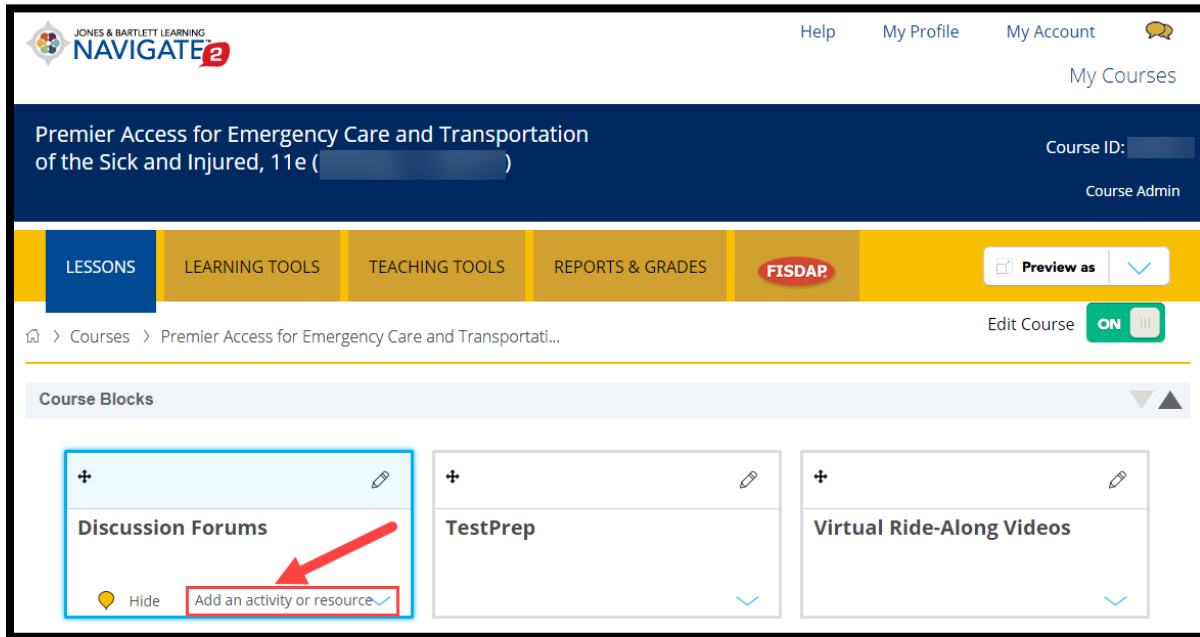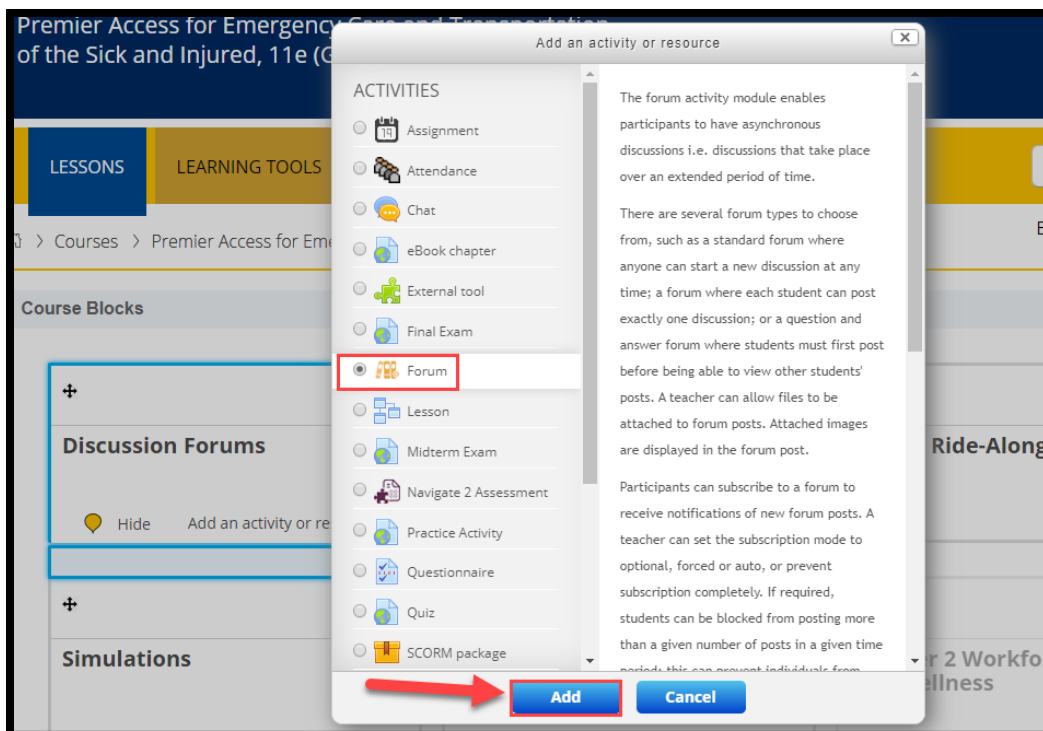# How to setup online discussion forums

