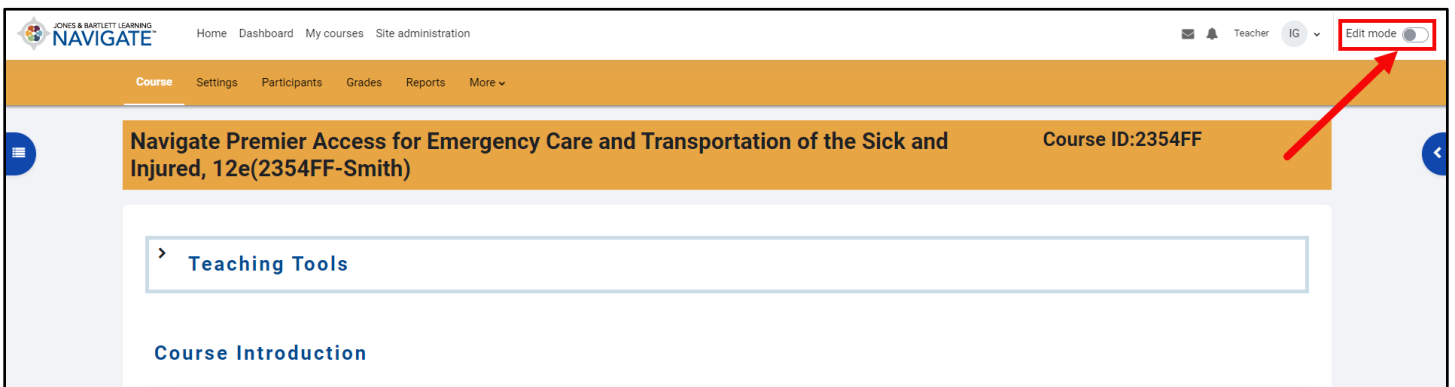


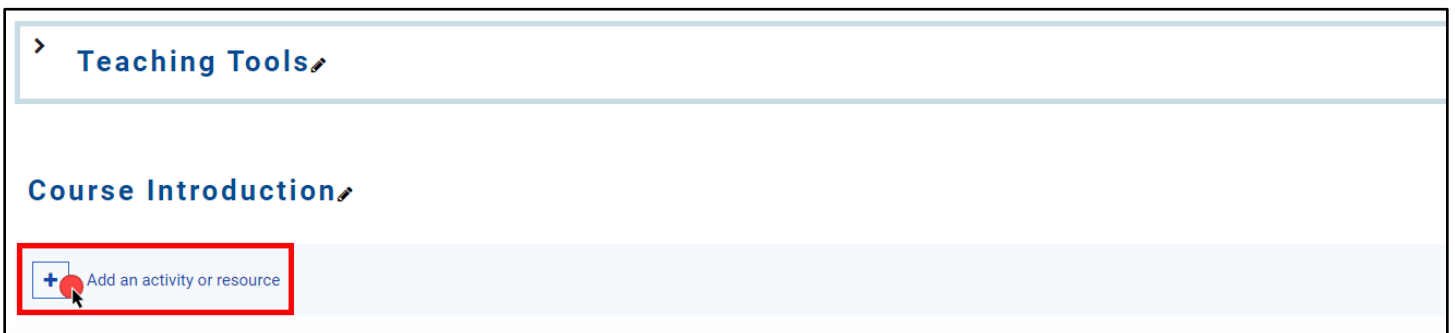
## How to Set Up Online Discussion Forums

You may set up forums in your course to engage students in online discussions. You have a variety of options for managing the discussion format and setting 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.

