

# Creating a Forum

## Overview

The *Forum* activity allows participants to exchange questions, opinions, or experiences. Unlike the *Chat* activity, the forum enables asynchronous communication between course participants.

Images, videos, and other media can be inserted through the editor, and attachments can be added to posts.

Possible educational uses include:

- Communication with students
- Organization of group work phases
- Review and deepening of learning content
- Presentation of results and feedback
- Collection of questions before exams or during the semester
- Pro/Con discussions

## Different Forum Types

Under *Forum Type*, you can define the type of forum.



*Standard Forum*: If you want a regular forum where participants can exchange ideas, leave the setting as *Standard Forum*.

## Creating the Activity (Settings)

Here are the basic settings for creating all activities, using the *Forum* as an example.



After clicking the *Add an activity or resource* button, select the desired activity. A short description of the activity will appear on the right side. Confirm your selection by clicking *Add*.

Under *General*, you first set the *Name* and optionally a *Description* for all activities. Here, you'll define the *Forum Name* and a *Description*. If desired, you can display the description on the course page by checking the box *Display Description on Course Page*.

## Forum Types

Under *Forum Type*, you can select the type of forum.



**Standard Forum:** For a typical forum where participants can exchange ideas, use the *Standard Forum* setting.

In the additional fields, you can specify forum-related options such as *Attachments*, *Delivery* and *Grading Options*.

The options *Other Settings* and *Prerequisites* are available in all activities and materials. Here, you can set availability, choosing whether the activity is *Hidden* or available to participants. If you're working with *Groups*, you can make the necessary settings here.

If you want to link the activity to specific *Prerequisites*, such as access only during certain times, you can define those conditions under *Prerequisites* → *Add Prerequisite*.

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

## Adding a New Topic

In the forum, you and the students can create a new thread by clicking *Add a new discussion topic*. You can then enter the *Subject* and the *Message*, which can be formatted using the *Editor*. Under *Discussion Subscription*, you can choose whether to receive email notifications of replies to your post.

You can also add attachments. If you want participants to be immediately notified by email of the new topic, check the box for *Send notification without delay*. If you choose *Pinned*, the topic will stay at the top. Use the *Post to forum* button to submit your post.

When you are in an activity, the *Settings* block changes to show administrative options for that activity.

## Activities and resources

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