

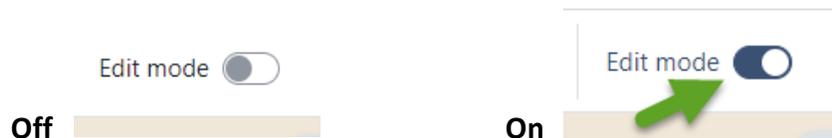
## Setting Up Forums

**Open Forums** have phased out of Moodle, so instructors are being asked to transition **Open Forum** activities to **Forums**.

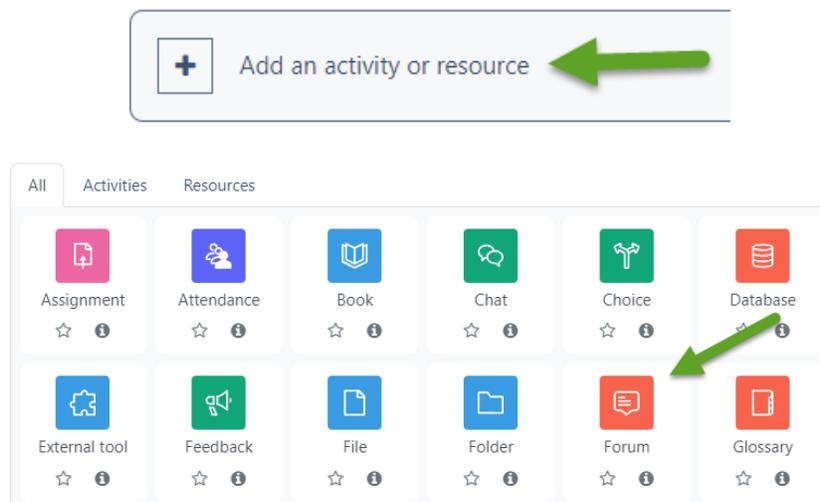
Grading: **Forums** do not have the option of being graded in **Open Grader**. **Open grader** is still available; however, the grading options for **Forums** do not include **Open Grader**. The grading options for **Forums** are **Whole Forum Grading** or **Ratings**.

**Whole forum grading** is a feature that allows instructors to assess student forum postings from a grading interface that collects each student's postings on one page.

To add a **Forum**, start by turning on **Edit mode**.



Select **Add an activity or resource** to your course and choose **Forum**.



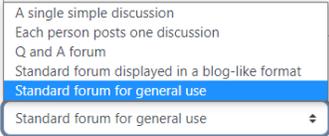
Enter the **Forum name** and **Description**. There are several options in the **Forum** type menu. For a typical forum, **Standard forum for general use** is the most commonly used option.

▼ **General**

Forum name 

Description


Forum type  

- A single simple discussion
- Each person posts one discussion
- Q and A forum
- Standard forum displayed in a blog-like format
- Standard forum for general use**
- Standard forum for general use

Next, choose a **Due date** and, if needed, a **Cut-off date** in the **Availability** section.

▼ **Availability**

Due date         Enable

Cut-off date         Enable

Under Attachments and word count, you can select the size and number of attachments. Also, you can turn on the option to display the word count.

▼ **Attachments and word count**

Maximum attachment size 

Maximum number of attachments 

Display word count 

## Subscription and tracking

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.

## Turnitin plagiarism plugin settings

### ▼ Turnitin plagiarism plugin settings

[QM](#) [Launch Quickmark Manager](#)

Enable Turnitin		Yes ⇅
Display Similarity Reports to Students	?	Yes ⇅
Allow submission of any file type?	?	No ⇅
Store Student Papers	?	Standard Repository ⇅

Note: If you do not select "Yes" for at least one of the "Check against..." options below then a Similarity report will NOT be generated.

Check against stored student papers	?	Yes ⇅
Check against internet	?	Yes ⇅
Check against journals, periodicals and publications	?	Yes ⇅
Report Generation Speed	?	Generate reports immediately (students cannot resubmit) ⇅
Exclude Bibliography	?	No ⇅
Exclude Quoted Material	?	No ⇅
Exclude Small Matches	?	No ⇅
Exclusion Value		<input type="text"/>

## Whole forum grading

In the settings, choose **Whole forum grading** and select the grade **Type**.

▼ **Whole forum grading**

Grade ⓘ

Type None ▾

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> **Outcomes**

Next, set the **Maximum grade**, **Grading method**, and **Grade category**.

▼ **Whole forum grading**

Grade ⓘ

Type Point ▾

Maximum grade

100

Grading method ⓘ Simple direct grading ▾

Grade category ⓘ Not categorized ▾

Grade to pass ⓘ

Default setting for "Notify students" ⓘ No ▾

If you choose to grade using ratings, select the **Ratings** section and use the drop-down menu to select the type of rating you would like to use, type, and maximum grade.

▼ **Ratings**

Roles with permission to rate ⓘ Capability check not available until activity is saved

Aggregate type ⓘ Sum of ratings ▾

Scale ⓘ

Type Point ▾

Maximum grade

100

Restrict ratings to items with dates in this range:

Grade category ⓘ Not categorized ▾

Grade to pass ⓘ

## Common module settings

### ▼ Common module settings

Availability ?

ID number ?

Group mode ? 

- No groups
- Separate groups
- Visible groups

## Restrict access

### ▼ Restrict access

Access restrictions

None

### Add restriction...

<input type="button" value="Activity completion"/>	Require students to complete (or not complete) another activity.
<input type="button" value="Date"/>	Prevent access until (or from) a specified date and time.
<input type="button" value="Grade"/>	Require students to achieve a specified grade.
<input type="button" value="User profile"/>	Control access based on fields within the student's profile.
<input type="button" value="Release code"/>	This course item will not be available to students until the student acquires a specific release code.
<input type="button" value="Restriction set"/>	Add a set of nested restrictions to apply complex logic.

Student must match the following

User profile field Choose... is equal to  × Please set

Add restriction...

Manage standard tags  
No selection

Enter tags... ▾

- Choose...
- Address
- City/town
- Country
- Department
- Email address
- First name
- ID number
- Institution
- Last name ←
- Mobile phone
- Phone
- MSN ID
- Turnitin teacher course cache

### Send Content Change Notification

Check the box to notify students who have access to this **Forum** of changes in this **Forum**.

↓ →  Send content change notification ?

When finished with the Forum Settings, then click **Save and return to course**.

For additional information about CLT resources and training, watch the [Setting Up a Rubric for Whole Forum Grading](#) video.

Please email us at [clt@occc.edu](mailto:clt@occc.edu) or call 405.682.7838 if you have questions or need assistance.