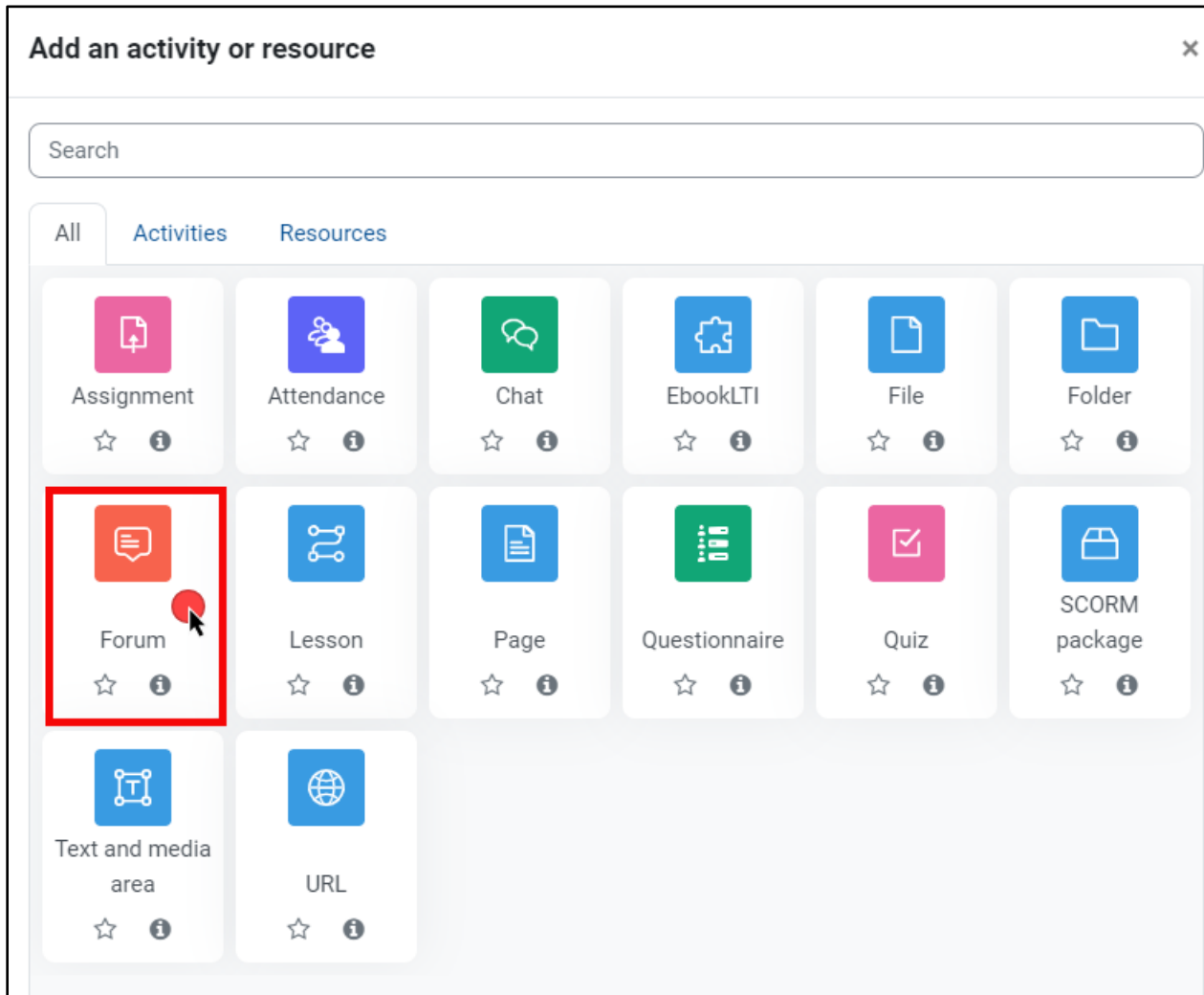
1. Navigate to the course topic or section in which you would like to locate the forum. Then use the button at the top of the page to toggle on the course **Edit Mode**.



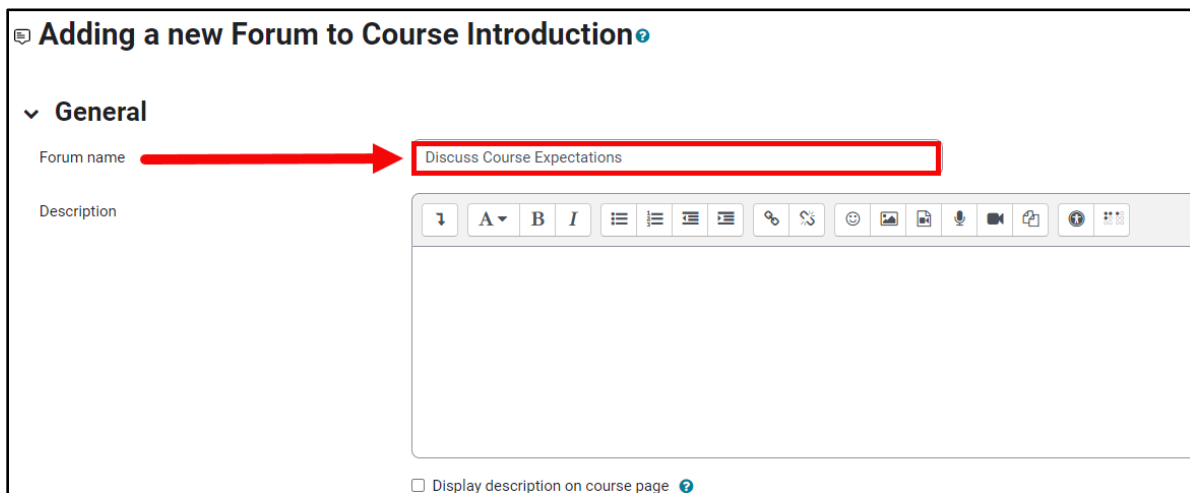
2. Next, scroll as needed to find and select the **Add activity or resource** option at the bottom of the page contents.



3. From the **Add an activity or resource** popup window, select the **Forum** option.



4. On the Forum settings page that opens, begin by entering a name of your choosing in the **Forum name** field to set how the forum is labelled in the course.



Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm


5. Next, use the **Description** field below to enter the topic for discussion, your expectations for your students, and any additional information they may need.

