



كليات المعرفة
ALMAAREFA COLLEGES

User Manual for Faculty Members

Learning Management System (Moodle)

Communication

**(News Forum , Forum Activity and
Private Messages)**

News Forum

Introduction

The News forum is a special forum for **general announcements**. A course may only have one News forum. This forum is ***automatically*** created for each course.

By default, it is placed in the top of the centre section and **only teachers and administrators may add posts or reply to posts.**

The Latest News block displays a specific number of recent discussions from the News forum. Emails can be sent to subscribed members of a News forum.

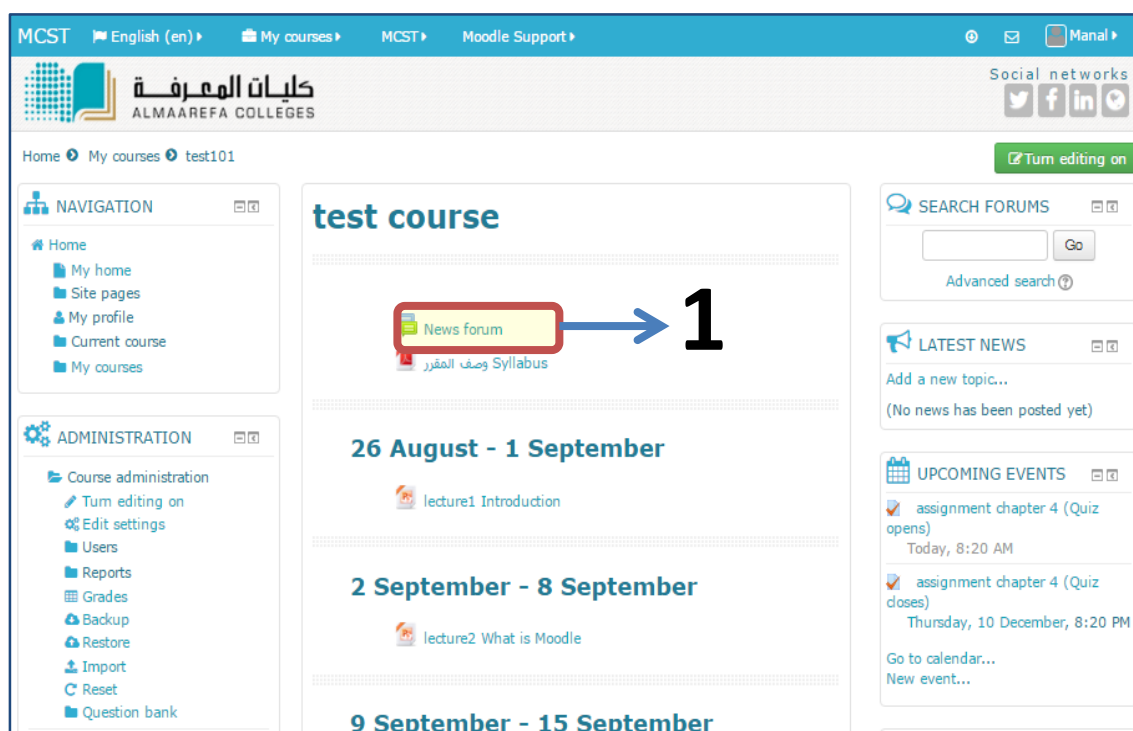
NOTE:

Course material like lectures files **must be uploaded in the main course page.** Don't use the news forum for the course materials

How to add Announcement in News Forum

To add post, complete the following steps:

