

FORUMS

- Understand the difference between Forums, Topics, and Threads
- Create a Forum
- Add a Topic to a Forum



UNDERSTAND Forums

- The Forums tool provides a hierarchy of Forums, Topics, Threads in order to provide and organize asynchronous discussion.
- **Forums** serve as overall organizational shells.
- **Topics** are a way to organize threads
- **Threads** are where course discussions take place
- You **MUST** have topics within your Forums tool in order for students to be able to post their threads.

Note: Forums and Topics may be associated with an NYU Classes Gradebook item, allowing for forum participation to be reviewed by the instructor and recorded.

CREATE Forums

The screenshot shows a course management system interface. At the top, there are tabs for 'My Workspace', 'Archaeology Fall_11', 'ITS webinar 001 Fall_2012', and 'Prof Jones 001 2012-2013'. A 'View Site As:' dropdown menu is set to '- Select Role -'. On the left, a navigation menu includes 'Home', 'Syllabus', 'Schedule', 'Announcements', 'Resources', 'Forums', 'Messages', 'Assignments', 'Gradebook', 'Site Setup', 'Library Resources', 'Tests & Quizzes', and 'Help'. The 'Forums' link is highlighted with a red box. The main content area is titled 'Forums' and has a sub-header with 'New Forum', 'Organize', 'Template Settings', 'Statistics', and 'Watch'. Below this, there is a list of forums. The first forum is 'SBX kel317 001 Spring_2013 Forum' with links for 'New Topic', 'Forum Settings', and 'Delete'. Below it is 'General Discussion' with '(0 messages - 0 unread)' and links for 'Topic Settings' and 'Delete'.

1. Navigate to the **Forums** section of the course navigation menu.
2. Click **New Forum** at the top of the display.

CREATE Forums

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Forums

Forum Settings

Required items marked with *

* Forum Title

Short Description (255 characters max) 255 chars remain

3. Enter a title (Required) and a short description (optional)

CREATE Forums

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Forum Posting

Lock Forum (Disable forum postings) Yes No

Moderate Topics in Forum Yes No

Availability

Show - display immediately with no time restriction

Specify Dates - begin display on (optionally) specified Beginning Date/Time; hide display after (optionally) specified Ending Date/Tir

Mark Threads Read

Automatically Mark All Messages in a Thread as Read Yes No

▼ Permissions

This site role: Course Site Admin (Owner)

gets this permission level: Owner

which you can customize below:

<input checked="" type="checkbox"/> New Forum	<input checked="" type="checkbox"/> Change Settings
<input checked="" type="checkbox"/> New Topic	<input checked="" type="checkbox"/> Read
<input checked="" type="checkbox"/> New Response	<input checked="" type="checkbox"/> Mark as Read
<input checked="" type="checkbox"/> Response to Response	<input checked="" type="checkbox"/> Moderate Postings
<input checked="" type="checkbox"/> Post to Gradebook	

