



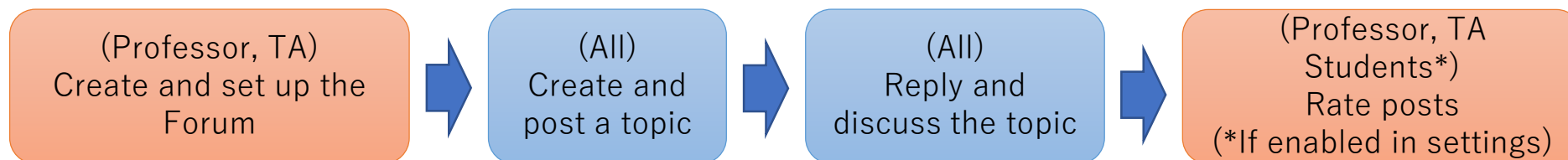
# Forum

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# Forum Overview

- What you can do with Forum (examples)
  - Discussions with students on your course (bulletin board)
  - Students can rate and comment on each other's work
  - Anonymous posts, hidden replies, etc.
- Select "Forum" or "Open Forum" from "+Add an activity or resource"
- Overview of Using Forum



APU moodle

Turn editing on

APU Shape your world  
Rising above Asia Pacific University

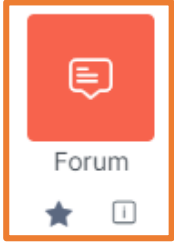
+ Add an activity or resource

Forum

Open Forum

Use if you want to enable anonymous posting and hidden replies

# Setting Up Forum



## Adding a new Forum

- General
- Availability
- Attachments and word count
- Subscription and tracking
- Discussion locking
- Post threshold for blocking
- Whole forum grading
- Ratings
- Common module settings
- Restrict access
- Activity completion
- Tags
- Competencies

**General**

Forum name

Description 

Explanation of Forum

Display description on course page

Forum type

**Quiz**

**APU Quiz**

Opened: Tuesday, 1 August 2023, 5:00 PM  
Closed: Wednesday, 2 August 2023, 5:00 PM

Description of Quiz

If you select , the description will be displayed on the course homepage

Forum Type	Description
Standard forum for general use	Anyone can create new topics at any time, and everyone can reply to the topic ( <b>recommended</b> ).
A single simple discussion	Discuss one topic provided by the professor (cannot create multiple topics).
Q and A forum	With this type of forum, students respond to topics (e.g. an assignment or question) created by the professor. Students cannot see other students' posts until they post something themselves.
Standard forum displayed in a blog-like format	Only the display format is different, and the functions are the same as "Standard forum for general use."
Each person posts one discussion	Students are limited to making one topic per person. Anyone can respond to any of the topics.

**Availability**

Due date  Enable

Cut-off date  Enable

The due date and time that will be shown on the calendar

Date and time when posting is no longer possible

**Attachments and word count**

Maximum attachment size

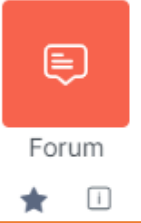
Maximum number of attachments

Display word count

Max. size and number of files that can be attached to posts

Do you want to show the word count for posts (English only)?

Save and return to course   Save and display



# Setting Up Forum



**Adding a new Forum to 1st week** Expand all

General

Availability

Attachments and word count

**Subscription and tracking**

Subscription mode Optional subscription

Read tracking Optional

**Discussion locking**

Lock discussions after period of inactivity Do not lock discussions

**Post threshold for blocking**

Time period for blocking 1 day

Post threshold for blocking 0

Post threshold for warning 0

Whole forum grading

Ratings

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save and return to course Save and display

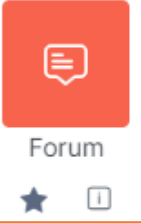
Subscription mode	
Optional subscription	By default, students will not receive email notifications about forum posts. However, students can turn on email notifications by themselves.
Forced subscription	Students will receive email notifications about forum posts. (Students cannot change this setting)
Auto subscription	By default, students will receive email notifications about forum posts. However, students can turn off email notifications by themselves.
Subscription disabled	Students will not receive email notifications about forum posts. (Students cannot change this setting)

Do you want to enable read tracking for students? If read tracking is enabled, unread posts will be highlighted, and students can easily check which posts they have read or not.

