



While there are just a few settings that need to be considered when you create a forum—Availability, Attachments, Grading, and Common Module Settings—you may find other settings useful in managing forums. See this [guide to creating forums](#) to review basic settings.

## Locking and Blocking

▼ Discussion locking

Lock discussions after [?](#)

▼ Post threshold for blocking

Time period for blocking [?](#)

Figure 1: Locking and Blocking

In 99.9% of cases, you will have no need of either of these functions! *Discussion locking* only pertains to inactivity, not to due dates. Setting a *Threshold for blocking* provides a method of blocking students who would otherwise dominate a forum by over-posting. Setting a time period for blocking opens options for how many posts to allow before preventing a student from making a post and/or sending a warning that the threshold is looming.

## Subscription and Tracking

▼ Subscription and tracking

Subscription mode

Optional subscription  
Forced subscription  
Auto subscription  
Subscription disabled

Read tracking

Optional  
Off  
Forced

Figure 2: Subscription and Tracking

If you are subscribed to a forum, once you have posted a response to it, you'll receive an email message for each subsequent response posted in the forum. *Optional subscription* leaves it up to each participant to choose if they wish to subscribe, while *Forced subscription* is mandatory and cannot be undone by the student (not recommended, in most cases). The *Auto subscription* mode subscribes everyone, but allows students to unsubscribe if they wish. *Disabling subscription* disallows anyone from subscribing.

*Read tracking* displays a highlighted count on the course page of new messages that have not yet been read by a user. The *Optional* setting leaves it up to the user to decide if they want new messages flagged. The *Off* and *Forced* settings allow you to make the decision for all users, regardless of their personal preference. **Note:** If new posts are not

highlighted on your course page, update your forum preferences to enable this feature.

## VeriCite Plagiarism Service

▼ VeriCite

☐ Enable VeriCite Plagiarism Service

☒ Allow students to view score [?](#)

☒ Allow students to view reports [?](#)

☒ Exclude Quotes [?](#)

☒ Exclude Self Plagiarism [?](#)

☒ Store in Institutional Index [?](#)

☐ Enable Student Preview [?](#)

Figure 3: VeriCite Options

Forum posts can be checked for originality by activating VeriCite (Figure 3). *Enabling student preview* is recommended to allow students to verify that they are correctly citing any sources.

Learn more about [VeriCite](#).

# Advanced Forum Settings

## Restrict Access

Restrict access

Access restrictions

None

Add restriction...

Add restriction...

Activity completion

Require students to complete (or not complete) another activity.

Date

Prevent access until (or from) a specified date and time.

Grade

Require students to achieve

Group

Grouping

User profile

Restriction set

Cancel

Student must match the following

Date from 14 March 2020 00:00

Figure 4: Restrict Access by Date

Restricting access to forums works as it does for all other activities and resources in Moodle. As shown here in Figure 4, click on **Add restriction** to display and select restriction options. In this example, a *Date* restriction has been created. For dates, you can choose either **until** or **from** a specific date and time. Clicking on the eyeball to the left of the restriction hides the forum from students as well as making it unavailable to them. (See Figure 6 below.)

**Note:** With forums, it's important to understand that restricting access affects students' ability to open the forum from the course page, **not** their ability to make a new post. Restricting the forum makes the entire forum unavailable, not just reply links. Use the cut-off date option in the *Availability* options area to eliminate new posts.

## Activity Completion

Activity completion

Completion tracking

Students can manually mark the activity as completed

Expect completed on

Do not indicate activity completion

Students can manually mark the activity as completed

Show activity as complete when conditions are met

Activity completion

Completion tracking

Show activity as complete when conditions are met

Require view

Student must view this activity to complete it

Require grade

Grade not required

Require posts

Student must post discussions or replies: 1

Require discussions

Student must create discussions: 1

Require replies

Student must post replies: 1

Figure 5: Conditional Completion Tracking

One of the most useful features for any Moodle activity is setting conditions for completion (Figure 5). By default, students can check off a completion box. Setting conditions for completion tracking ensures that students have actually done something in order for the completion box to be checked off. (You can safely leave the *Expect completed by* field disabled.)

For forums, required conditions include posting a number of discussions or replies, creating initial discussion threads, and/or making replies.

You can tell that conditions have been set because the check box on the main course page has a dotted border instead of a solid border (Figure 6). Learn more about [completion tracking](#). Make your life easier by [identifying your own default conditions](#) for forums in a given course and skip this step for any forum you create in that course.

Reaction Forum

Restricted Available from March 14, 2020 (hidden otherwise)

Figure 6: Forum Displayed on Course Page

## Advanced Forum Settings

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### Tags

▼ **Tags**

Tags No selection

Project ▼ Manage standard tags

No suggestions

▼ **Tags**

Tags

x Project

Enter tags... ▼ Manage standard tags

Figure 7: Tags

Moodle allows you to provide links to resources and activities by using **Tags**. If you tag an item with an appropriate key word (or words) and add a *Tags block* in your course, the tag will appear in the block. Clicking on a key word in the block will display links to all of the items in your course that you have tagged with that key word.

To add a tag, type the key word(s) in the **Tags** field, then press **Enter**. Add more tags or scroll down to save your settings.

Learn more about [tags](#).

### Competencies

▼ **Competencies**

Course competencies No selection

Search ▼

Upon activity completion: Do nothing ▾

Figure 8: Competencies Options

Competencies are an advanced feature that has not been implemented site-wide. Contact the Center for the Advancement of Teaching and Learning for more information.

See these additional guides to working with forums:

- [Create a Forum](#)
- [Forum Types](#)
- [Whole Forum Grading](#)
- [Ratings Forum Grading](#)
- [Managing Forums for Groups](#)
- [Tips for Forums](#)