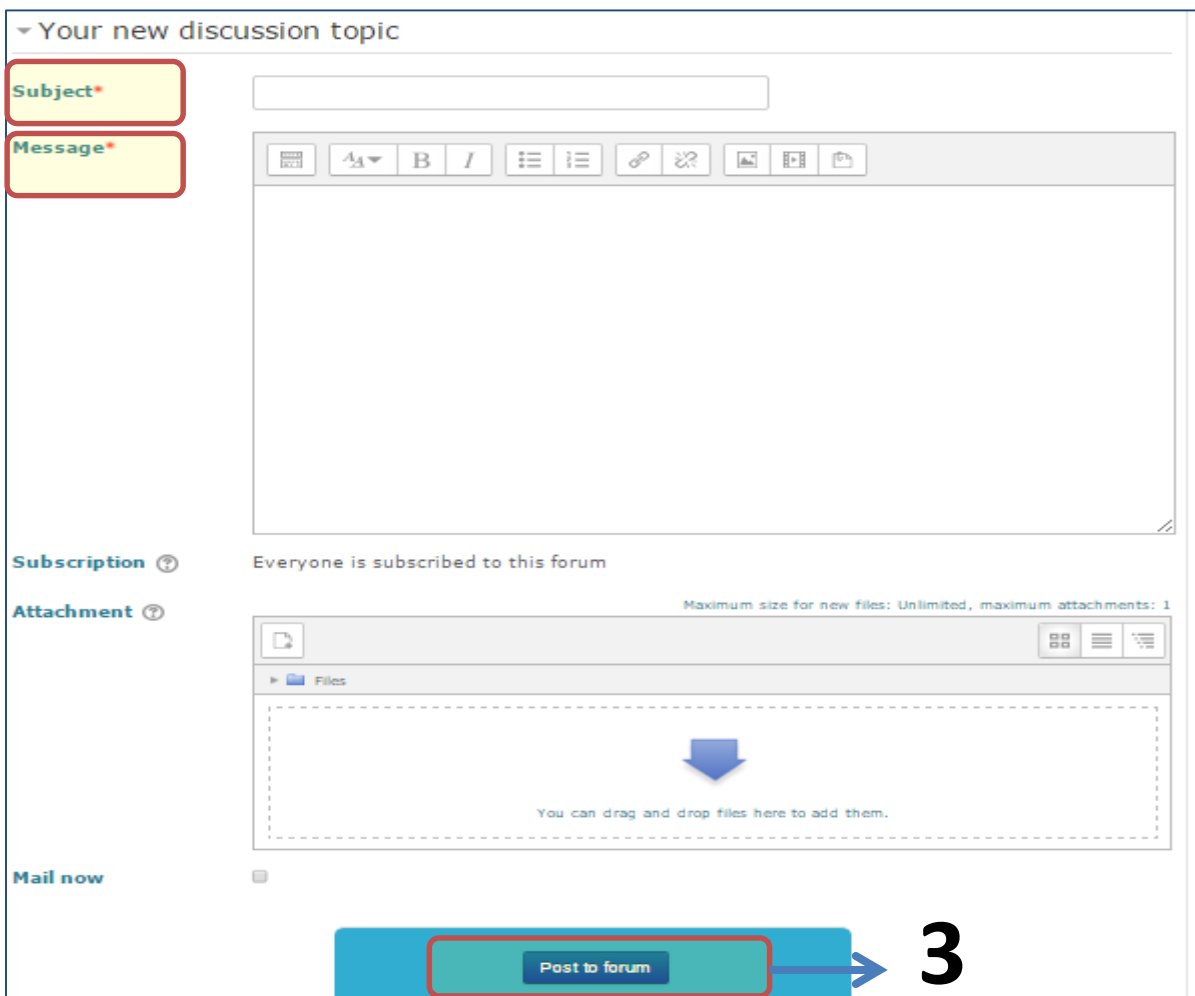
1. Click on news forum link in the course page



2. Click **Add a new topic**



3. Fill the subject of the announcement and the content, you can attach file(s) and check mail now if you want an email to send to students immediately. Then click **post to forum**



▼ Your new discussion topic

Subject*

Message*

Subscription ⓘ Everyone is subscribed to this forum

Attachment ⓘ Maximum size for new files: Unlimited, maximum attachments: 1

Files

You can drag and drop files here to add them.

Mail now ⓘ

Post to forum

FAQ

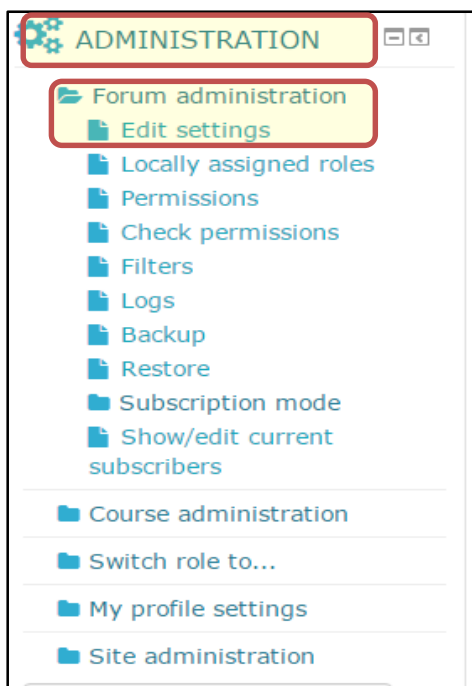
Question: - Can I post in News Forum only for my students?