**Adding a new Forum to Course Introduction** Expand all

**General**


Forum name !

Description



Please share your expectations with taking this class.

Display description on course page [?](#)




6. If you would like to display this text on the course page in line with the forum, check the **Display description on course page** box below.

**Adding a new Forum to Course Introduction** Expand all

**General**


Forum name !

Description

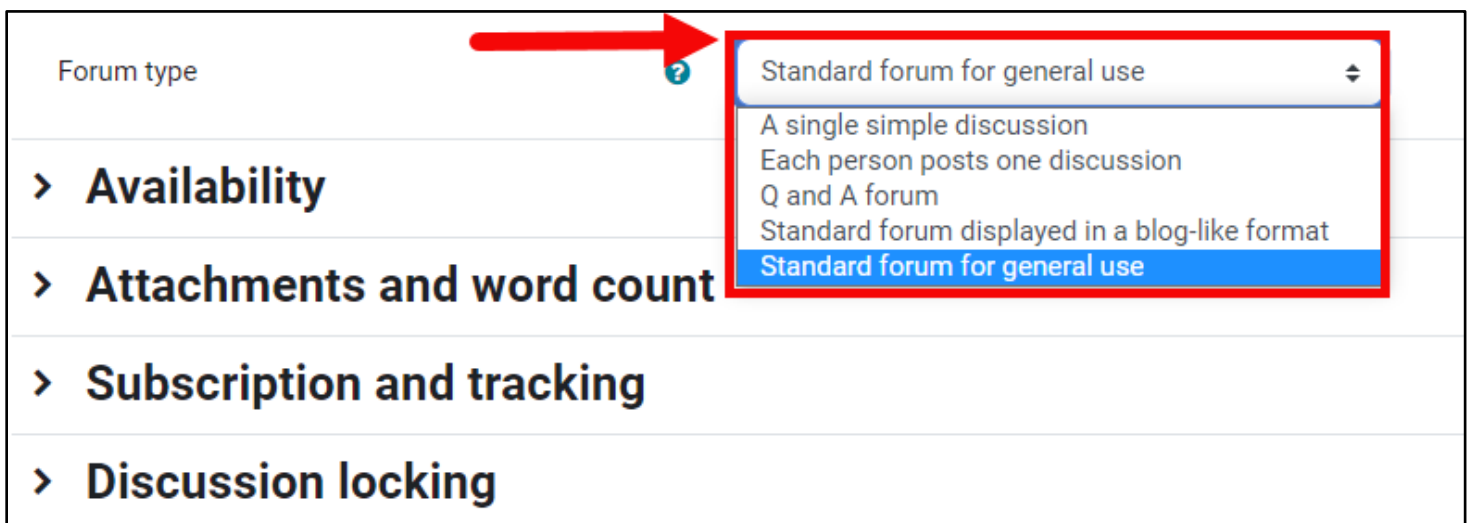


Please share your expectations with taking this class.

Display description on course page [?](#)



7. Next, consider and use the **Forum type** dropdown menu to select the best format or type of online discussion in which your students will participate. There are five types of forums to choose from:
- Standard forum for general use – An open forum where anyone can start a new discussion at any time.
  - A single simple discussion – A single discussion topic which everyone can reply to (this cannot be used with separate groups).
  - Each person posts one discussion – Allows each student to post exactly one new discussion topic, which everyone can then reply to in the course.
  - Q&A forum – Requires students to 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.



Forum type

> **Availability**

> **Attachments and word count**

> **Subscription and tracking**

> **Discussion locking**

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

8. Click the corresponding **Question Mark** bubble next to the **Forum type** setting for a detailed explanation of each option available before making your decision.

Click to display descriptions of each forum type

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 - A student must first post their reply to a question posted by the teacher, 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

Availability

Attachments and word count

Subscription and tracking

Discussion locking

9. Students can upload file attachments as part of their responses, if necessary. Review the settings in the **Attachments and word count** section to adjust any upload limitations you wish to set. If you have any specific word count requirements, you may also toggle on or off the **Display word count** setting here to help you quickly check your students' responses as needed.

