

USING MOODLE FORUMS



Overview

- What is an online forum?
- Accessing forums
- Drafting your response
- Posting your response
- Editing your post
- Reading a post
- Replying to a post
- Viewing instructor feedback
- Types of forums
- Subscribing to forums
- Announcement forums
- Tips for posting



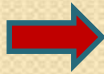
What is an online forum?

- An online forum is a discussion board where you can share your thoughts on questions posed by your instructor and fellow students.
- Forums might feature:
 - **Course Q&A**—a chance to ask general questions about the course
 - **Homework**—a place to discuss assignments and give each other help and hints
 - **Analysis**—an opportunity to share reflections, thoughts, arguments, evidence, or ideas
 - **Group work**—a work space for discussing a project and sharing files with small groups

ACCESSING FORUMS

Enter a forum from your home page or from links in the **Activities** block.

Click on the forum name in your course home page.

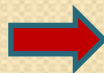


— OR —

Click on **Forums** in the **Activities** block, then click on the forum title.

Activities


- Assignments
- Attendances
- Forums**
- Quizzes
- Resources



▼ Week 1

- Assignment #1
- Week 1 Discussion**
8 unread posts
- Quiz 1

Learning forums

Forum	Description	Discussions	Unread posts
Week 1 Discussion	 What's Your Project? Please describe the project you are working on for this class as if you were laying it out for the president of a board of directors or other key stakeholder—in an elevator!	8	8 ✓

Drafting your response

Click on **Add a new discussion topic** to start a conversational *thread*.

Week 1 Discussion



What's Your Project?

Please describe the project you are working on for this class as if you were laying it out for the president of a board of directors or other key stakeholder—in an elevator! Be succinct, but be

Use the **Add a new discussion topic** link to make your post.

The due date for posting to this forum is Sunday, May 24 11:00 PM.

[Add a new discussion topic](#)

[View grades](#)



president of a board of directors or other key stakeholder—in an elevator! Be sure to include:

Use the **Add a new discussion topic** link to make your post.

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[View grades](#)

Subject



Bakery Business Rising

Message



↵ ↺ ↻ A B I ☰ ☷ 🔗 🌐 !

The Bakery is a rapidly expanding company. To keep up with the demand, we be opening a second location. The new location is currently no more than a blank

Insert a snappy subject line, then draft your response.

Long responses can be drafted in Word, then copied and pasted into your post.



When you have finished drafting your response, click on **Post to forum** to make it available to others.



Take advantage of editing functions like the ability to insert a photo. Beware: Photos appear in their original size, so be sure to resize that 16"x20" photo before you post it!



Subject: Bakery Business Rising

Message

Formatting toolbar: Bold (B), Italic (I), Underline (U), Text color (A), Background color (B), Bulleted list (•), Numbered list (1), Link (K), Unlink (K), Insert image (img), Insert video (v).

The Bakery is a rapidly expanding company. To keep up with the demand we will be opening a second location. The new location is currently no more than a blank project is estimated to cost \$150,000. This is a highly anticipated improvement and expansion project. We appreciate all the support that you have shown thus far.

Post to forum Cancel Advanced



Use the Advanced link to attach a file to your post.

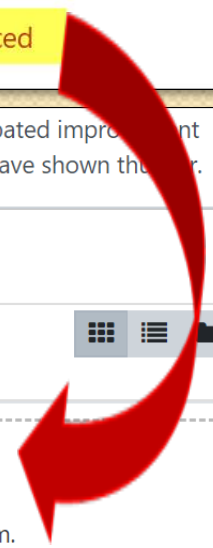
The project is estimated to cost \$150,000. This is a highly anticipated improvement and expansion project. We appreciate all the support that you have shown thus far.

☐ Discussion subscription ?

Attachment

Files

You can drag and drop files here to add them.



Posting your response

Editing your post



Bakery Business Rising

by Student1 One - Wednesday, March 25, 2020, 10:13 PM



The Bakery is a rapidly expanding company. To keep up with the demand we will be opening a second location. The new location is currently no more than a blank box with nothing in place for the business to be operable. To fix this we will be remodeling the building and have it open by October 1, 2020. This project will require a small deco team in addition to vendors, contractors, and people from IT. The project is estimated to cost \$150,000. This is a highly anticipated improvement and expansion project. We appreciate all the support that you have shown thus far.

Sum of ratings: -

[Permalink](#)

[Edit](#)

[Delete](#)

[Reply](#)

During the 15 minutes after you post a response, you may edit or delete your post by clicking on the appropriate link. Note that if someone has replied to your post, you will **not** be able to delete it from the forum.

Viewing posts

Click on the button to “subscribe” to your thread—you’ll get an email any time someone replies to your post.

Click on a star to move a post to the top of the list (in your view only).

