



## Add a Numerical Graded Discussion Forum

### Introduction:

Use the Discussion forum to facilitate student communication and collaboration. This is a very important aspect of online learning. Use the forum area to pose a thought-provoking question or case scenario that will facilitate a meaningful discussion among your students. This document will highlight the steps involved in creating a numerical graded discussion forum.

### Add a Discussion Forum

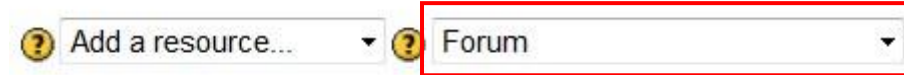
**Step 1:** To begin, click the **Turn editing on** after you have logged into your Moodle course web site.

A rectangular button with a blue border and the text "Turn editing on" in a blue font.

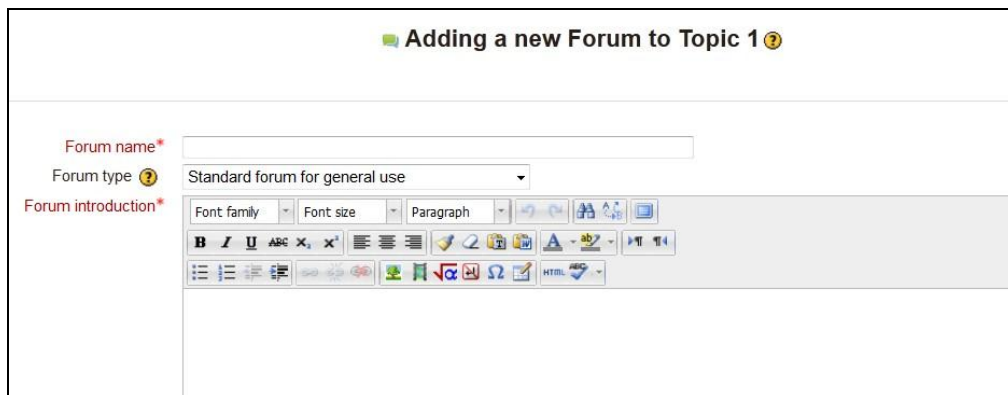
The *editing tools* will appear as shown below.



**Step 2:** Select **Forum** from the *Add an Activity* drop down menu.




The *Adding a New Forum* screen will appear as shown below.



**Step 3:** Enter a **name** of the file in the field provided (required).


Forum name\*

**Step 4:** Using the drop down menu, choose your desired Forum type. In this example, we will use the default forum; *Standard forum for general use*.

Forum type 

**Step 5:** Enter the forum introduction in the field provided (required).

Forum introduction\*

Font family | Font size | Paragraph | 

Pose a thought-provoking question or case scenario that will facilitate a meaningful discussion among your students.

It is important that you maintain a strong presence in the discussion forum area but keep in mind that you do not have to respond to every posting.


During the discussion your posts may make sure the students are "on-track", present alternative viewpoints, ask follow-up questions, etc.


Path: p

## Grading a Discussion Forum

If you plan to grade your students for their contributions to the discussion forum, scroll down the page to the *Ratings* area and follow the steps 6-8 below. If you do not plan to grade your students' contributions to the discussion forum, proceed to step 9.

**Ratings**

Roles with permission to rate  Course Manager, Teacher, Non-editing teacher

Aggregate type 

Scale

Restrict ratings to items with dates in this range:

From

To

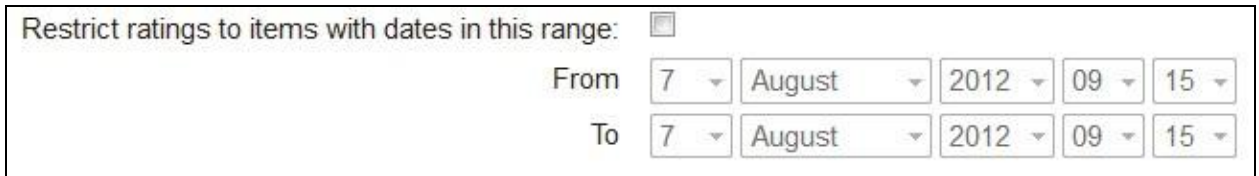
**Step 6:** Using the drop down menu, choose your desired Aggregate type. The aggregate type defines how ratings are combined to form the final grade in the gradebook. In this example, we will use the Maximum rating option. With this option, the highest rating becomes the final grade

Aggregate type 

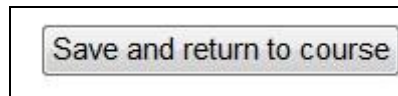
**Step 7:** Next, using the *Scale* drop down menu, choose your desired grade that the student can earn. In this example, we will choose a grade of 100.

A screenshot of a dropdown menu labeled "Scale" with the value "100" selected.

**Step 8:** Modify the dates that students are allowed to post to the discussion forum using the date and time range menus. (Optional)

A screenshot of a form with a checkbox labeled "Restrict ratings to items with dates in this range:" which is checked. Below it are "From" and "To" date pickers, both set to 7 August 2012 09 15.

**Step 9:** Click **Save and return to course** when you are finished.

A screenshot of a button labeled "Save and return to course".

You will return to the course main page as shown below. Notice the Discussion Forum you created appears within the topic section as shown.



**Step 10:** Click **Turn editing off** to see the course without the editing options displayed.

A screenshot of a button labeled "Turn editing off".

You will see the course web site without the editing options enabled as shown.



## **Conclusion**

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at [tlitc@bhcc.mass.edu](mailto:tlitc@bhcc.mass.edu).