Attachments and word count

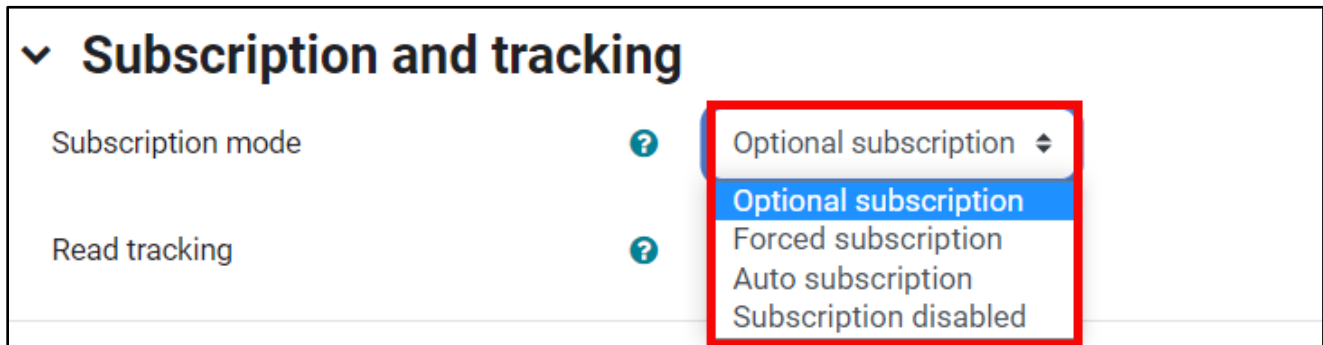
Maximum attachment size 500 KB

Maximum number of attachments 9

Display word count No

Subscription and tracking

10. Next, under the **Subscription and tracking** section, use the **Subscription mode** dropdown to determine how course participants will be notified of any forum activity by their peers. Click the **Question mark** help button next to it for an explanation of each subscription option.



Subscription and tracking

Subscription mode ? Optional subscription ▾

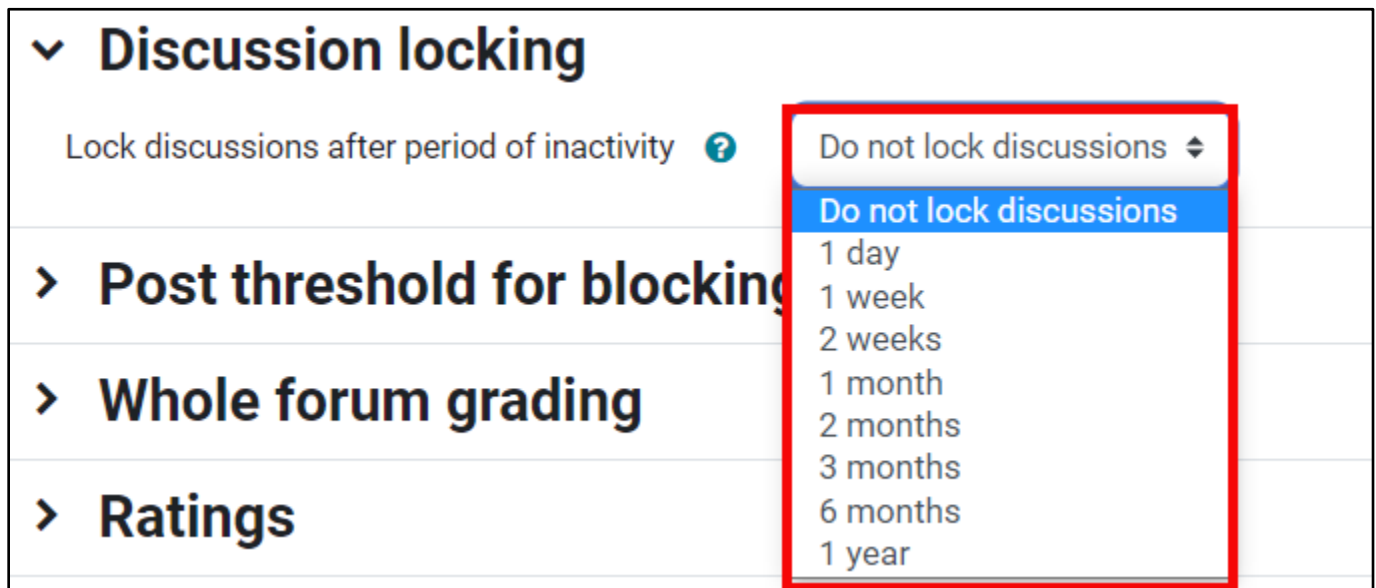
Read tracking ? Optional subscription

Forced subscription

Auto subscription

Subscription disabled

11. Under the **Discussion locking** section, you have the option to automatically close the forum for any subsequent participation after a selected period of inactivity.



Discussion locking

Lock discussions after period of inactivity ? Do not lock discussions ▾

Do not lock discussions

1 day

1 week

2 weeks

1 month

2 months

3 months

6 months

1 year




> Post threshold for blocking

> Whole forum grading

> Ratings

12. Similarly, settings parameters under the **Post threshold for blocking** section may be adjusted as needed to manage how often students may contribute or participate in the discussion. For instance, you may set a maximum of 4 posts every 2 days per student.






### ▼ Post threshold for blocking

Time period for blocking		2 days
Post threshold for blocking		4
Post threshold for warning		0

**Click the question marks for more details on each option**

13. Under the **Whole forum grading** section, you may toggle various options to determine how your students' participation is graded. Use the **Grade - Type** option to configure whether the Forum is a graded and how to assess student contributions. Adjust the **Grading category** menu to ensure the forum aggregated within the overall course total if needed, along with a **Grade to pass** and notification preferences.