	Started by	Last post ↓	Replies ✓	Subscribe	
System	 Student5 Five 29 Jan 2020	 Student6 Six 29 Jan 2020	1	<input type="checkbox"/>	⋮
★ Bakery Business Rising	 Student1 One 25 Mar 2020	 Student1 One 25 Mar 2020	0	<input checked="" type="checkbox"/>	⋮
☆ Summer Horse Camp	 Student6 Six 29 Jan 2020	 Student6 Six 29 Jan 2020	0 1	<input type="checkbox"/>	⋮
☆ Fitness Challenge	 Student4 Four 29 Jan 2020	 Student5 Five 29 Jan 2020	1	<input type="checkbox"/>	⋮
☆ Patio Greenhouse	 Student2 Two 29 Jan 2020	 Student3 Three 29 Jan 2020	1	<input type="checkbox"/>	⋮
☆ House Remodel	 Student3 Three 29 Jan 2020	 Student3 Three 29 Jan 2020	0	<input type="checkbox"/>	⋮

Click on the title of a discussion post to read it and any replies that have been made to it. New posts you haven’t read are highlighted in the **Replies** column.

Replying to a post



Summer Horse Camp

by Student6 Six - Wednesday, January 29, 2020, 5:13 PM

The Summer Horse Camp will increase hands-on experience for new and current students of the riding program. Participation in activities including riding lessons, grooming and tacking of horses, and daily work with horses will give students the opportunity to develop their riding skills. The Ranch will be fully prepared to host 3 week-long sessions of summer camp and can continue to adjust and use lesson plans created for future camps.

Permalink

Reply

Write your reply...



Type (or paste) your reply in the textbox, then click on **Submit**.

Use the advanced editor to format your post or attach a file.

Submit

Cancel

Advanced

◀ Fitness Challenge

Navigate to other posts.

Business Remodel ▶

Viewing instructor feedback

The due date for posting to this forum is Sunday, May 24, 2020, 11:00 PM.

Add a new discussion topic

View grades

Faculty ▾

Week 1 Discussion ✕

Grade: 8.33333 / 10
Date: April 16, 2020
Grade status: Graded

Clarity of proposal ▾

- ☐ No contribution made or contribution(s) completely off-topic. 0 points
- ☐ Project objective not clearly stated. 1 points
- ☐ Project objective briefly identified with little detail. 2 points
- ☒ Project objective clearly expressed in detail. 3 points

Additional feedback

Your project goals are very clear.

Understanding of key concerns ▾

- ☐ No contribution made or contribution(s) completely off-topic. 0 points
- ☐ Misses the main point; responses vague and unspecific. 1 points
- ☒ Hits some of the main points, but misses others. 2 points
- ☐ Expresses solid understanding of significant concerns. 3 points

Additional feedback

What about the risks you might encounter?

Cancel

Your instructor might use a rubric to assess your work. Click on **View grades** to see your feedback.

Types of forums: Standard

Week 1 Discussion



What's Your Project?

Please describe the project you see for this class as if you were laying it out as president of a board of directors or a stakeholder—in an elevator! Be

- Brief overview of project purpose
- Quick description of project benefits
- Rough estimate of resources required and project timeline

Use the **Add a new discussion topic** link to make your post

The due date for posting to this forum is Sunday, May 24, 2020, 11:00 PM.

[Add a new discussion topic](#)



[View grades](#)

Discussion	Started by	Last post ↓	Replies ✓	Subscribe
Management System	Student5 Five 29 Jan 2020	Student6 Six 29 Jan 2020	1	<input type="checkbox"/> ⋮
★ Bakery Business Rising	Student1 One 25 Mar 2020	Student1 One 25 Mar 2020	0	<input type="checkbox"/> ⋮
☆ Summer Horse Camp	Student6 Six 29 Jan 2020	Student6 Six 29 Jan 2020	0 1	<input type="checkbox"/> ⋮
☆ Fitness Challenge	Student4 Four 29 Jan 2020	Student5 Five 29 Jan 2020	1	<input type="checkbox"/> ⋮

Moodle calls this a “standard, general” forum. Variations on this type include “Q and A” forums that require you to post a response **before** you can read anyone else’s post. (You’ll be able to read their responses after the 15-minute editing period ends.)


Types of forums: Simple

Introductions


 Settings ▾


Display replies in nested form ▾


Introductions



Please tell us something about yourself—where you are in the course. What most intrigues you about this topic?


[Permalink](#) [Reply](#)


**Re: Introductions**
by [Student1 One](#) - Thursday, February 27, 2020, 3:16 PM



Hi! I'm a business major and I'm taking this course as an elective. I've been interested in this topic for a long time and hope to incorporate it in my career some day.


[Permalink](#) [Show parent](#) [Reply](#)

**Re: Introductions**
by [Student3 Three](#) - Thursday, February 27, 2020, 3:34 PM



Hello! How do you think this topic will apply to your career?

[Permalink](#) [Show parent](#) [Reply](#)



Good morning, everyone! I'm from Coos Bay and I'm majoring in Communication. This course is required for my minor. I don't know anything about the topic, so I'm intrigued by everything!