Answer: - Yes,

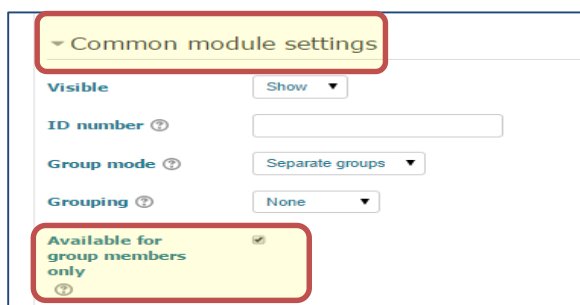
1) click on news forum



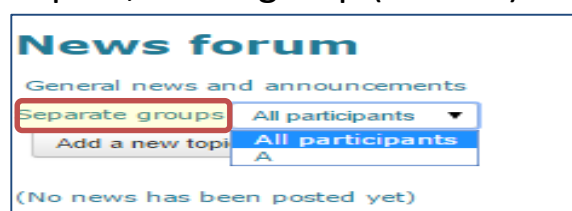
2) In Administration Block > click on forum administration > click **Edit Settings**



3) In Common module settings > Enable “make available for group members only”



4) now when you post, select group (section)




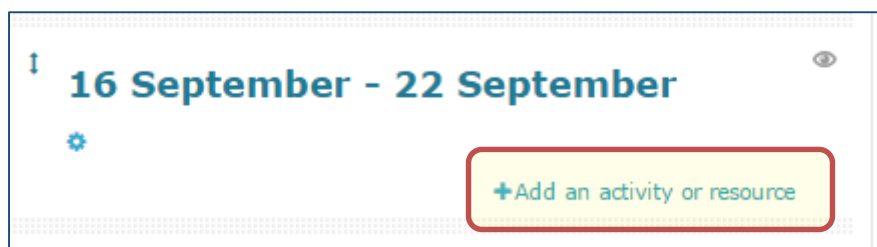
Forum Activity

Introduction

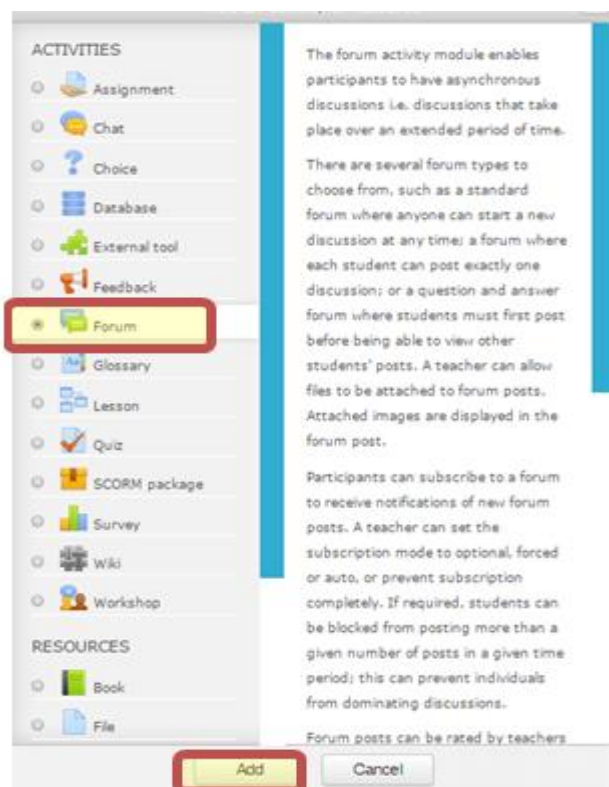
The **Forum activity** enables the instructors to create discussion forum. Unlike the News Forum, the Forum module allows the students to participate in the discussion. The following steps show how to add the Forum activity to a Course in Moodle.

Add Forum Activity in Moodle

- 1) Log in to Moodle, and select the course page.
- 2) Click "Turn Editing on" 
- 3) In the course section, click “ **add activity and resource**”



- 4) Select "Forum" from the Activity list , and click **Add**



5) Fill out the settings for the Forum and click **Save and return to course**.