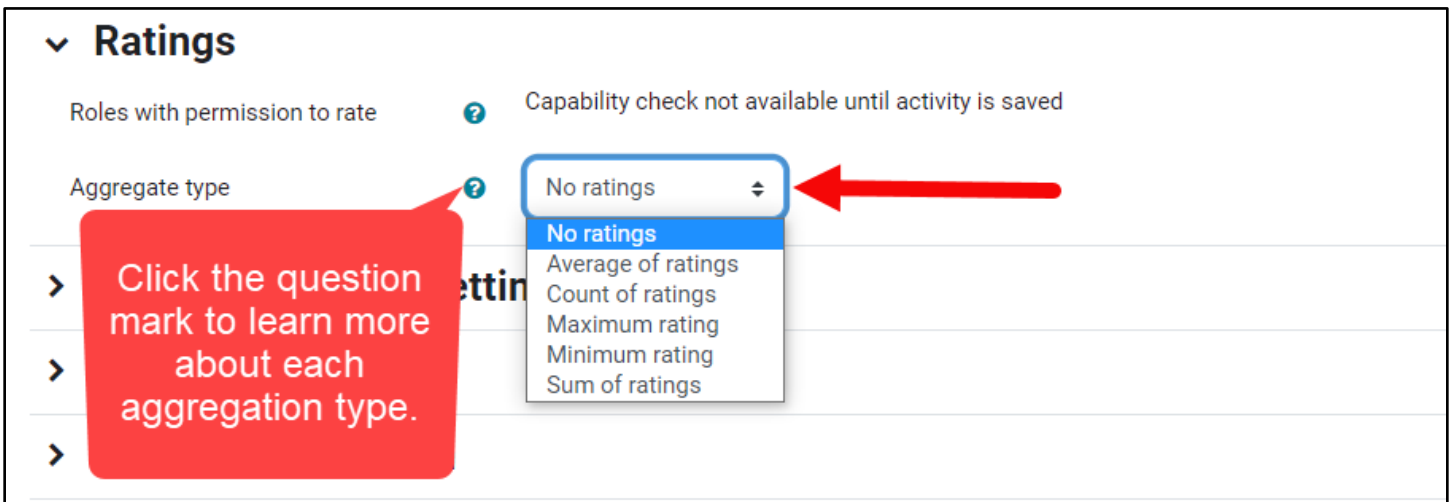
### ▼ Whole forum grading

Grade		Type <input type="text" value="Point"/>
		Maximum grade <input type="text" value="100"/>
Grading method		<input type="text" value="Simple direct grading"/>
Grade category		<input type="text" value="Uncategorized"/>
Grade to pass		<input type="text"/>
Default setting for "Notify students"		<input type="text" value="No"/>

