Managing a discussion forum

MOODLE DOCUMENTATION

Moderating discussions

It is important that Forums are properly moderated to make sure they stay on track.

Moving discussions

1. You must be in editing mode, click the **Turn editing on** button.

2. Select the move button ➡️🔵✏️⏹️❌ 👁️🧑 beside the forum you want to move.

3. Select the new location ➡️ ⌐⎯⎯⎯⌐ the forum you want to move to.

Splitting discussions

Sometimes participants may reply to a message instead of starting a new topic. In this case, you can split a discussion thread to move the 'out of context' post into a new discussion thread in the same forum. (This will also move any response posts that occur after the message you are choosing to split.)

1. In the post that you wish to split click on the **Split** link

2. You can provide an appropriate **Discussion name** and click **Split.**

3. The post will now appear as a new topic in the forum.

Useful forum settings in your Moodle profile

There are a few settings in your Moodle profile that allow you to control certain behaviour in the discussion forums. You can access your Moodle profile directly from the **My Courses** page or by clicking on your name anywhere you see it in red and clicking **Edit Profile.**

To see the options below you may need to click on the **Show advanced** button.

Forum auto-subscribe: By selecting this, you are automatically subscribed to any forum to which you post a message. This means that you receive email copies of all messages for these forums. You may unsubscribe from forums whenever you want.

Email digest type: You may choose to receive all email from Moodle in one daily message. There is also the option to receive either the complete message or just the Subject titles from forums you subscribe to.

Forum tracking: This highlights unread forum messages so you can quickly see what's new. Note that you will need to click on 'Mark read' for every message to tell the system the message has been read.

Subscribing/Unsubscribing to forums

Moodle has a subscription feature that sends emails to the address you have specified in your Moodle profile every time discussion occurs in any forum you are subscribed to. The instructions below will show you where to go to change your subscription to a forum.

1. Click the forum you wish to subscribe/unsubscribe

2. Click **Subscribe to this forum** or **Unsubscribe from this forum** under **Settings** block and **Forum administration** to subscribe/unsubscribe

Searching in discussion forums

In the top right hand corner of the Forums overview page there is a **Search Forums** feature that can be used to search for keywords.

Monitoring Student Participation

It is possible in Moodle to view the posts made by a certain individual.

1. Click on the name of the individual in your course.

2. You will be taken to that user's profile. Click on **Forum posts** of an individual participant under the **Navigation** block. You can view the contributions by either posts or discussions