Forum activity details settings

a) General

▼ General

Forum name* 1

Description* 2

Display description on course page 3

Forum type ? 4

Standard forum for general use ▼

| | |
|---|--|
| 1 | Enter forum name that will appear in course page as link. |
| 2 | Enter description of the forum. (For the Single simple discussion forum type, your description must include the question or topic you wish to discuss.) |
| 3 | If enabled, the description above will be displayed on the course page just below the link to the activity or resource. |
| 4 | <p>There are 5 forum types:</p> <ul style="list-style-type: none"> • A single simple discussion - A single discussion topic which everyone can reply to (cannot be used with separate groups) • Each person posts one discussion - Each student can post exactly one new discussion topic, which everyone can then reply to • Q and A forum - Students must first post their perspectives before viewing other students' posts • Standard forum displayed in a blog-like format - An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links • Standard forum for general use - An open forum where anyone can start a new discussion at any time |

b) Attachment and Word count

▼ Attachments and word count

Maximum attachment size 1 500KB ▼
Maximum number of attachments 2 9 ▼
Display word count 3 No ▼

| | |
|---|--|
| 1 | This setting specifies the largest size of file that can be attached to a forum post. |
| 2 | This setting specifies the maximum number of files that can be attached to a forum post. |
| 3 | This setting specifies whether the word count of each post should be displayed or not. |

c) Subscription and tracking

▼ Subscription and tracking

Subscription mode 1 Optional subscription ▼
Read tracking 2 Optional ▼

| | |
|---|--|
| 1 | <p>When a participant is subscribed to a forum it means they will receive forum post notifications. There are 4 subscription mode options:</p> <ul style="list-style-type: none"> Optional subscription - Participants can choose whether to be subscribed Forced subscription - Everyone is subscribed and cannot unsubscribe Auto subscription - Everyone is subscribed initially but can choose to unsubscribe at any time Subscription disabled - Subscriptions are not allowed <p>Note: Any subscription mode changes will only affect users who enrol in the course in the future, and not existing user</p> |
| 2 | <p>If enabled, participants can track read and unread posts in the forum and in discussions. There are three options:</p> <ul style="list-style-type: none"> Optional - Participants can choose whether to turn tracking on or off via a link in the administration block. Forum tracking must also be enabled in the user's profile settings. Forced - Tracking is always on, regardless of user setting. Available depending on administrative setting. Off - Read and unread posts are not tracked |

d) Post threshold for blocking

▼ Post threshold for blocking

Time period for blocking

1

Don't block ▼

?

Post threshold for blocking

2

0

?

Post threshold for warning

3

0

?

| | |
|---|--|
| 1 | Students can be blocked from posting more than a given number of posts in a given time period. |
| 2 | This setting specifies the maximum number of posts which a user can post in the given time period. |
| 3 | Students can be warned as they approach the maximum number of posts allowed in a given period. This setting specifies after how many posts they are warned |

e) Grade

▼ Grade

Grade category

Uncategorised ▼

?

This setting controls the category in which this activity's grades are placed in the gradebook.

f) Ratings

Ratings

Roles with permission to rate

Capability check not available until activity is saved

Aggregate type 1 No ratings

Scale 2 Type Point Scale Separate and Connected ways of knowing Maximum points 100

Restrict ratings to items with dates in this range: 3

From 14 January 2016 17 05

To 14 January 2016 17 05

- The aggregate type defines how ratings are combined to form the final grade in the gradebook.

 - Average of ratings - The mean of all ratings
 - Count of ratings - The number of rated items becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
 - Maximum - The highest rating becomes the final grade
 - Minimum - The smallest rating becomes the final grade
 - Sum - All ratings are added together. Note that the total cannot exceed the maximum grade for the activity.

