Setting up News Forums & general Forums

1. News Forum

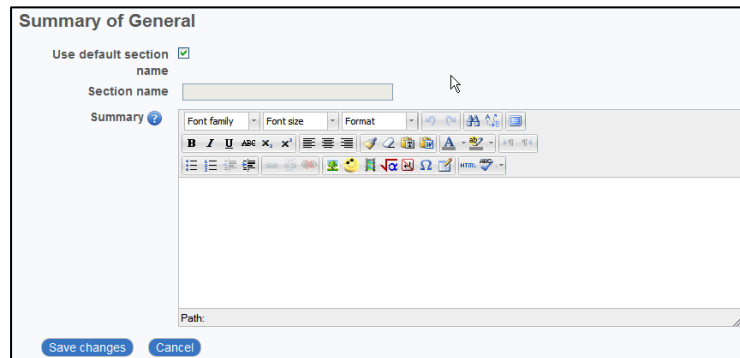To set up the **News forum**, which appears on all courses by default, **Turn editing on** and click on the ✎ icon beside the News forum. Here, you can update the N**ame** and **Summary** - used to explain what the forum is for. When ready, click [Save changes]
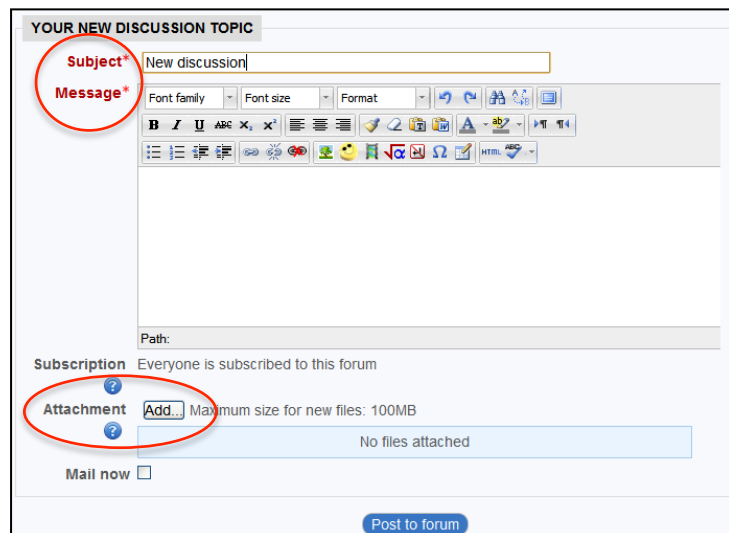
To start a new topic, click [Add a new topic]

Give your topic a **Subject**, then write and format your **Message**. You can also add an **attachment**. When ready, click [Post to forum]

Click on the **News forum** to see how the topic is displayed. To **Reply** to a topic, click the name of the discussion topic (leaving the subject the same) or you can add a new topic by clicking on the News forum.

NB if you wish to remove the News Forum from your course, you can hide it by clicking on the 👁 icon beside the News Forum.
To *permanently* delete the News Forum, go to the Settings block and follow this path:
Course administration>Edit settings>News items to show
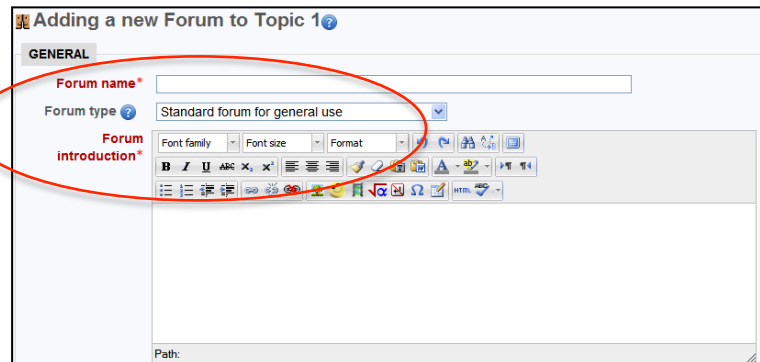Set the value to 0 and then delete the News Forum from the course page.
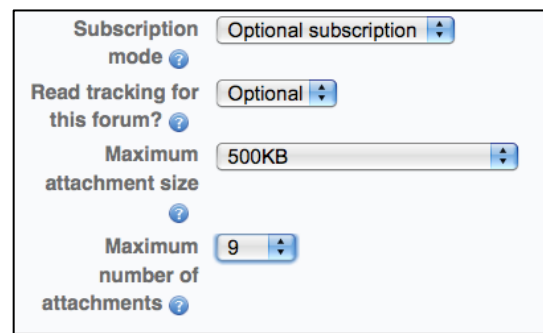
2. Forums for general use

The **Forum** is an activity where students and teachers can exchange ideas by posting comments. A Forum can contribute significantly to successful communication and community-building in an online environment. Once you have opened your course, **Turn editing on**, and decide where you want your Forum to appear. Then click the **Add an activity...** and choose the option **Forum**.
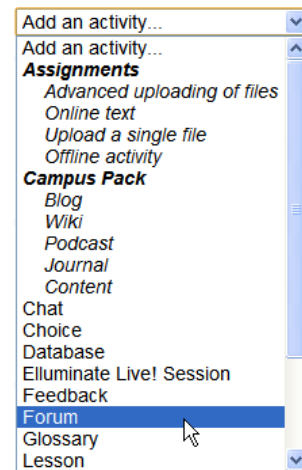
The text editor box appears and here you will need to type in a **Forum name**. Leave the **Forum type** set to *Standard forum for general use*. Type a **Forum introduction** to describe the purpose of the Forum. Students will see this text when they click on the Forum.

From the drop-down boxes, you can organise how you want students to reply and post to the Forum. You can also specify how students will be subscribed from the **Subscription mode.** When a participant is subscribed to a Forum, it means they will receive email copies of forum posts. There are four options to choose from:

Optional subscription: users choose whether to be subscribed;
Forced subscription: All are subscribed and cannot unsubscribe;
Auto subscription: All are subscribed initially but can choose to unsubscribe at any time;
Subscription disabled: Subscriptions are not allowed.

When ready, scroll down the page, click **Save and return to course** to return to your course and **Turn editing off** to see the final result.