There are two types of discussion forums in Moodle: **Forum** and **Open Forum**. The **Open Forum** can be set to function exactly as the **Forum** type, but also has advanced grading features and allows private responses to students’ posts. The CLT recommends using the **Open Forum** type when creating discussion forums.
General

Add a **Forum Name** and **Description** in the indicated fields. There are several options in the **Forum type** menu. For a typical forum, **Standard forum for general use** is the best option.
Post Options

Under the Post options heading, you can set various options for posts, including the option for instructors to flag posts they find substantive or to reply in private to a student who made a post. If Display word count is set to ‘Yes,’ each post will display the total number of words it contains.

Attachments

The Maximum attachment size menu can be set to the desired size for attachments, up to 500MB. If no attachments are desired within the forum, this can be set to Uploads are not allowed. Maximum number of attachments determines how many files can be attached to a single post, and if set to 0 will prevent any files from being attached.

Subscription

The Subscription mode option controls whether students and instructors can choose to receive emails every time a post is made to the forum.
Post Threshold for Blocking

This can be set to prevent students from posting more than a set number of posts within a set amount of time.

Grading

There are two ways to grade Open Forums: **Ratings** and **Manual Grading**.
Ratings Settings

No ratings: There will not be an option to assign grades. This could be helpful in a general FAQ type forum.

Average of ratings: An average of all grades assigned to the posts in this individual forum will be recorded in the Gradebook.

Sum of ratings: Adds the grades for each individual forum post together for a cumulative score for the entire forum.
Manual Grading settings:

Simple direct Grading: Posts are graded directly from the gradebook.

Checklist: Allows the creation of a Checklist which is used to grade posts to this forum.

Marking Guide: Allows the creation of a Marking Guide which is used to grade posts to this forum.

Rubric: Allows the creation of a Rubric which is used to grade posts to this forum.

For assistance creating and using the Manual Grading features, please contact the CLT for a consultation.