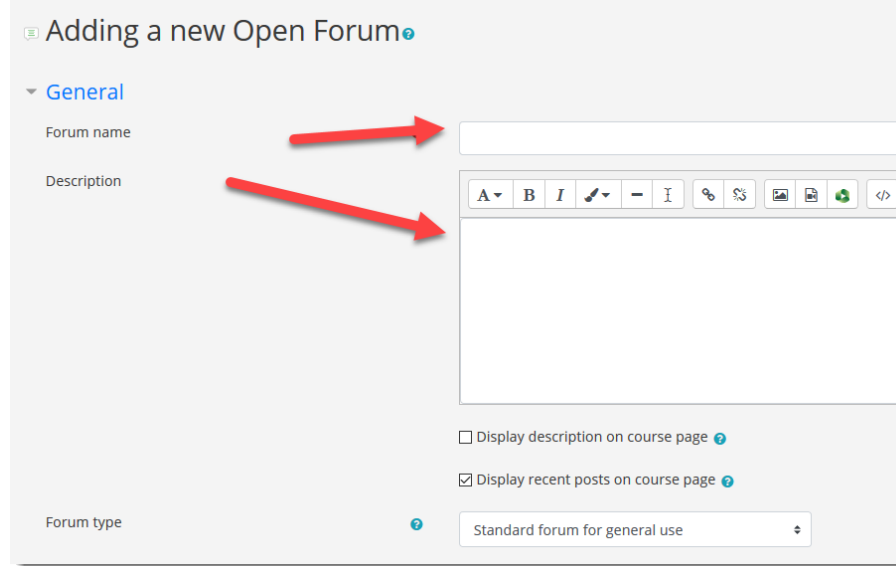
The Open forum activity enables students to post and reply to comments, suggestions, and questions asynchronously. Use the Open forum to provide a platform on which your students can communicate with each other. How Do I Add a Basic Forum?

To add an Open forum follow these steps:

Actions Gear > Turn editing on > Add an activity or resource > Open forum > Add



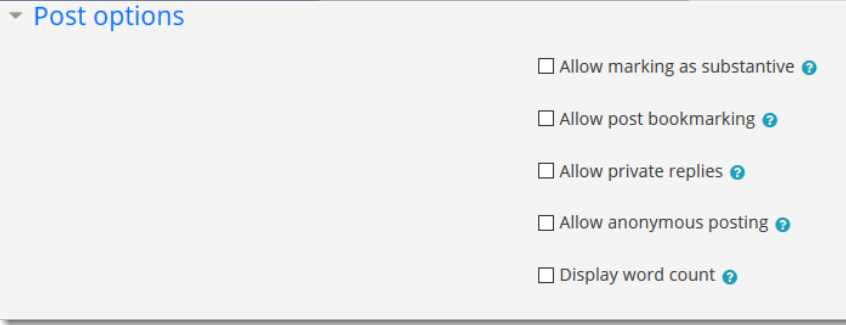
1. In the **Forum Name** field add a descriptive name for your forum.
2. In the **Description** field add a few sentences explaining what you would like the discussion to be about and the types of things students should post.



3. Choose a forum type
 - a. **Standard forum for general use:** An open forum. Anyone can start a new discussion at any time. It is well-suited to more open and free-flowing conversations. This is the best general purpose forum. This type is selected by default.
 - b. **Single simple discussion:** A single discussion topic that everyone can reply to. This is useful for discussions that need focus. You cannot use it with separate groups.
 - c. **Each person posts one discussion:** Each student posts one new discussion topic that everyone can reply to. Use this when you need more than a single simple discussion and less than a standard forum for general use.
 - d. **Q and A forum:** This is a question and answer forum. Students must post at least once before replying to others. After they make a post they can view and respond to other students' posts. This encourages students to think for themselves before posting.
 - e. **Standard forum displayed in a blog-like format:** An open forum where anyone can start a new discussion at any time. Discussion topics are on one page with Discuss this topic links.

4. Post options
 - a. Turn editing on > Open forum > Edit > Edit Settings > Post options

Adding an Open Forum



- b. Post options give you control over what you can do with posts. By default, no options are selected. Choose the features you want to use.
- c. **Allow marking as substantive:** Flag posts that are important, meaningful, or merit attention. Select the star at the bottom of the post to flag it. Other teachers in the course see your flags. Students do not.
- d. **Allow post bookmarking:** Bookmark posts to remind you to return to them later. Select the bookmark at the bottom of the post to mark it. Other teachers in the course see your bookmarks. Students do not.
- e. **Allow private replies:** Send private replies to posts. Select Private reply at the bottom of your reply. Only the author of the post you are replying to sees your reply.
- f. **Allow anonymous posting:** All posts and replies are automatically by Anonymous User. You can choose to show your name and avatar with your posts and replies. Select Reveal Yourself at the bottom of your reply.



- g. **Display word count:** A word count is displayed for every post submitted. Words are not counted as you write the post. The count appears only after the post has been submitted.

5. Subscription

Turn editing on > Open forum > Edit > Edit settings > Subscription

When participants subscribe to a forum they receive emails alerting them to new posts. Choose one of the following subscription options.

- Optional subscription: Participants can choose if they want to subscribe to the forum. This is selected by default.

Adding an Open Forum

- Forced subscription: All participants are automatically subscribed and can't unsubscribe.
- Auto subscription: All participants are automatically subscribed. They can choose to unsubscribe.
- Subscription disabled: Nobody can subscribe to the forum.

6. Grade settings

Turn editing on > Open forum > Edit > Edit settings > Grade

Do you want to make your Open forum gradable? Expand Grade when adding or updating your Open form and set how you want to do it.

Select one of the following from the Grade Type menu.

- **None:** The forum is not graded.
- **Manual:** The forum is graded by a teacher.
- **Rating:** The forum uses ratings to generate a grade. Ratings are given while viewing the forum.

Select one of the following from the Type menu.

- **None:** There is no grading type.
- **Scale:** Use a scale to grade. Select the scale you want to use from the Scale menu.
- **Point:** Use points when grading. Type the maximum number of points that can be earned.

Select an advanced method for grading from the Grading method menu. Simple direct grading is selected by default.

Optionally, if you use Gradebook categories, select the category from the Grade category menu.

Optionally, type the minimum number of points a student needs to pass.

7. Click **Save and Return to Course**