Choose the period of time after which the discussion will be locked automatically if there are no posts

Send warnings or block posting for students who make more posts than the set threshold within the set time period  
Only use this setting if you need to limit the number of posts individuals can make in the forum

# Setting Up Forum



**Whole forum grading**

Grade

Type

Scale

Grading method

Grade category

Grade to pass

Default setting for "Notify students"

---

**Ratings**

Roles with permission to rate  Capability check not available until activity is saved

Aggregate type

Scale

Type

Maximum grade

Restrict ratings to items with dates in this range:

Grade category

Grading for the whole forum

Whole forum grading

Ratings

Rating for individual posts

See P10-12 for information about the settings for common functions

If you set up categories in the gradebook, you can select one here

Notifying students after grading

Restrict items eligible for rating to those posted in a specified time period

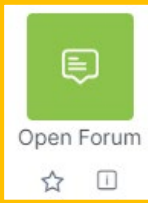
Grade type	
Point	Grade by inputting the points. You can set the "Maximum grade".
None	Select this option if you want students to submit an assignment, but you will not grade (mark) their submissions.
Scale	Select this option if you want to use any grading method besides scoring, such as "A, B, C, F" or "Excellent, Good, Acceptable, Not Acceptable". *Must set up a grading "Scale" from the course's grading settings beforehand.

Grading method	
Simple direct grading	Input grades (points) directly (recommended setting)
Marking guide	Grade using a "Marking guide" you made
Rubric	Grade using a rubric you made

Only select "Marking guide" or "Rubric" if it would be difficult to grade with a simple score or if you want to provide complex feedback.

Aggregate type	
Average of ratings	Mean of all ratings
Count of ratings	Number of rated items (the total cannot exceed the maximum grade for the whole activity)
Maximum rating	Highest rating
Minimum rating	Smallest rating
Sum of ratings	Sum of all ratings together (the total cannot exceed the maximum grade for the whole activity)
No ratings	Activity will not appear in the gradebook

See P13 of the manual for information about the settings for who can rate posts



# Setting Up Open Forum



## Adding a new Open Forum week

General

Post options

Attachments

Subscription

Discussion locking

Post threshold for blocking

Grade

Ratings

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save and return to course Save and display Cancel

General

Forum name

Description 

1 A B I

Explanation of Forum

Display description on course page

Display recent posts on course page

Forum type

Quiz

APU Quiz

Opened: Tuesday, 1 August 2023, 5:00 PM

Closed: Wednesday, 2 August 2023, 5:00 PM

Description of Quiz

If you select , the description will be displayed on the course homepage

Do you want to show the latest posts, not the discussion topic, on the course page?

Max. size and number of files that can be attached to posts

Post options

Allow marking as substantive

Allow post bookmarking

Allow private replies

Allow anonymous posting

Display word count

Attachments

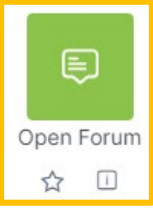
Maximum attachment size

Maximum number of attachments

Forum type	Description
Standard forum for general use	Anyone can create new topics at any time, and everyone can reply to the topic ( <b>recommended</b> ).
A single simple discussion	Discuss one topic provided by the professor (cannot create multiple topics).
Q and A forum	With this type of forum, students respond to topics (e.g. an assignment or question) created by the professor. Students cannot see other students' posts until they post something themselves.
Standard forum displayed in a blog-like format	Only the display format is different, and the functions are the same as "Standard forum for general use."
Each person posts one discussion	Students are limited to making one topic per person. Anyone can respond to any of the topics.

Post options	Description
Allow marking as substantive	Professors can flag posts to highlight them to students
Allow post bookmarking	Allow students to bookmark and follow posts
Allow private replies	Enable professors to send private replies to posts (only the poster can see the message)
Allow anonymous posting	Allow students to post anonymously
Display word count	Show the word count for posts (English only)





# Setting Up Open Forum



**Adding a new Open Forum to 1st week**

Expand all

General

Post options

Attachments

**Subscription**

Subscription mode

**Discussion locking**

Lock discussions after period of inactivity

**Post threshold for blocking**

Time period for blocking

Post threshold for blocking

Post threshold for warning

Grade

Ratings

Common module settings

Restrict access

Activity completion

Tags

Competencies

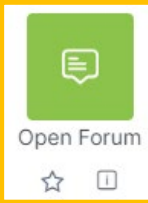
Send content change notification

Subscription mode	
Optional subscription	By default, students will not receive email notifications about forum posts. However, students can turn on email notifications by themselves.
Forced subscription	Students will receive email notifications about forum posts. (Students cannot change this setting)
Auto subscription	By default, students will receive email notifications about forum posts. However, students can turn off email notifications by themselves.
Subscription disabled	Students will not receive email notifications about forum posts. (Students cannot change this setting)

Choose the period of time after which the discussion will be locked automatically if there are no posts