Edit Postings

None Own All

Delete Postings

None Own All

Gradebook Item: Select a gradebook item

Save Save Settings & Add Topic Save Draft Cancel

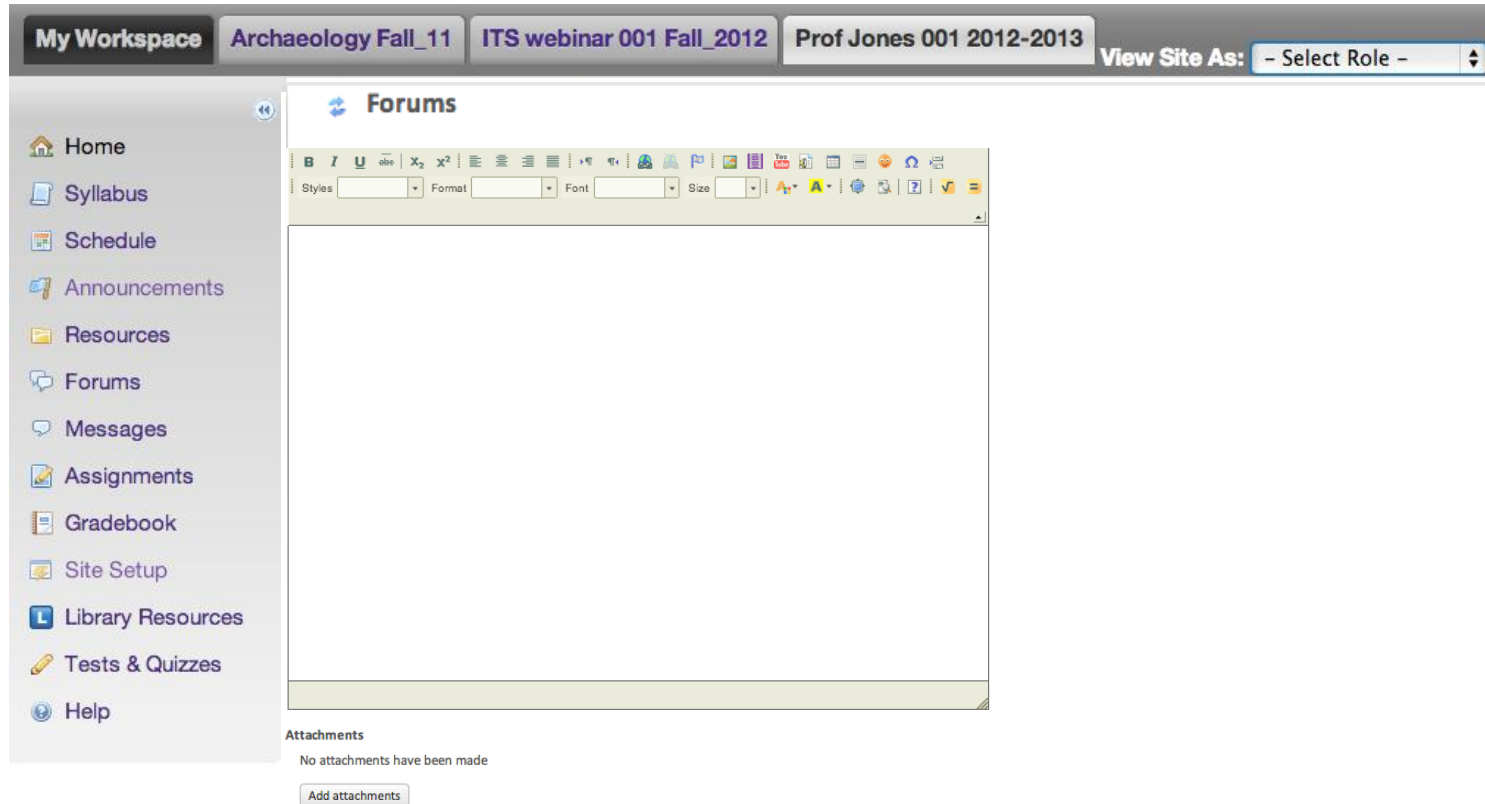
4. Scroll down to enter a longer description and add Attachments (optional)
5. Set the Forum settings and Permission levels
6. Click **Save Setting & Add Topic**

ADD Topics

The screenshot shows a web interface for managing forums. At the top, there are navigation tabs: 'My Workspace', 'Archaeology Fall_11', 'ITS webinar 001 Fall_2012', and 'Prof Jones 001 2012-2013'. To the right of these tabs is a 'View Site As:' dropdown menu with '- Select Role -' selected. On the left side, there is a vertical navigation menu with icons and labels for: Home, Syllabus, Schedule, Announcements, Resources, Forums, Messages, Assignments, Gradebook, Site Setup, Library Resources, Tests & Quizzes, and Help. The main content area is titled 'Forums' and contains 'Topic Settings'. Below the title, it says 'Required items marked with *'. There is a text input field for '* Topic Title'. Below that is a text area for 'Short Description (255 characters max)' with a '255 chars remain' indicator.

1. Add a Topic Title (required) and a short description (optional)

ADD Topics



2. Scroll down to add a longer description and add attachments (optional)

ADD Topics

The screenshot displays the 'ADD Topics' interface. At the top, there are navigation tabs: 'My Workspace', 'Archaeology Fall_11', 'ITS webinar 001 Fall_2012', and 'Prof Jones 001 2012-2013'. A 'View Site As:' dropdown menu is set to '- Select Role -'. The left sidebar contains a navigation menu with icons and labels for Home, Syllabus, Schedule, Announcements, Resources, Forums, Messages, Assignments, Gradebook, Site Setup, Library Resources, Tests & Quizzes, and Help. The main content area is titled 'Forums' and includes the following settings:

- Moderate Topic:** Yes No
- Availability:**
 - Show - display immediately with no time restriction
 - Specify Dates - begin display on (optionally) specified Beginning Date/Time; hide display after (optionally) specified Ending Date/Time
- Mark Threads Read:** Automatically Mark All Messages in a Thread as Read Yes No
- Permissions:**
 - This site role: Course Site Admin (Owner)
 - gets this permission level: Owner
 - which you can customize below:
 - New Forum
 - New Topic
 - New Response
 - Response to Response
 - Post to Gradebook
 - Change Settings
 - Read
 - Mark as Read
 - Moderate Postings
 - Edit Postings:** None Own All
 - Delete Postings:** None Own All
- Gradebook Item: Select a gradebook item

At the bottom, there are four buttons: 'Save', 'Save Draft', 'Save Settings & Add Topic', and 'Cancel'.

3. Set the topic settings and permissions

4. Click **Save**

5. Your **Topic** and **Forum** will now appear on the **Forums** page.