If "No ratings" is selected, then the activity will not appear in the gradebook.
- Select the type of grading used for this activity. If "scale" is chosen, you can then choose the scale from the "scale" dropdown. If using "point" grading, you can then enter the maximum grade available for this activity.
- The teacher can allow only posts within a certain date range to be rated. This is useful if the teacher wants to keep students focused on the most recent content and maintain a specific pace within the forum or course.

g) Common module settings

▼ Common module settings

Visible 1

Show ▼

ID number 2

Group mode 3

No groups ▼

Grouping 4

None ▼

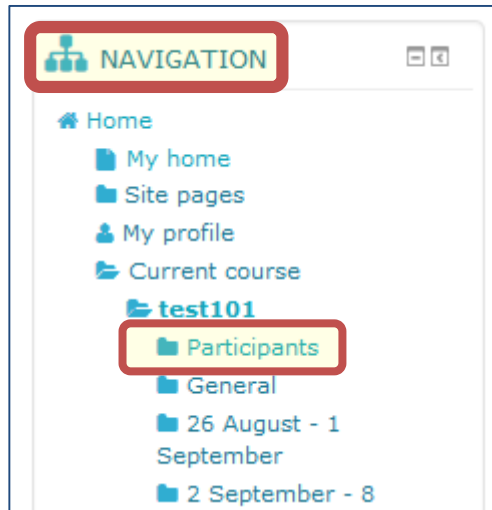
Available for group members only 5

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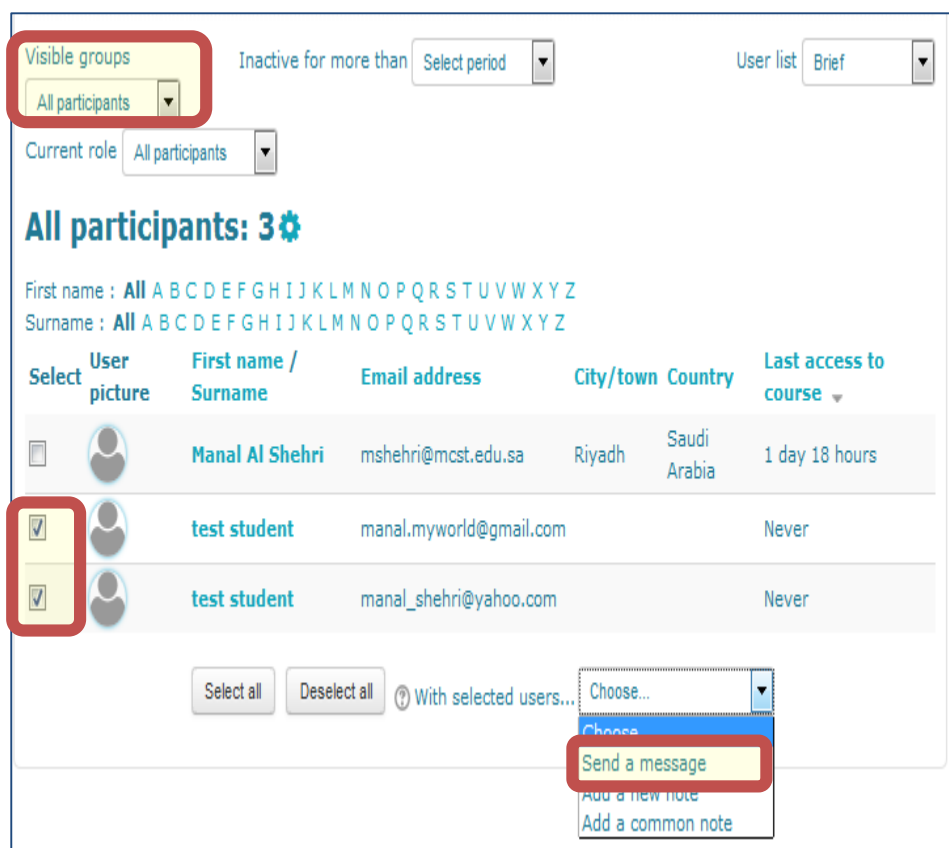
| | |
|---|--|
| 1 | Choose whether to Show or Hide the forum from students |
| 2 | Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank. The ID number can also be set in the gradebook, though it can only be edited on the activity settings page. |
| 3 | This setting has 3 options: <ul style="list-style-type: none"> No groups - There are no sub groups, everyone is part of one big community Separate groups - Each group member can only see their own group, others are invisible Visible groups - Each group member works in their own group, but can also see other group |
| 4 | A grouping is a collection of groups within a course. If a grouping is selected, students assigned to groups within the grouping will be able to work together. |
| 5 | If this checkbox is ticked, the forum will only be available to students assigned to groups within the selected grouping. |

