Create Activities (Settings)

Example Activity: Forum

The following outlines the basic settings (using the *Forum* as an example) that apply when creating all *activities*.

Nach dem Klick auf die Schaltfläche *Aktivität oder Material anlegen* wählen Sie die gewünschte Aktivität aus und klicken Sie diese an.

After clicking the *Add Activity or Resource* button, select the desired activity and click on it. Under *General*, you first set the *Name* and optionally the *Description* for all activities—here, the *Forum Name* and a *Description*. If you wish, the description can be displayed on the course page by checking the *Display Description on Course Page* option.

Under *Forum Type*, you can choose the type of forum. If you want a standard forum where participants can interact, leave the setting as *Standard Forum*.

In the additional form fields, you can specify various forum-specific options, such as *Attachments* and *Subscription and Grading Options*.

The *Additional Settings* and *Conditions* sections are found in all activities and resources. Here, you can set under *Availability* whether the activity is already available to participants or still *Hidden*. If you are working with *Groups*, you can make the appropriate settings here.

If the activity should be tied to specific *Conditions*, such as access only at certain times, you can set these criteria under *Conditions → Add Condition*.

Finally, save your changes by clicking *Save and return to course* or *Save and display*. The *Forum* is now created.

Add a New Topic

 In the forum, both you and your students can start a new thread by clicking the *Add a New Topic* button. By clicking *Advanced*, you can access additional settings.

You can then enter the *Subject* and the actual *Message*, which can be formatted using the *Editor*. Under *Subscription*, you can decide whether to receive email notifications for replies to your post.

You can also add *Attachments*. If you want participants to be immediately notified by email about the new topic, check the *Send message without delay* box. Selecting *Pinned* will keep the topic always visible at the top. You can also specify a *Display Period* for the post.
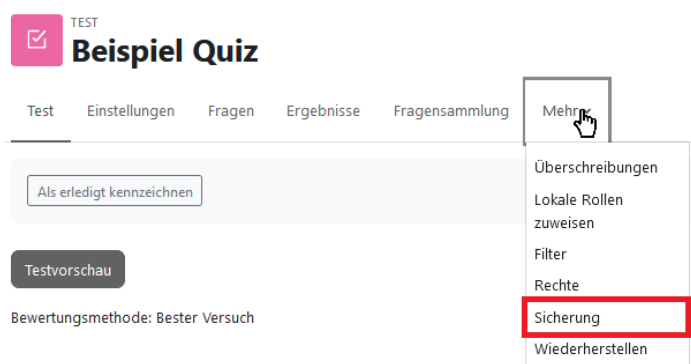
By clicking the *Post to Forum* button, you publish your post.

Reuse an Activity

Moodle allows you to reuse all activities and resources in the upcoming semester without needing to recreate the content from scratch. The process is demonstrated here using the *Quiz* activity as an example.

Backup and Restore

In the quiz, click on *More → Backup* in the central menu bar.

On the following pages, you can choose which settings you want to restore. Elements you don't need (e.g., *Competencies*) can be removed by unchecking the boxes.

Give the backup file a clear name with the extension .mbz.

By clicking *Perform Backup*, your quiz will be saved.

To restore the quiz, click *Continue* or go to *More → Restore* in the central menu bar within the quiz.

Under *Activity Backup Area*, click on *Restore* next to the desired quiz.

Next, select the course in which the quiz should be restored. Click *Continue* to review the settings and finally click *Perform Restore*.

Import

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On the following pages, you can decide which settings to include (e.g., question bank, competencies), as well as which activities or materials to restore. Uncheck any elements you don't need, or use the *All/None* option (*Show Type Options*) at the top to make bulk selections.

Next, you will see an overview of the elements to be imported. Click *Perform Import* to start the process. You can make changes using the *Back* button.
After a successful import, you will receive a green confirmation message. Click *Continue* to go to the imported/copied course, where you can make further adjustments.

Note: Please be aware that with both functions, no user data will be transferred, and all student grades, submissions, and contributions in the activity will be deleted.

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