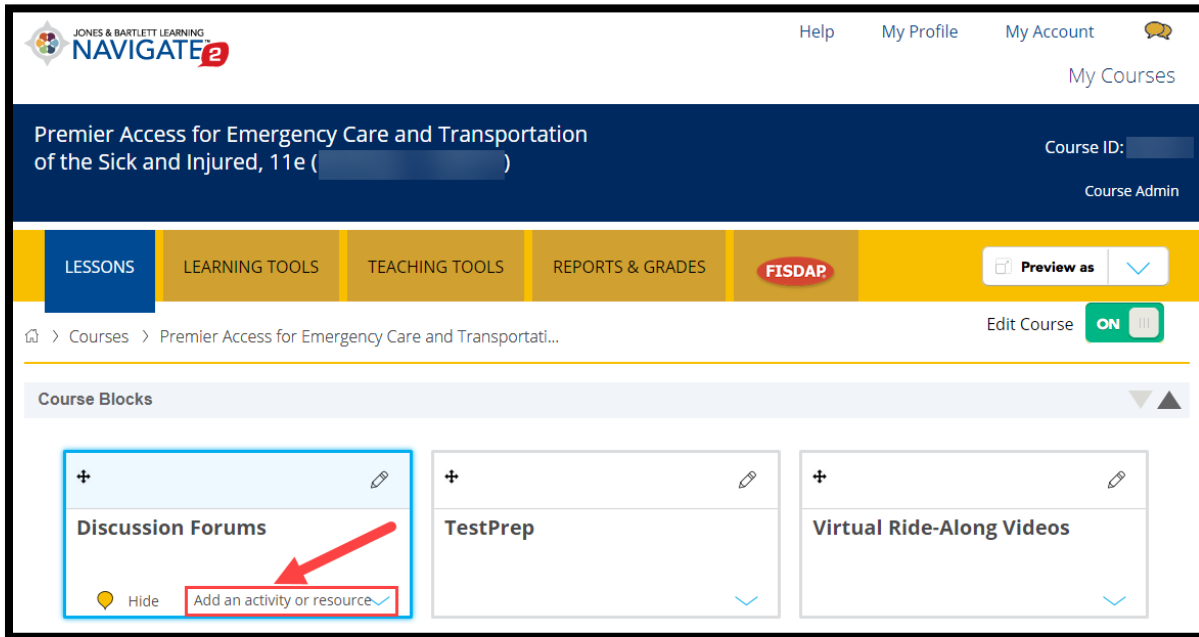


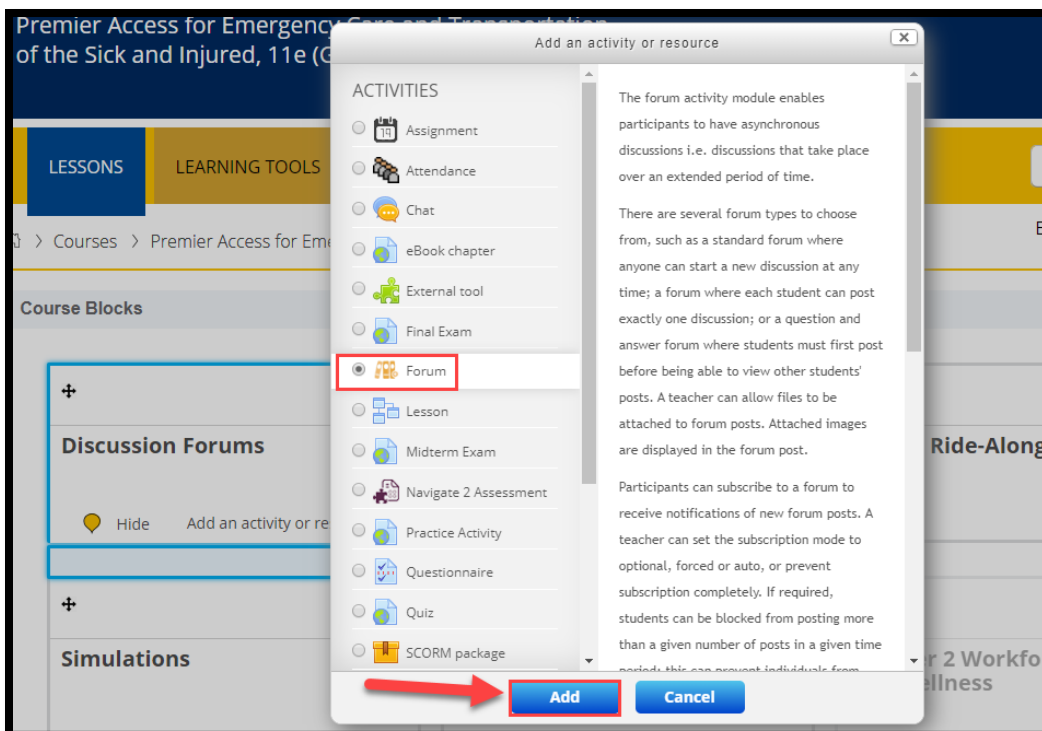
## How to setup online discussion forums

