

# MOODLE : Tutorial no.6

## Communicate with your students using the tool Forum

*To Support Online and Blended Teaching & Learning at the  
University of Geneva*



**UNIVERSITÉ  
DE GENÈVE**

# Step 1. Activate edition mode

## Tutorial for online teaching

BA2014

Course topics Participants Grades Add a block

Turn editing off

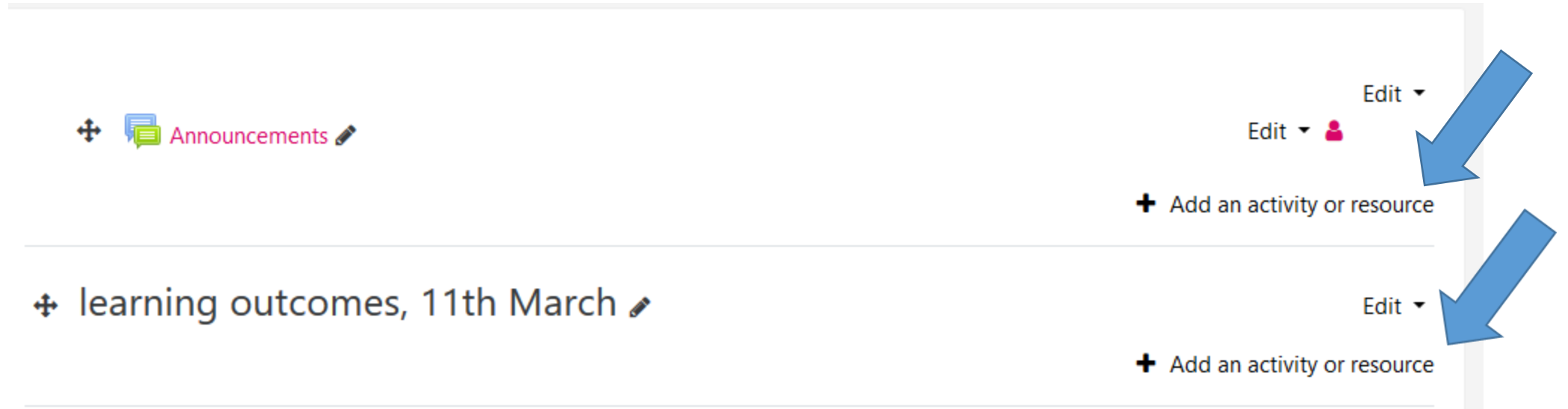
Announcements

Edit Edit



Add an activity or resource

NB: by default, every moodle course page has a forum « Annonces»


## Step 2. Click on «Add an activity ou resource»



The screenshot displays a course management interface with two activity slots. Each slot includes a plus icon, a title, and an edit icon. The first slot is titled "Announcements" and the second is titled "learning outcomes, 11th March". To the right of each slot is a vertical menu with an "Add an activity or resource" button and an "Edit" dropdown menu. Two blue arrows point to the "Add an activity or resource" buttons in the right-hand menu.

✚  Announcements 

✚ Add an activity or resource

✚ learning outcomes, 11th March 

✚ Add an activity or resource

# Step 3. Select the activity «forum» and click on «add»

The screenshot shows a dialog box titled "Add an activity or resource" with a close button (X) in the top right corner. On the left side, there is a list of activities under the heading "ACTIVITIES". The "Forum" activity is selected, indicated by a filled radio button and a blue arrow pointing to it. Other activities in the list include Assignment, Attendance, Chat, Choice, Cytomine, Database, Feedback, Glossary, Group choice, Interactive Content, Lesson, Mediaserver, and OU wiki. On the right side of the dialog, there is descriptive text for the Forum activity. A blue arrow points to the "Add" button at the bottom right of the dialog. The "Add" button is highlighted in pink, and the "Cancel" button is in white with a grey border.

**Add an activity or resource**

**ACTIVITIES**

- Assignment
- Attendance
- Chat
- Choice
- Cytomine
- Database
- Feedback
- Forum**
- Glossary
- Group choice
- Interactive Content
- Lesson
- Mediaserver
- OU wiki

The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions.

Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a grade which is

**Add** **Cancel**

# Step 4. Name and choose your type of forum

Adding a new Forum [?](#)

▶ Expand all

▼ General

Forum name !

Description

Display description on course page

Forum type ?

See next slide to see which type to choose

# Step 5. Select the type of forum that best fits your objectives

## A standard forum for general use

The standard forum ([view here](#)) probably most useful for large discussions that you intend to monitor/guide or for social forums that are student led. This does not mean that you need to make a new posting for each reply in each topic, although, in order to ensure that the discussion does not get 'out of control', you may need to be prepared to spend a significant amount of time finding the common threads amongst the various discussions and weaving them together. Providing overall remarks for particular topics can also be a key aspect of your responsibilities in the discussion. Alternatively, you could ask students to summarize discussion topics at agreed points, once a week or when a thread comes to an agreed conclusion. Such a learner-centred approach may be particularly useful once the online community has been established and, perhaps, when you have modeled the summarizing process.

## A single simple discussion

The simple forum ([view here](#)) is most useful for short/time-limited discussion on a single subject or topic. This kind of forum is very productive if you are interested in keeping students focused on a particular issue.