**Grading preference**

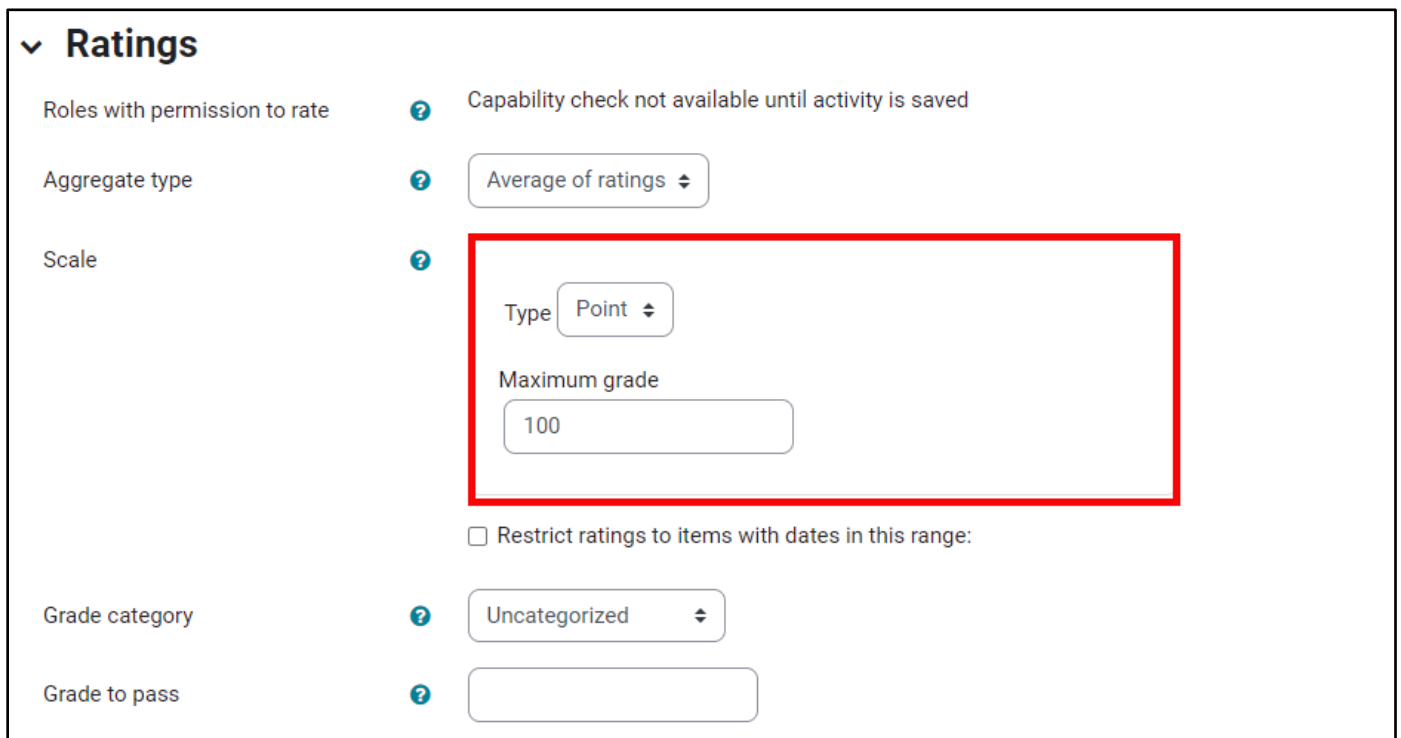
**Grader report placement**

14. Your grading approach to the forum is further determined under the **Ratings** section. Forum grades will be calculated based on the ratings you apply to each student's post. Use the **Aggregate type** menu to choose your preference for how multiple ratings will be aggregated to reflect their final score in the gradebook.



The screenshot shows the 'Ratings' settings section. The 'Aggregate type' dropdown menu is open, displaying options: 'No ratings', 'Average of ratings', 'Count of ratings', 'Maximum rating', 'Minimum rating', and 'Sum of ratings'. A red arrow points to the 'No ratings' option. A red callout box with a question mark icon contains the text: 'Click the question mark to learn more about each aggregation type.' The 'Roles with permission to rate' field has a question mark icon and the text 'Capability check not available until activity is saved'.

15. When applying a ratings aggregation, use the **Scale** settings to choose the type of rating method you wish to use when scoring students' contributions to the discussion. For ease of use, the **Point** approach is recommended together with the default **Maximum grade** of 100.



The screenshot shows the 'Ratings' settings section. The 'Scale' section is highlighted with a red box. It contains a 'Type' dropdown menu set to 'Point' and a 'Maximum grade' input field set to '100'. Below the 'Scale' section, there is a checkbox labeled 'Restrict ratings to items with dates in this range:'. The 'Aggregate type' dropdown menu is set to 'Average of ratings'. The 'Roles with permission to rate' field has a question mark icon and the text 'Capability check not available until activity is saved'. The 'Grade category' dropdown menu is set to 'Uncategorized'. The 'Grade to pass' field is empty.



16. If you wish to leave the forum open to ongoing discussion, but also prefer to limit the scope of your grading to a specified time period aligned with expectations for the assignment, check the **Restrict rating to items with dates in this range** box and use the **From** and **To** time menus to define these limitations.

**▼ Ratings**

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

Aggregate type ? Average of ratings ▾

Scale ?

Type Point ▾

Maximum grade 100

Restrict ratings to items with dates in this range:

From 7 ▾ July ▾ 2023 ▾ 17 ▾ 00 ▾ 📅

To 20 ▾ July ▾ 2023 ▾ 19 ▾ 00 ▾ 📅

Adjust the dates and times as needed.

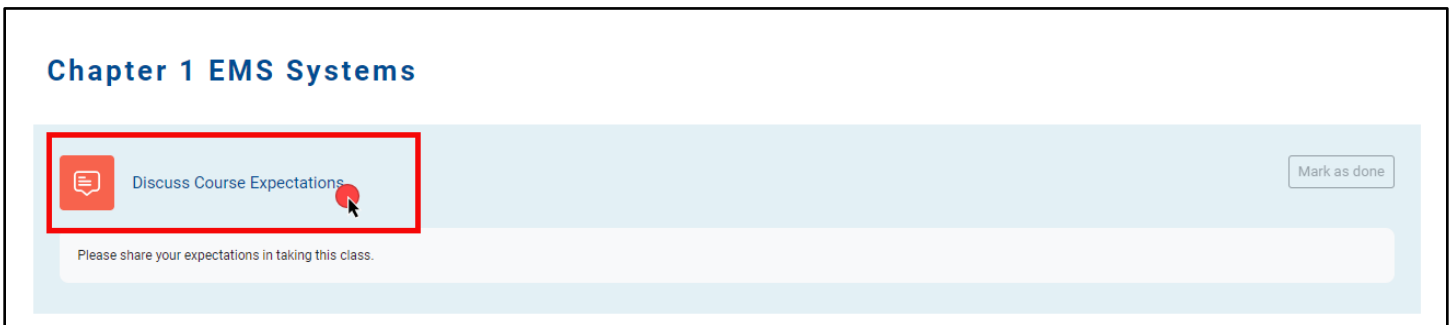
17. Adjust other optional settings as desired, then scroll to the bottom of the page and click either the **Save and return to course** or **Save and display** button.

