Setting up and Using Discussion Forums

Setting up a new Discussion Forum

1. **Turn on editing**

2. **Add an Activity or Resource**
3. Choose ‘Forum’

4. Add a Name and Description for your Forum. If you want the Description visible under the link to the forum, check the box under the Description. You can also choose things like allowing anonymous posting and other options.
5. One good option to know about is Subscription Mode. This determines if people are notified (via email) when a new post is put up in this Forum.

6. ‘Optional Subscription’ lets participants decide if they want to subscribe. ‘Forced Subscription’ Subscribes everyone and they can’t unsubscribe – this is how the Announcements forum works. Everything you put there gets sent out to all students in the class.
   ‘Auto Subscription’ subscribes everyone, but they can unsubscribe themselves.
   Or you can disallow subscription entirely.

7. And that’s it!
Changing your and others subscription modes on already established Forums

1. Go to the Forum and click on the setting gear icon

2. Here you can change the subscription mode for everyone in the class
   You can also change your personal subscription mode. You are not automatically subscribed to the default Discussion Forum on the front page of the site (I always go in and subscribe myself.)