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 have **Edit Course** mode turned on. Next, 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**.
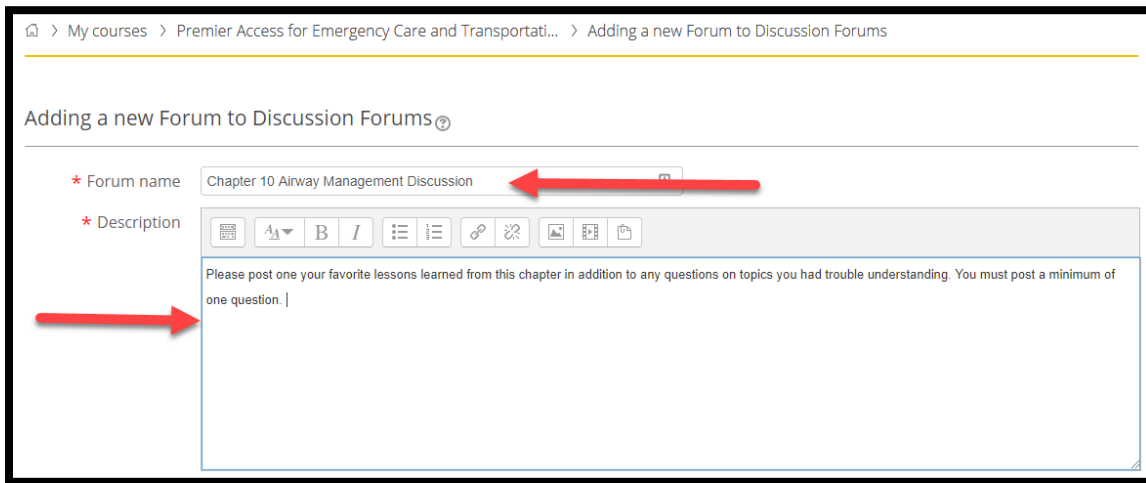

2. In the resulting popup window, select the dial to the left of **Forum** and click the **Add** button at the bottom.

Jones & Bartlett Technical Support
Support@jblearning.com
Toll Free: 800-832-0034 option #5
www.publicsafetygroup.com

How to setup online discussion forums

3. 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 (*).