You may set up any number of forums in your course to engage students in class discussions online. You have a variety of options for how to manage the discussion format and rules of engagement for students. You may also choose to make any forum a graded activity to require student participation and score them on their contributions.

1. From the **LESSONS** tab, ensure you **course edit mode** turned on, hover your mouse over the chapter or course topic in which you want to add the discussion forum activity, and then click **Add activity or resource**.

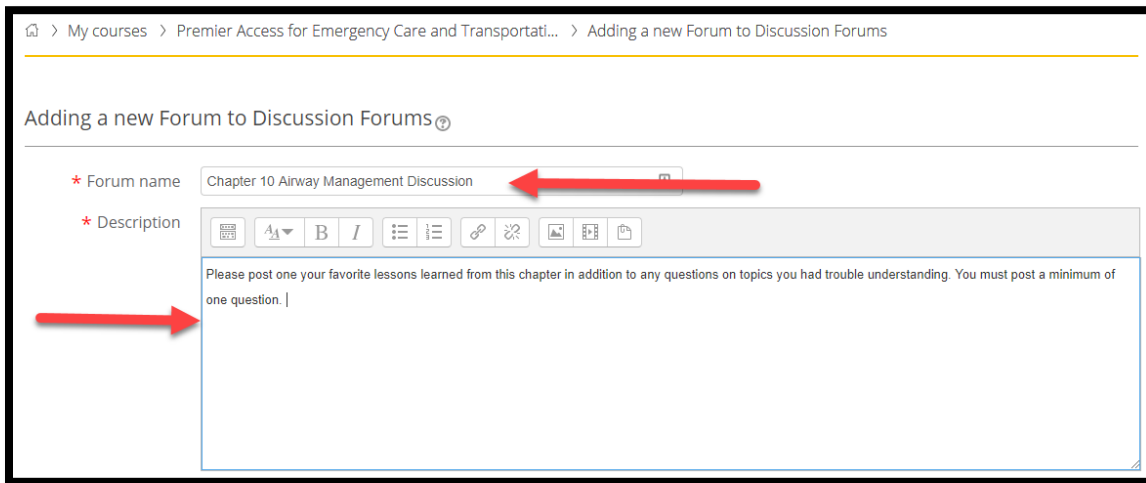


2. In the resulting popup window, select the dial to the left of **Forum** and click the **Add** button at the bottom.



## How to setup online discussion forums

- Proceed to setup the forum by selecting the desired parameters on the following settings page. All required fields on this page are marked with an asterisk (\*).
- When creating a forum, you must assign a **name** and a **description** to it. Its name will be how it is displayed in the course and the description should contain the topic of discussion in addition to your expectations for student participation.



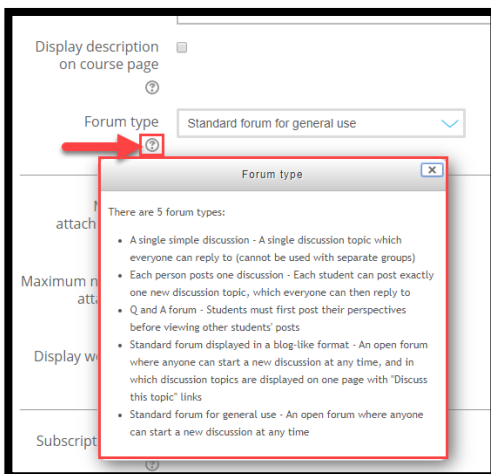
Adding a new Forum to Discussion Forums

\* Forum name Chapter 10 Airway Management Discussion

\* Description

Please post one your favorite lessons learned from this chapter in addition to any questions on topics you had trouble understanding. You must post a minimum of one question. |