Send warnings or block posting for students who make more posts than the set threshold within the set time period  
Only use this setting if you need to limit the number of posts individuals can make in the forum





# Setting Up Open Forum

Grading for the whole forum

Grade Type	
None	No grading within the forum
Manual	Professor manually inputs individual grades
Rating	Number of ratings

**Grade**

Grade Type

Grade

Type

Scale

Grade category

Grade to pass

Grade	
Point	Grade assignments by inputting the points. You can set the "Maximum grade".
None	Select this option if you want students to submit an assignment but you will not grade (mark) their submissions.
Scale	Select this option if you want to use any grading method besides scoring, such as "A, B, C, F" or "Excellent, Good, Acceptable, Not Acceptable". *Must set up a grading "Scale" from the course's grading settings beforehand.

If you set up categories in the gradebook, you can select one here

Aggregate type	
Average of ratings	Mean of all ratings
Count of ratings	Number of rated items (the total cannot exceed the maximum grade for the whole activity)
Maximum rating	Highest rating
Minimum rating	Smallest rating
Sum of ratings	Sum of all ratings together (the total cannot exceed the maximum grade for the whole activity)
No ratings	Activity will not appear in the gradebook

**Ratings**

Roles with permission to rate

Aggregate type

Restrict ratings to items with dates in this range:

Restrict items eligible for rating to those posted in a specified time period

Rating for individual posts

Save and return to course

Save and display

Cancel

See P13 of the manual for information about the settings for who can rate posts

# (Common Functions) Common module settings



If the Forum is hidden, this message will be displayed on the course's top page

Hidden from students

Adding a new Forum to 1st week

### Common module settings

General

Availability ? Show on course page ▾

ID number ?

Attachments and word count

Subscription and tracking

Discussion locking

Post threshold for blocking

Whole forum grading

Ratings

Group mode ? Separate groups ▾

Grouping ? None ▾

Add group/grouping access restriction

Common module settings >

Restrict access >

Activity completion >

Tags >

Competencies >

Send content change notification ?

Save and return to course Save and display

## Common module settings

Availability	You can select either "Show on course page" or "Hide on course page". If "Hide" is selected, then students will not be able to view the Forum until you change the setting to "Show"	
ID number	You can set an ID number for the activity (to help identify different teaching materials) This setting is generally left blank and not used	
Force language	This setting allows you to force all students to view the activity in a set language.	
Group mode	No groups	Everyone registered for the course can access the Forum
	Separate groups	Students can only use the Forum within their own groups. Students cannot see the work of other groups
	Visible groups	Students can only use the Forum within their own group, but they can also see the work of other groups
Grouping	You can enable this setting if you have set up groupings (collections of groups) in the course	
Add group/grouping access restriction	You can add access restrictions by group from the "Restrict access" section below *You can only set up group access restrictions if you select one of the group settings under "Group mode" above	

# (Common Functions) 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 a specified grade.
- Group: Allow only students who belong to a specified group, or all groups.
- Grouping: Allow only students who belong to a group within a specified grouping.
- Other course completion: Require students to complete other course.
- User profile: Control access based on fields within the student's profile.
- Restriction set: Add a set of nested restrictions to apply complex logic.

Buttons: Save and return to course, Save, Cancel

Restrict access	
Activity completion	Require students to complete a separate activity in the course to be able to access this activity E.g. 1: Students cannot access the activity unless they have completed a specified Survey E.g. 2: Students cannot access the activity unless they have completed a specified Assignment
Date	Set when students can start accessing the activity (the date and time it will appear in the course) and when they will lose access (the date and time it will be hidden from the course)
Grade	Use this setting if you want to require students to achieve a set grade in a separate Assignment or Quiz within the course in order to access this activity
Group	Only allow students who belong to a specified group or students who don't belong to that group to access the activity
Grouping	Only allow students who belong to the groups included in a specified grouping (collection of groups) to access the activity
Other course completion	Use this setting if you want to require students to complete another course in order to access the activity (This setting is not recommended)
User profile	This setting allows you to limit access to specified students E.g. Only allow students with specified student ID numbers to access the activity
Restriction set	Use this setting if you want to use several of the above settings to set complex access restrictions for the activity

