How to create a forum for groups

Moodle Help & Support
This refers to Moodle 2.7 from July 2015 onward

How to create a forum with groups

To allow groups of students to have a discussion together, you can set up a forum with groups.

It is the same forum, but people in a group can only reply to those in the same group.

An Editing teacher will be able to see everyone’s responses.

To enable Groups in your course:

1. Find the Administration block then click on Module administration > Edit settings then scroll down to Groups and open section
2. Choose from ‘Visible groups’ or ‘Separate groups’
   a. Separate groups are used so that the students do not see what one another are doing. So far as they are concerned they are the only group in the forum.
   b. Visible groups means they can see the postings of the other groups but may not reply to them
3. Click on the Save changes button

Now set up your groups (See: How To create groups and groupings)

To set up a forum with groups

1. Navigate to your module and click on the Turn editing on button (top right).
2. In the Section/Topic where you’d like the forum, click on the + Add an activity or resource hyperlink
3. Select Forum and click on the Add button

The window Adding a new Forum will open

3. Enter a Forum name

4. Give the forum a Description. This is where the instructions or guidelines will go, or, for Single Simple Discussion, this will be the first post.
5. Select the **Forum type** you want.

There are 5 types of discussion forums (in addition to the News (Announcements) forum)

a. **A single simple discussion**: this is a single-topic forum. The Description is the first post and users can only reply to that original topic, not create new ones.

b. **Each person posts one discussion**: handy for class introductions, each user can only post one discussion topic (replies are not limited).

c. **Q and A forum**: this forum allows you to post a question (or questions) and students must reply with their answers first before seeing other student responses.

d. **Standard forum displayed in a blog-like format** (most recent post at the top)

e. **Standard forum for general use**: anyone can post new topics/subjects and reply to this forum.

6. Under the **Attachments and word count** heading you can specify max size and number of attachments allowed, and whether a word count is displayed.

7. Under the **Subscription and tracking** heading you can decide on the **Subscription mode** you want

There are 4 subscription mode options:

1. **Optional subscription** - Participants can choose whether to be subscribed (but are not to start with). See How to change whether I get emails from a forum

2. **Forced subscription** - Everyone is subscribed and cannot unsubscribe (similar to the News forum).

3. **Auto subscription** - Everyone is subscribed initially but can choose to unsubscribe at any time. See How to change whether I get emails from a forum

4. **Subscription disabled** - Subscriptions are not allowed.

Auto subscription is recommended. All participants will get the first post automatically and can then choose to turn subscription off if they wish. The first post can include details of how to do this.

8. Under the **Common module settings** heading, in the **Group mode** drop-down menu select 'Separate groups' or 'Visible groups'

9. Click on the **Save and return to module** button

**Posting messages in the forum**

You can now go into the forum and start posting messages.

- Click into the forum
- Select the group or groups to whom you want
the message to be visible by clicking on the **Visible groups** or **Separate groups** drop-down menu and select group(s).

"All participants" will post a message visible to all groups **but the students will not be able to reply.**

Alternatively you can post a message to a particular group, and then students in that group will be able to reply.

If students start a thread it will be visible only to their group.

The editing teacher can always see all postings from all groups.

- Once the group is selected, Click on the **Add a new discussion topic** button
- Type a **Subject** and **Message**
- Add any attachments if appropriate
- Click on the **Post to forum** button

**Similar tutorials**

The following other resources are also relevant to this topic:

- How to change whether I get emails from a forum

**Other pages about Moodle forums**

- How can I see when new items are added to a forum in my module?
- How to change whether I get emails from a forum
- How to add a forum
- Magic with Moodle 10 - Using forums to answer student questions
- I'd like to change the number of emails Moodle sends me
- Magic with Moodle 12 - Using forums with groups
- How to create a forum for groups

**Other pages about Moodle groups**

- Groups in Moodle
- How To create groups and groupings
- How to allow students to self-enrol on a module and into a given group
- How to add a forum
- How do I set up areas for student collaboration in Moodle?
- How to send a message to groups of students or participants
- How to create a metalink to enrol students from another module
- Working with groups of students
- How to enable group submissions in a Moodle assignment
- Magic with Moodle 12 - Using forums with groups
- An overview of how to use Groups and Groupings effectively
- How to export a list of students who are placed in a group
- Managing tutorial registers online with Moodle
- How to release resources to students at different times or in different groups
- How to export a sign-up list from the Signup Sheet tool
Queries, comments or questions?

Please contact your local elearning support team.

Phone: (0115 95) 16677
or email: itservicedesk@nottingham.ac.uk

Phone: (0574) 8818 0000 (ext. 8915)
or email: e-learning-support@nottingham.edu.cn

Phone: (03) 8924 81 99
or email: itservicedesk@nottingham.edu.my

Incorrect?

If you have any comments on how you think this help can be improved then please email Learning-Technologies@nottingham.ac.uk