4. 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.
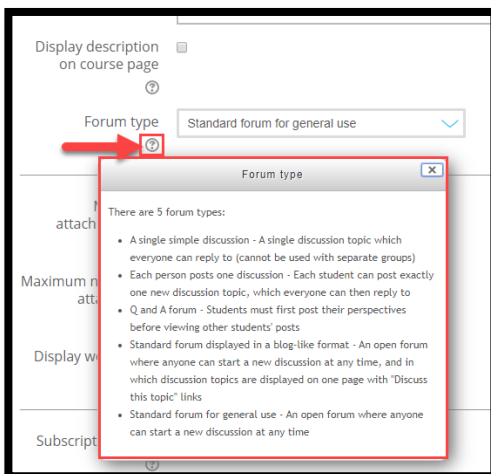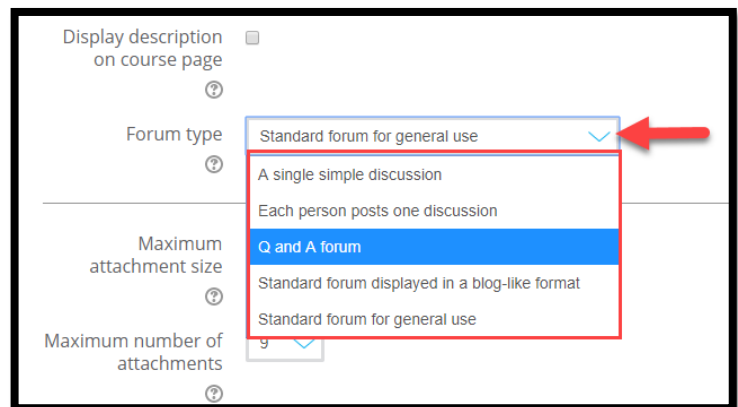

5. Next, consider and select the appropriate format you wish to use for the online discussion. There are five types of forums to choose from:
   a. Standard forum for general use
   b. A single simple discussion
   c. Each person posts one discussion
   d. Q&A forum
   e. Standard forum displayed in a blog-like format

6. 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.

Jones & Bartlett Technical Support
Support@jblearning.com
Toll Free: 800-832-0034 option #5
www.publicsafetygroup.com