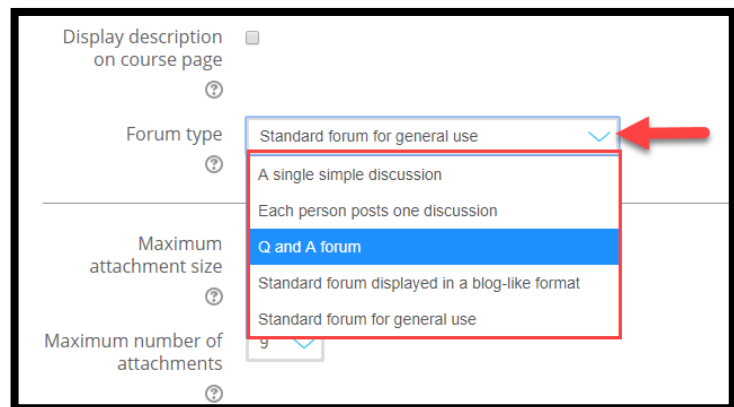
- Next, consider and select the appropriate format you wish to use for the online discussion. There are five types of forums to choose from:
  - Standard forum for general use
  - A single simple discussion
  - Each person posts one discussion
  - Q&A forum
  - Standard forum displayed in a blog-like format
- Click the corresponding **Question Mark** bubble under the **Forum type** setting to better understand the format options available before making your decision. Please note, the discussion type defaults to a standard forum for general use, which lets anyone start a discussion within the forum at any time.



Forum type

There are 5 forum types:

- A single simple discussion - A single discussion topic which everyone can reply to (cannot be used with separate groups)
- Each person posts one discussion - Each student can post exactly one new discussion topic, which everyone can then reply to
- Q and A forum - Students must first post their perspectives before viewing other students' posts
- Standard forum displayed in a blog-like format - An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links
- Standard forum for general use - An open forum where anyone can start a new discussion at any time

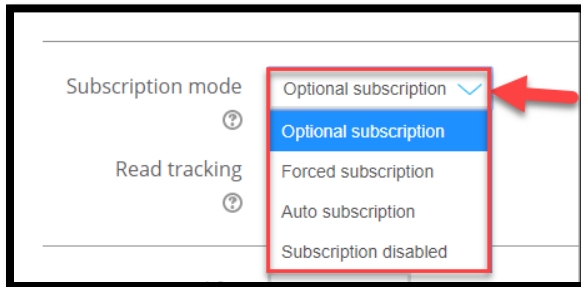


Forum type

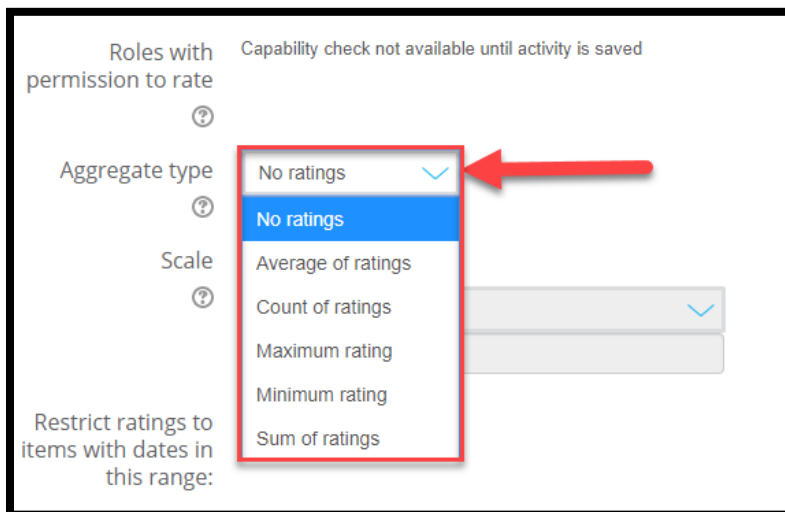
- Standard forum for general use
- A single simple discussion
- Each person posts one discussion
- Q and A forum
- Standard forum displayed in a blog-like format
- Standard forum for general use

