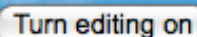


How to start a Discussion Forum in Moodle 2

- 1 **Turn Editing on** (top left of the homepage)

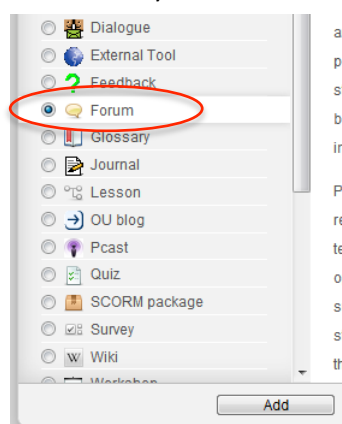


- 2 Find the topic relevant to the discussion forum that you want to start and click **Add an activity or resource**

27 August - 2 September



- 3 The **Add an activity or resource** window will pop up with a list of activity and resource types to choose from. Check the box next to **Forum** and click **Add**



- 4 Give your forum a name and introduction for students then scroll down and click **Save and return to course**

EDUC 910: Practice in Education

Adding a new Forum

General

Forum name* Poetry

Forum type Standard forum for general use

Forum introduction*
Paragraph Style
Poetry for Education


Path: p

Save and return to course

- 5 You will now be able to see the forum you just created under the correct topic

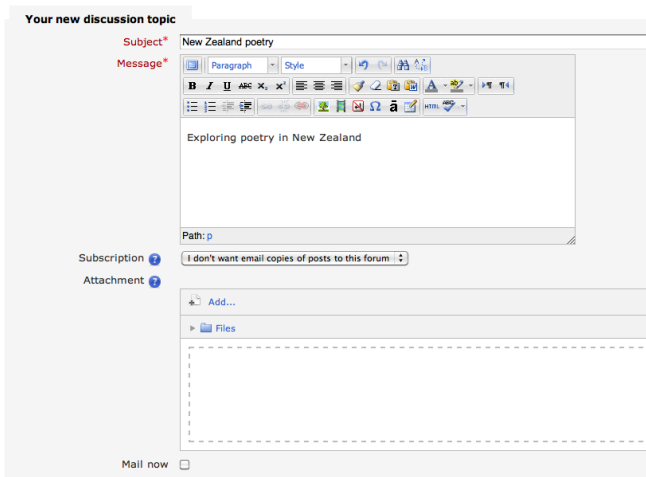
Discussion Forums

Poetry

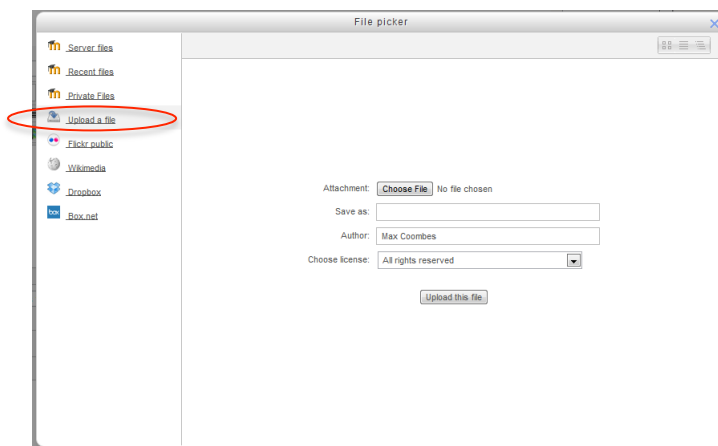
6 To add a discussion topic to your forum, click on your forum's name  Poetry

7 On the forum page, click **Add a new discussion topic** 

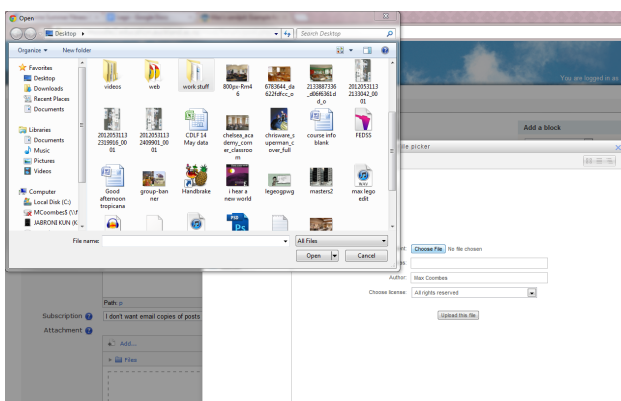
8 Give your topic a subject name and message. Next to **Subscription** you can choose whether you receive emails for each forum post or not. You can also add an attachment if necessary. To do so, click **Add**



9 On the **File picker** window that pops up, make sure that you are under **Upload a file** on the left



10 Click **Choose File** and locate the file you wish to upload and attach.



- 11 Now next to **Choose File** should be the name of the document you just double clicked. Click **Upload this file**

Attachment: Poetry in NZ.docx

Save as:

Author:


Choose license:

- 12 Next to 'Attachment' you should now see the document. Click 'Save changes'

Attachment ?

Add... Do

Files



Poetry in NZ.docx

- 13 On your forum page you should now see the topic created

Discussion

[New Zealand poetry](#)