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:
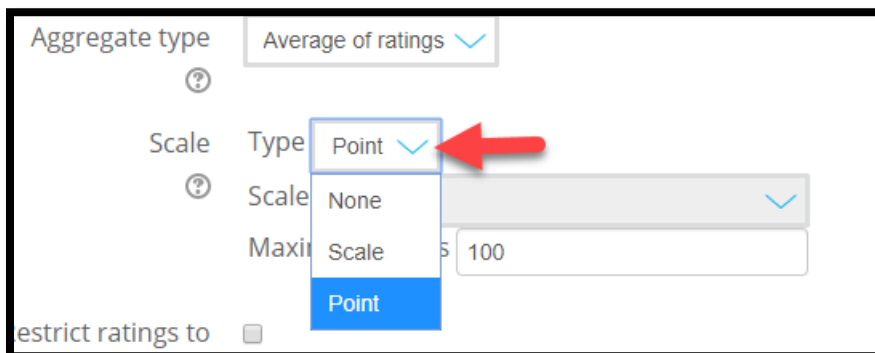   a. Optional subscription - Participants can choose whether to be subscribed
   b. Forced subscription - Everyone is subscribed and cannot unsubscribe
   c. Auto subscription - Everyone is subscribed initially but can choose to unsubscribe at any time
   d. Subscription disabled - Subscriptions are not allowed
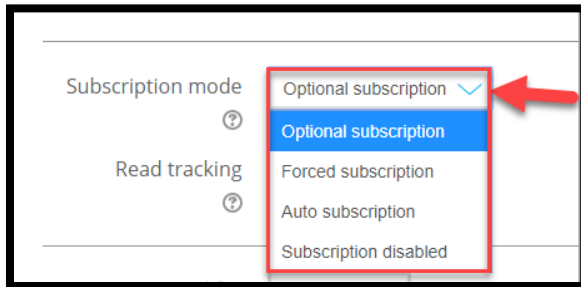
8. Next, you should consider whether you would like to grade student participation in the forum and select the applicable option under the **Aggregate type** menu to reflect your desired approach.
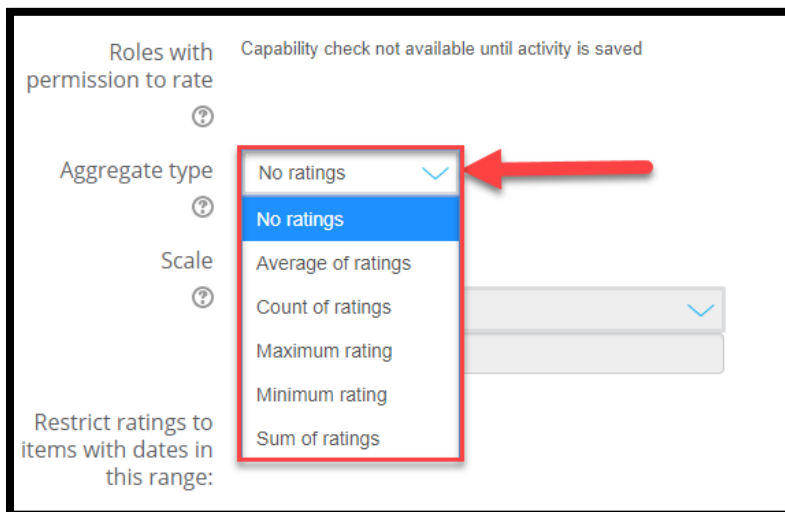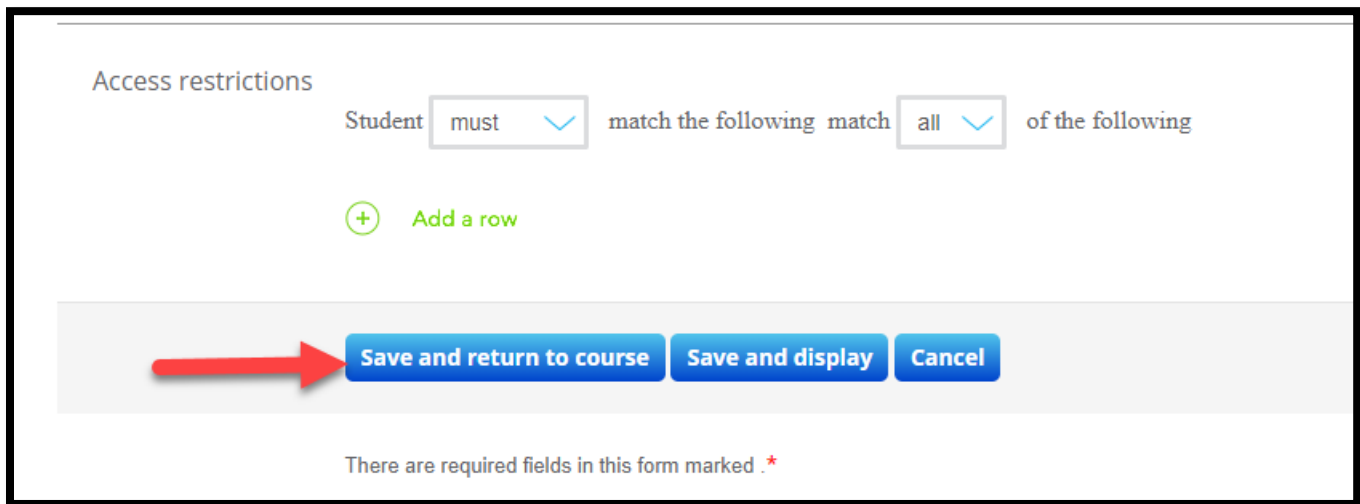
9. Use the **Scale** setting to choose the type of grading method you wish to use when scoring students' participation or contributions to the discussion. If it is a graded forum, the **Point** method is recommended.

Jones & Bartlett Technical Support
Support@jblearning.com
Toll Free: 800-832-0034 option #5
www.publicsafetygroup.com

How to setup online discussion forums

10. Adjust any additional 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**.

Jones & Bartlett Technical Support
Support@jblearning.com
Toll Free: 800-832-0034 option #5
www.publicsafetygroup.com