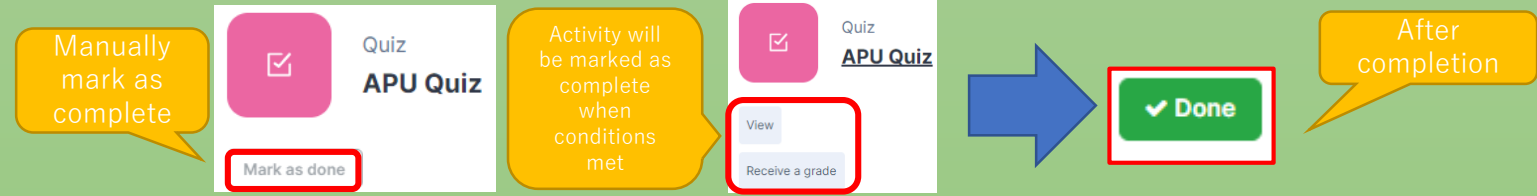
# (Common Functions) Activity Completion, Tags, Competencies

## Activity completion

This setting allows you to check if students have accessed an activity. When enabled, a checkbox will appear underneath the activity on the course page. The checkbox will be marked complete when the student meets various customizable conditions, for example, when the student views the class materials. Furthermore, with this setting, instructors can check which students have viewed which teaching materials and keep track of students' progress for the entire course.

Completion tracking	
Do not indicate activity completion	Students will not see a checkbox to indicate activity completion on the course page
Students can manually mark the activity as completed	Students can mark the activity as complete manually by themselves. Please use this setting if you want students to manage their own learning progress
Show activity as complete when conditions are met	The activity will automatically be marked as complete if the student meets one of the set requirements from the list below. Please use this setting if you want to track students' progress as the course instructor

Require	
Student must view this activity to complete it	If selected, the activity will be automatically marked as complete when the student views the assignment (after submission or after grading is complete)
Student must receive a grade to complete this activity	The activity will be considered complete and automatically be marked as so after the instructor finishes grading
Student must receive a passing grade to complete this activity	The activity will be automatically marked as complete after grading only if the student receives a passing grade
Or all available attempts completed	The activity will be automatically marked as complete when the student submits the assignment, etc.



Make sure to **save** after you finish setting up the activity

The screenshot shows the Moodle activity settings page. The 'Activity completion' section is highlighted with a green box. Below it, 'Tags' and 'Competencies' are highlighted with blue boxes and callouts stating 'Not used for APU Moodle'. At the bottom, 'Save and return to course' and 'Save and display' buttons are highlighted with red boxes.

Not used for APU Moodle

Not used for APU Moodle

Save and return to course | Save and display

# Check Which Roles are Permitted to Rate Posts

Changing this setting allows students to rate (grade) each other's posts

① After setting up the Forum, click on "Permissions" under "..."

② Write "rate" in the filter box and check the settings for "Rate posts" If you want to add "Student" to roles with permission, click on "+" (The default settings give rating permission to professors and TAs)

Permissions in Open Forum: オープンフォーラム

Advanced role override: Choose...

Filter: rate Clear

Capability	Risks	Roles with permission
<b>Course</b>		
Add ratings to items moodle/rating:rate		Authenticated user Non-editing teacher Student Teacher (TA) Teacher
<b>Activity: Open Forum</b>		
Rate posts mod/hsuforum:rate		Non-editing teacher Student Teacher (TA) Teacher Manager +

Back to Open Forum: オープンフォーラム

Allow role:

Select a role to be added to the list of allowed roles in context "Open Forum: オープンフォーラム", capability "Rate posts":

Non-editing teacher Student Guest

Teacher (TA)

③ Select "Student"

The rating value (points, Like!, etc.) is based on the settings for "Ratings" See P17 of the manual for information about rating methods

# Create Discussion Topics

Click on "Add a new discussion" after you finish setting up the Forum

## Advanced Settings

Setting for anonymous posting Name is displayed if  is selected (Open Forum only)

This option is available if group mode is on (Can post the discussion to a specific group only)

Use the "advanced" editor if you want to attach files or edit the display period, notification settings, and text (font size, insert links, etc.)

Click on submit after checking there are no issues with the post

Email notification settings

Attached files

Select if you want to pin the post at the top of the Forum

Set how long the post will be displayed for

If you want to add tags to your post (Write the tag here and hit enter)



# Reply to Discussions

Discussion post

Advanced Settings

Your reply

Subject

Title of Reply

Message

1 A B I [Rich text editor icons]

Write reply here

Subscription

Send me notifications of new posts in this forum

Email notification settings

Attachments

Files Add... You can drag and drop files here to add them.

Attached files

Maximum file size: 500 KB, maximum number of files: 9

Reveal yourself in this post

Email notifications without editing time delay

Private reply

Group

All participants

Tags

No selection

If you want to add tags to your post (Write the tag here and hit enter)

Enter tags...