## Each person posts one discussion

This forum ([view here](#)) is most useful when you want to achieve a happy medium between a large discussion and a short and focused discussion. A single discussion topic per person allows students a little more freedom than a single discussion forum, but not as much as a standard forum where each student can create as many topics as he or she wishes. Successful forums of this selection can be active, yet focused, as students are not limited in the number of times they can respond to others within threads.

## Question-and-Answer forum

The Q-and-A forum ([view here](#)) is best used when you have a particular question that you wish to have answered. In a Q-and-A forum, tutors post the question and students respond with possible answers. By default a Q-and-A forum requires students to post once before viewing other students' postings. After the initial posting and after the forum post editing time as elapsed, students can then view and respond to others' postings. This feature allows equal initial posting opportunity among all students, thus encouraging original and independent thinking.

**NB : you can create different types of forum**

# A standard forum for general use

## Mon cours





MC2020 / Semaine 2 / Forum standard pour utilisation générale

Recherche (forums)

### Forum standard pour utilisation générale

Ce type de forum est ouvert. Tout le monde peut commencer une nouvelle discussion, quand il le veut ; c'est le forum le plus général.

Ajouter une discussion

Discussion	lancée par	Réponses	Dernier message
Topic 2	 MoodleCFCD MoodleCFCD	0	MoodleCFCD MoodleCFCD  jeu. 12 mars 2020, 19:14
Topic 1	 MoodleCFCD MoodleCFCD	0	MoodleCFCD MoodleCFCD  jeu. 12 mars 2020, 19:13

◀ Devoir pour Semaine 1

Aller à...

Chaque personne lance une discussion unique ▶



# Each person posts one «discussion»

## Mon cours

MC2020 / Semaine 2 / Chaque personne lance une discussion unique

### Chaque personne lance une discussion unique

Chaque personne ne peut commencer qu'une et une seule discussion et tout le monde peut réagir, répondre, discuter.

Discussion	lancée par	Réponses	Dernier message
Discussion 1	 MoodleCFCD MoodleCFCD	2	MoodleCFCD MoodleCFCD  jeu. 12 mars 2020, 19:15

◀ Forum standard pour utilisation générale

Forum questions/réponses ▶



# A single discussion

## Mon cours

MC2020 / Semaine 2 / [Une seule discussion](#)


### Une seule discussion

Réponses emboîtées

**Une seule discussion**  
jeudi 12 mars 2020, 19:13


Un seul sujet de discussion, organisé en un fil ou développé sur une page.

[Permalien](#) | [Modifier](#) | [Répondre](#) | [Exporter vers le portfolio](#)

 **Re: Une seule discussion**  
par MoodleCFCD MoodleCFCD, jeudi 12 mars 2020, 19:19


Réponse 1

[Permalien](#) | [Niveau supérieur](#) | [Modifier](#) | [Supprimer](#) | [Répondre](#) | [Exporter vers le portfolio](#)

 **Re: Une seule discussion**  
par MoodleCFCD MoodleCFCD, jeudi 12 mars 2020, 19:20


Réponse 1-1

[Permalien](#) | [Niveau supérieur](#) | [Modifier](#) | [Supprimer](#) | [Répondre](#) | [Exporter vers le portfolio](#)

 **Re: Une seule discussion**  
par MoodleCFCD MoodleCFCD, jeudi 12 mars 2020, 19:20


Réponse 1-2

[Permalien](#) | [Niveau supérieur](#) | [Modifier](#) | [Supprimer](#) | [Répondre](#) | [Exporter vers le portfolio](#)

 **Re: Une seule discussion**  
par MoodleCFCD MoodleCFCD, jeudi 12 mars 2020, 19:20

Réponse 2

[Permalien](#) | [Niveau supérieur](#) | [Modifier](#) | [Supprimer](#) | [Répondre](#) | [Exporter vers le portfolio](#)

 **Re: Une seule discussion**

# Question and answers forum

## Mon cours

MC2020 / Semaine 2 / Forum questions/réponses / Qu'est-ce qu'un forum question/réponse?



Recherche (forums)

## Forum questions/réponses



### Qu'est-ce qu'un forum question/réponse?

Abonné

Exporter la discussion vers le portfolio

Réponses emboîtées



Déplacer cette discussion vers...



Déplacer

Épingler



#### Qu'est-ce qu'un forum question/réponse?

par MoodleCFCD MoodleCFCD, jeudi 12 mars 2020, 19:17

Seul l'enseignant pose une question dans la partie initiale de la discussion. Les étudiants peuvent réagir, laisser une réponse, mais ne verront pas les réponses des autres étudiants tant qu'ils n'auront pas eux-mêmes répondu à la question, participé à cette discussion.

[Permalien](#) | [Modifier](#) | [Supprimer](#) | [Répondre](#) | [Exporter vers le portfolio](#)



#### Re: Qu'est-ce qu'un forum question/réponse?

par MoodleCFCD MoodleCFCD, jeudi 12 mars 2020, 19:17

Oui, j'ai bien compris.

[Permalien](#) | [Niveau supérieur](#) | [Modifier](#) | [Séparer](#) | [Supprimer](#) | [Répondre](#) | [Exporter vers le portfolio](#)

◀ Chaque personne lance une discussion unique

Aller à...



Une seule discussion ▶

# You have now created a forum on your Moodle course page

## Tutorial for online teaching

BA2014

Course topics Participants Grades Add a block

Turn editing off

- Announcements
- Ask your questions

learning outcomes, 11th March

**Go check out the other Moodle tutorials available on  
our dedicated page!**



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