## How to setup online discussion forums

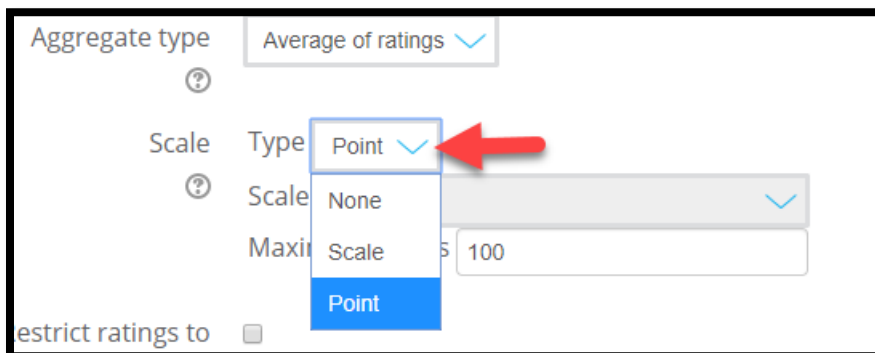
7. After settling on a forum type, choose a subscription mode to manage how course participants will be notified of forum activity. The following are the subscription modes available:
- Optional subscription - Participants can choose whether to be subscribed
  - Forced subscription - Everyone is subscribed and cannot unsubscribe
  - Auto subscription - Everyone is subscribed initially but can choose to unsubscribe at any time
  - Subscription disabled - Subscriptions are not allowed



8. Next, you should consider whether you would like to grade student participation in the forum and select the applicable option under the **Aggregate type** menu to reflect your desired approach.

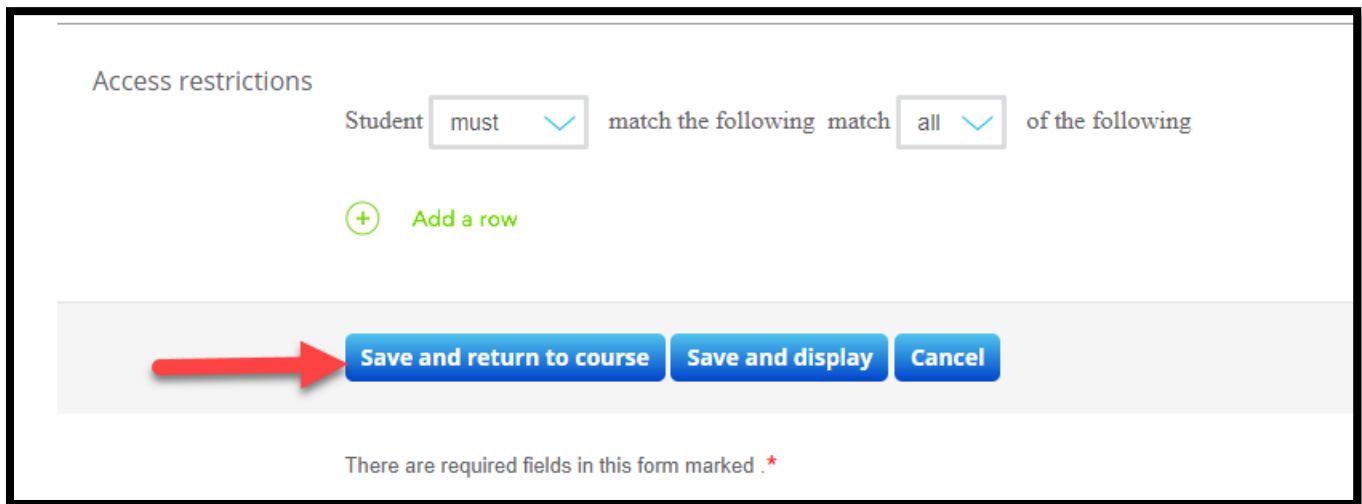


9. Use the **Scale** setting to choose the type of grading method you wish to use when scoring students' participation or contributions to the discussion. If it is a graded forum, the **Point** method is recommended.



## How to setup online discussion forums

10. Adjust any subsequent optional settings as needed, scroll to the bottom of the page, and click either the **Save and return to course** or **Save and display** button.



Access restrictions

Student  match the following match  of the following

Add a row

There are required fields in this form marked . \*