[Permalink](#) [Show parent](#) [Reply](#)

Moodle calls this a “single, simple” forum. Click on **Reply** to respond.



All responses are visible when you open the forum. New posts will be highlighted for you.

Types of forums: Blog-like format

Project Management at the Movies!



What do Apollo 13 and Toy Story have in common (besides Tom Hanks!)? They are all about project management!

Project management is everywhere, right? Tell us about a movie you've seen that exemplifies good (or bad!) PM behaviors.

Use the **Add a new topic** link to create your post. Give us the **name** of the movie you'll be describing in the subject line. To edit your post or to reply to a post, click on the subject line (**title**) to open the post.

[Add a new topic](#)



PM at its Best!

by **Hart Wilson** - Thursday, April 16, 2020, 5:45 PM



What a project that space several really strong team space, and at home. The s group of engineers who w the a...ing

...y real possibility in managing people in project a trick or two from Woody!

In a blog-like forum, you'll click on **Discuss this topic** to comment on a classmate's post.



[Permalink](#)

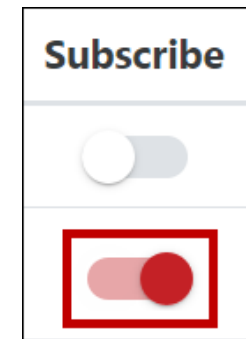
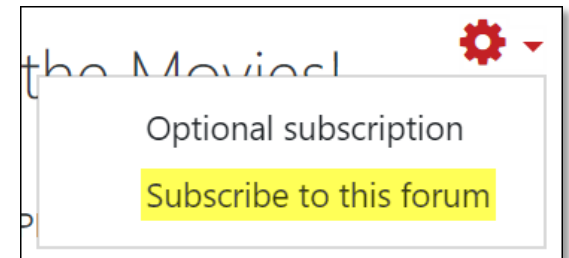
[Discuss this topic](#) (0 replies so far)



This forum showcases your work like a blog. [Insert images](#) to illustrate your post.

Subscribing to forums

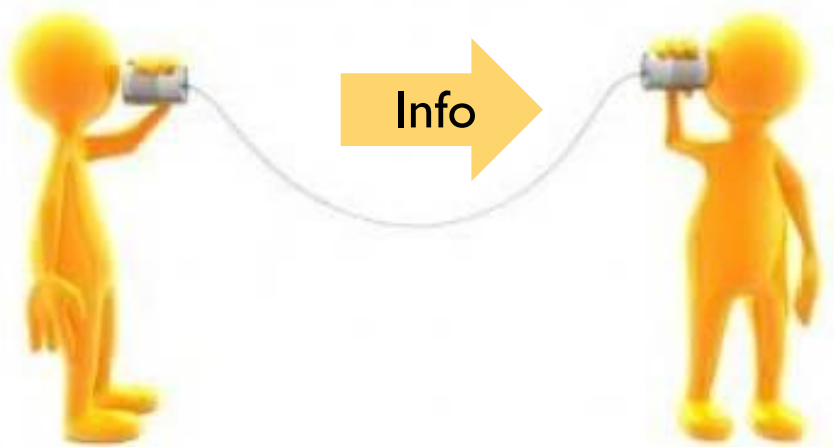
- When you “subscribe” to a forum, you’ll receive an email copy of every post made by all forum participants. That’s a lot of email!
- You can subscribe or unsubscribe from a forum by clicking on the link in the **Actions menu** after you open the forum.
- Subscribe to your own post by clicking on the circle next to it. You’ll get an email any time someone replies to you. Keep the conversation going!



**Update your Forum preferences to stop being auto-subscribed to all forums!
Open the user menu at the top of the page to access your preferences.**

Announcement forums

The **Announcements** forum is the one forum to which everyone is always subscribed. Your instructor uses this forum to share important information about the course, so you will receive an email each time an announcement is posted to this forum.



It's helpful to know that this is **not** a true forum—it's a one-way tool for instructors to post announcements. You cannot reply to a post in the **Announcements** forum.

Tips for posting

- Keep in mind that most forums are considered homework—
 - Good writing counts!
 - Post early to maximize your contribution to the discussion.
 - Always review your posts for spelling and grammar.
- Be careful with your tone and language—the online environment lacks the visual cues that help us interpret intentions when we discuss face-to-face.
- [SOU policies relating to appropriate use and language](#) are also enforced in Moodle.

More tips for posting

- Browsers can time out while you are drafting your careful reply to a discussion topic. One solution: Draft your response in a Word or Google document, then copy and paste it into your response textbox.
- Remove extra space between paragraphs before you paste from Word into a textbox to eliminate big gaps.
- Make sure that your browser is set up to spellcheck text any time you type in an online textbox. To activate a spellchecker, follow [these instructions](#).



Have fun using Moodle forums!