Private Message/Send Email

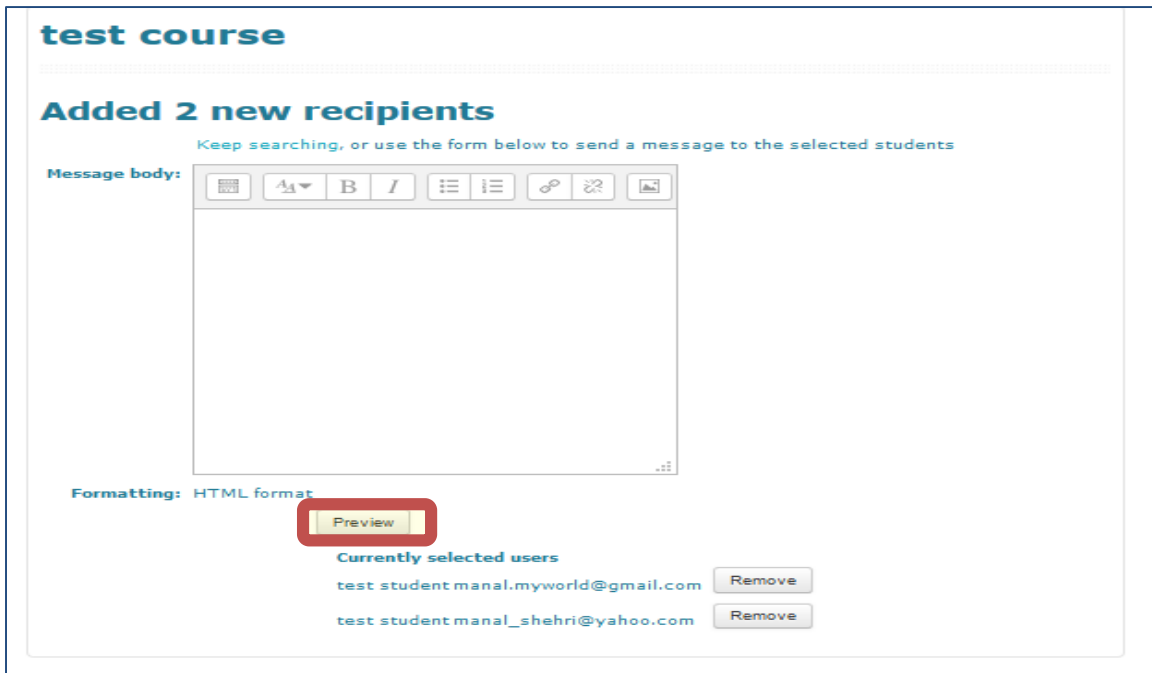
1. Login to Moodle, and then select the course. In Navigation Block > click **Participants**



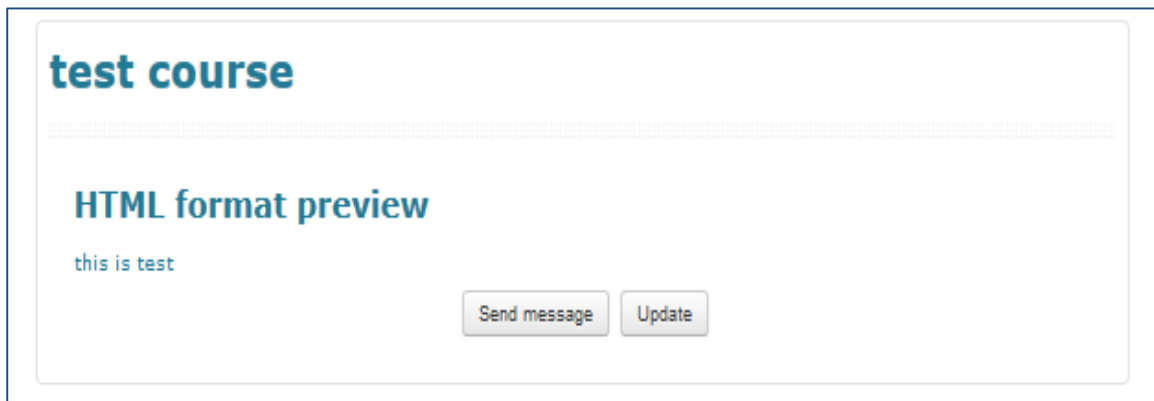
2. Select the users you want to send them a message. You can select individual users, group (section), or select all



3. write the message content in Message box, then click Preview



4. If no more update needed , click "Send message"



A private message will be send to users; they can view it when they log in to Moodle. Also Moodle will send an email.