About Creating & Editing Forums

Tips & Best Practices

- Using Forums can help build a sense of community among students and instructor.
- Forums can be used to generate discussion among students or have students work collaboratively.
- Questions should be open-ended; questions with a clear "right answer" will not generate discussion.
- Students are unlikely to use a Forum unless it is a specific course requirement and participation is factored into their final grades.
- It may be helpful to post an initial message to prompt conversation.
- By requiring that students post questions to a general questions forum before asking you, Forums can be used to reduce the number of questions you must answer.
- Only instructors can create forums.
- Team Forums are automatically created when Teams are formed using the Teams tab. Team forums can be edited at any time.
- Forums can be activated on a specific date so that discussion does not begin prematurely.
- Forums can be attached to a specific Timeline Session.
- The Forum description appears on the Forum tab page and on the specific Forum page listing posted messages.
- In every Forum, messages are listed newest to oldest and on-going discussions are threaded, meaning that each entry is followed by any replies.
- Forum properties can be customized to meet the needs of a specific topic or course.

Forum Properties and Options

**Forum Title:** (required) Enter a name for the Forum.

**Forum Type:** (required) Select "Current Course Only" to allow all class members to participate or a specific team to limit participation to team members.

**Max. points for grading:** (optional) If Forum will be graded, enter the total number of points.

**Include in the gradebook:** (required) Select Yes to include the Forum grade in the final course grade or No to leave the Forum grade out of the grade book.

**Link to syllabus:** (required) Associate the Forum with the selected Timeline Session.

**Activation Date:** (optional) Enter the date, in mm/dd/yy format, to make the Forum available to users.
Allow authors to edit their messages: (required) Selecting "Yes" will allow users to change messages they have posted. If "No" is selected, users will not be able to alter messages they have posted.

Allow users to start threads: (required) To permit users to begin new topic discussions within a Forum, select "Yes". To limit messages to replies to an initial message, select "No".

Color scheme: (required) Select the background and text color for the Forum.

Short Summary: (optional) Enter a brief description of the forum.

Forum Description: (optional) Enter more detailed information about the discussion.