**> Activity completion**

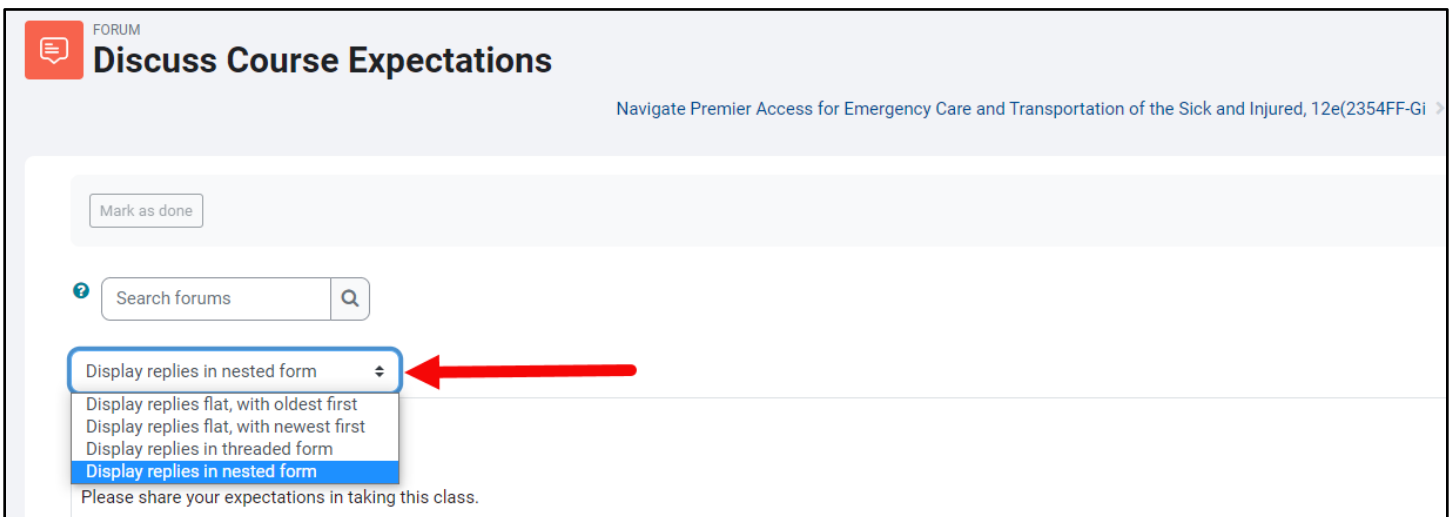
**> Tags**

Send content change notification ?

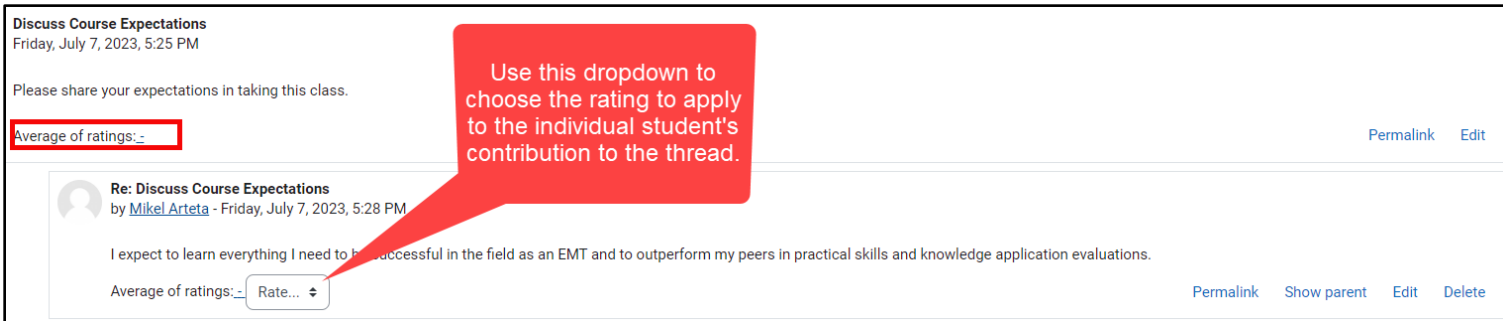
18. If you set up a **Forum** to be graded and are ready to rate your students' responses, navigate to the forum's location in the course and click on it. Please note, depending on the forum type you selected, navigating through the responses will vary. In this example, we use a **single simple discussion** type.



19. At the top of the forum main page, you may use the dropdown menu to adjust how your students' responses are displayed to suit your reading preference.



20. If you have enabled **Ratings** for the forum, you will find the aggregation method you selected listed directly below each student's response, followed by a dropdown menu displaying the word **Rate**. Use this menu to choose the rating you wish to apply to the student's response. The rating will automatically apply to their score as it is selected, and you may readjust the ratings at any time if necessary.



Discuss Course Expectations  
Friday, July 7, 2023, 5:25 PM

Please share your expectations in taking this class.