Post to forum

Permalink Edit Delete **Reply**

Add your reply

Your subject Title of Reply

Type your post

Write reply here

Choose File No file chosen

Private reply

Reveal yourself in this post

**Submit**

Use advanced editor and additional options

Hidden/private reply (The reply is only visible to the original poster)

Setting for anonymous posting Name is displayed if  is selected (Open Forum only)

Use the "advanced" editor if you want to attach files, change the notification settings, or edit the text (font size, insert links, etc.)

Click on submit after checking there are no issues with the reply



# Posting & Responding to Discussions for Students

Students can also post and reply like professors. (May not be possible depending on the type of forum you created)

## Posting a Discussion

## Replying to Posts

**1 discussion**

[Add a new discussion](#)

Add your discussion

**Ts** Your subject **Title of Post**

Type your post

**Write post here**

Choose File No file chosen

Reveal yourself in this post

[Submit](#) [Cancel](#) [Use advanced editor and additional options](#)

The group name will be shown here if group mode is enabled

Setting for anonymous posting  
Name is displayed if  is selected  
(Open Forum only)

Use the "advanced" editor to attach files, change the notification settings, or edit the text (font size, insert links, etc.)

Click on submit after checking there are no issues with the post

**テスト投稿/Posting test**

44 days ago

テスト投稿/Posting test

[Reply](#) [Edit](#) [Delete](#)

Average of ratings: -

Pin

**0 replies**

Add your reply

**Ts** Your subject **Title of Reply**

Type your post

**Write reply here**

Choose File No file chosen

Reveal yourself in this post

[Submit](#) [Use advanced editor and additional options](#)

Students cannot send hidden replies (private replies)

# Rate Posts & Replies

These options only appear if you have enabled grading and ratings

## Settings for "Like!"

- Forum Settings
- Grade
    - Type: "Scale"
    - Scale: "Like/いいね"
  - Ratings
    - Aggregate Type: "Count of ratings"

Grade

Grade Type

Grade

Scale

Ratings

Roles with permission to rate  Manager, Teacher, Non-editing teacher, Teacher (TA)

Aggregate type

Restrict ratings to items with dates in this range:

テスト投稿/Posting test

44 days ago

テスト投稿/Posting test

Reply Edit Delete

Count of ratings:

Pin

You can select a rating at the bottom of the post  
The count of ratings will be shown on the side

The professor, TA, and student who made the post can check the count of ratings, but other students cannot see this information

## Settings for Rating (Points)

- Forum Settings
- Grade
    - Type: "Point"
    - Maximum Grade: Input no. of points
  - Ratings
    - Select preferred aggregate type

Grade

Grade Type

Grade

Maximum grade

Ratings

Roles with permission to rate  Manager, Teacher, Non-editing teacher, Teacher (TA)

Aggregate type

Restrict ratings to items with dates in this range:

テスト投稿/Posting test

44 days ago

テスト投稿/Posting test

Reply Edit Delete

Average of ratings:

Pin

0 replies

Add your reply

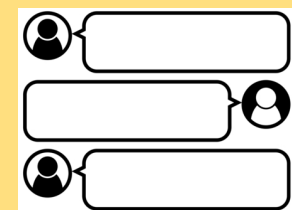
LA

You can select a rating (point) at the bottom of the post  
Your chosen aggregate type will be shown on the side

The professor, TA, and student who made the post can check the ratings (points), but other students cannot see this information

# (Reference) Ways to Use the Forum Functions

## Online Class Bulletin Board



(E.g. 1)  
Professors and students create topics,  
and students share opinions about them

(E.g. 2)

Students share ideas and exchange  
opinions



(E.g. 3)  
Keep notes as meeting logs for groupwork

## Q&A Corner



(E.g. 1)  
Students post questions about the class for the  
professor  
→The questions and replies are shared with all  
students

(E.g. 1-2)

Allow anonymous posting to create an environment where  
its easy for students to ask questions

## Students Comment on Each Other's Assignments



(E.g. 1)

Make students comment on each other's submitted  
assignments

1. Students upload their assignment to the forum
2. Students reply to other students' posts (assignments)  
with their comments
3. Professor evaluates the posts and replies

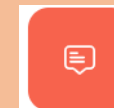
(E.g. 2)

A place for group members to exchange opinions before  
submitting group assignments

- Comment on the assignment they are working on



## Announcements (See separate manual)



Forum

**Announcement/アナウン  
スメント**



Send information to all students at the  
same time

- Reminders about submitting assignments
- Announce class cancellations and make-  
up classes, etc.

(See the separate manual for  
Announcements)