Average of ratings: -

Permalink Edit

---

**Re: Discuss Course Expectations**  
by [Mikel Arteta](#) - Friday, July 7, 2023, 5:28 PM

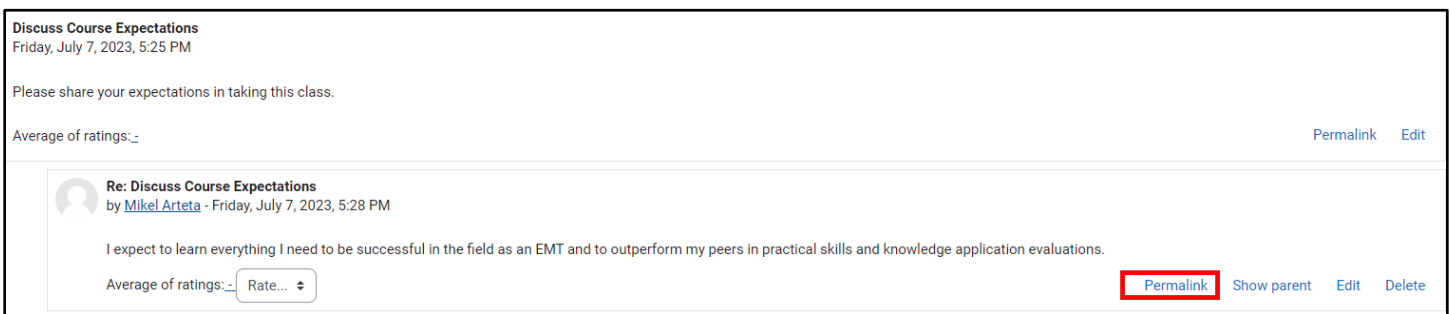
I expect to learn everything I need to be successful in the field as an EMT and to outperform my peers in practical skills and knowledge application evaluations.

Average of ratings: - Rate... ▾

Permalink Show parent Edit Delete

**Use this dropdown to choose the rating to apply to the individual student's contribution to the thread.**

21. To the right of each student's response, you will have an option for generating a **permalink**. When clicked, the post will highlight, and the URL in your browser address bar will display a link which can be copied and pasted. This is a convenient way for you to save a link that takes you directly back to this response, which may be helpful when sharing student responses with your adjuncts or the rest of the class.



Discuss Course Expectations  
Friday, July 7, 2023, 5:25 PM

Please share your expectations in taking this class.

Average of ratings: -

Permalink Edit

---

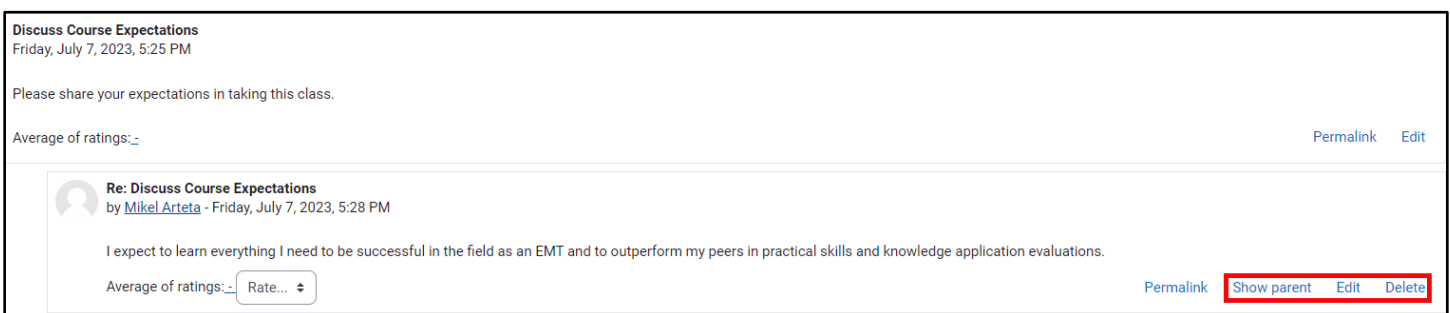
**Re: Discuss Course Expectations**  
by [Mikel Arteta](#) - Friday, July 7, 2023, 5:28 PM

I expect to learn everything I need to be successful in the field as an EMT and to outperform my peers in practical skills and knowledge application evaluations.

Average of ratings: - Rate... ▾

Permalink Show parent Edit Delete

22. The **show parent** option will jump you back to the original topic of the discussion thread, where you may also **Edit**, **Delete**, or **Reply** to the individual post as needed.



Discuss Course Expectations  
Friday, July 7, 2023, 5:25 PM

Please share your expectations in taking this class.

Average of ratings: -

Permalink Edit

---

**Re: Discuss Course Expectations**  
by [Mikel Arteta](#) - Friday, July 7, 2023, 5:28 PM

I expect to learn everything I need to be successful in the field as an EMT and to outperform my peers in practical skills and knowledge application evaluations.

Average of ratings: - Rate... ▾

Permalink Show parent Edit Delete

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm