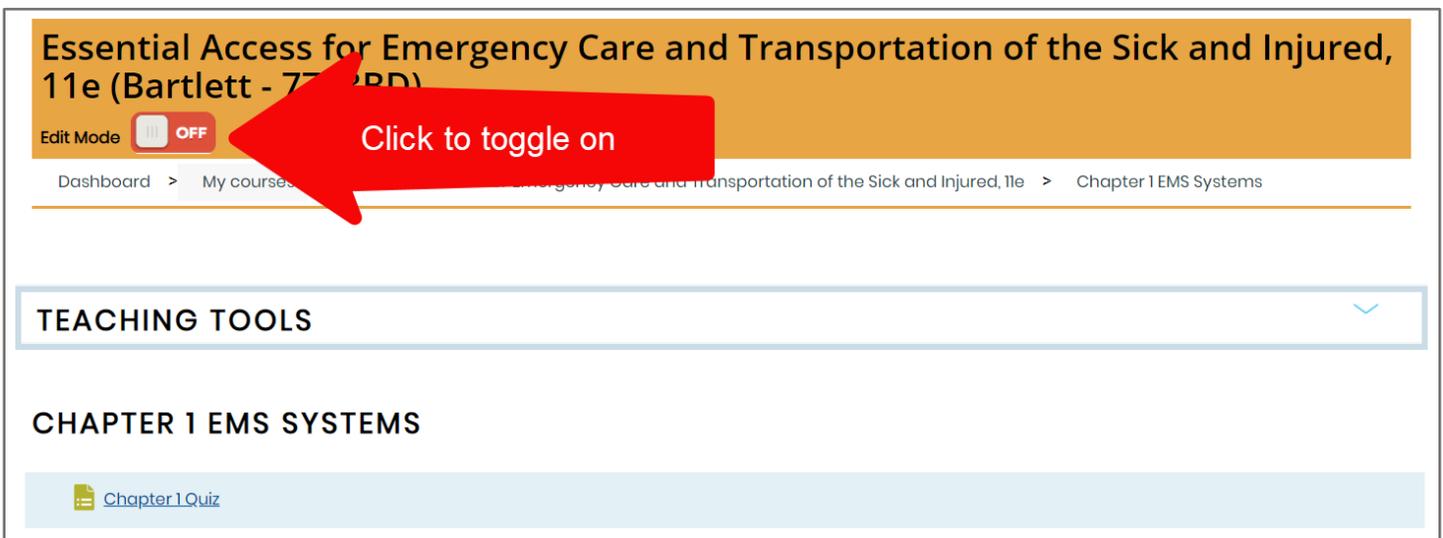


How to Set Up Online Discussion Forums

You may set up forums in your course to engage students in class discussions online. You have a variety of options for managing the discussion format and setting rules of engagement for students. You may also choose to make any forum a graded activity to require student participation and score them on their contributions.

1. Navigate to the course topic or section in which you would like to locate the forum. Then use the button at the top of the page to toggle on the course **Edit Mode**.



Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 772000)

Edit Mode OFF **Click to toggle on**

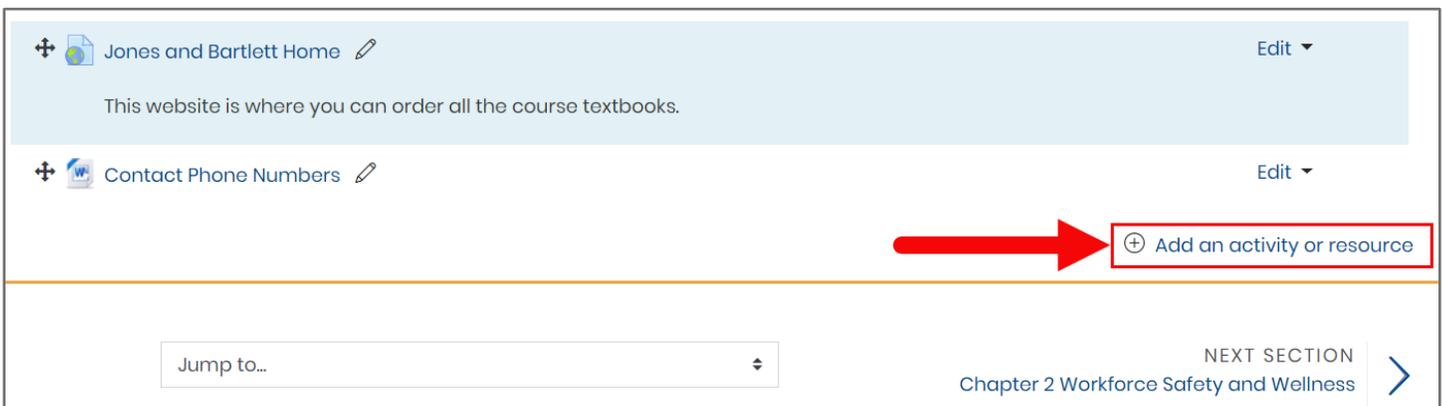
Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 1 EMS Systems

TEACHING TOOLS

CHAPTER 1 EMS SYSTEMS

Chapter 1 Quiz

2. Next, scroll as needed to find and select the **Add activity or resource** option at the bottom of the page contents.



✚  Jones and Bartlett Home  Edit ▾

This website is where you can order all the course textbooks.

✚  Contact Phone Numbers  Edit ▾

Add an activity or resource

Jump to... ▾

NEXT SECTION
Chapter 2 Workforce Safety and Wellness >

3. Under the **Activities** section of the resulting popup window, select the dial to the left of **Forum** and click the **Add** button below.

Add an activity or resource

ACTIVITIES

- Assignment
- Attendance
- Choice
- Custom certificate
- EbookLTI
- Feedback
- Forum**
- Glossary
- Lesson
- Quiz
- SCORM package
- Survey
- Workshop

RESOURCES

The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions.

Forum posts can be rated by teachers or

Add **Cancel**

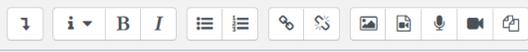
4. On the settings page that opens, begin by entering a name of your choosing in the **Forum name** field to determine how the forum is labelled in the course.

Adding a new Forum to Chapter 1 EMS Systems  ▶ Expand all

▼ General

Forum name ⓘ

Description



Display description on course page 

5. Next, use the **Description** field below to enter the topic for discussion, your expectations for your students, and any additional information they may need.

Adding a new Forum to Chapter 1 EMS Systems  ▶ Expand all

▼ General

Forum name ⓘ

Description



Please use this forum to share your chapter 1 takeaways, as discussed in class.

Display description on course page 

6. If you would like to display this text on the course page in line with the forum, check the **Display description on course page** box below.

Adding a new Forum to Chapter 1 EMS Systems ? Expand all

General

Forum name ? Chapter 1 Discussion

Description

Please use this forum to share your chapter 1 takeaways, as discussed in class.

Display description on course page ?

7. Next, consider and use the **Forum type** dropdown menu to select the best format or type of online discussion in which your students will participate. There are five types of forums to choose from:
- Standard forum for general use – An open forum where anyone can start a new discussion at any time.
 - A single simple discussion – A single discussion topic which everyone can reply to (this cannot be used with separate groups).
 - Each person posts one discussion – Allows each student to post exactly one new discussion topic, which everyone can then reply to in the course.
 - Q&A forum – Requires students to 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.

Forum type ?

Standard forum for general use

A single simple discussion

Each person posts one discussion

Q and A forum

Standard forum displayed in a blog-like format

Standard forum for general use

Attachments and word count

Subscription and tracking

Discussion locking

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

8. Click the corresponding **Question Mark** bubble next to the **Forum type** setting for an explanation of each format option available before making your decision.

JONES & BARTLETT LEARNING
NAVIGATE

Click to display descriptions for each forum type.

Forum type

- ▶ Attachments and word count
- ▶ Subscription and tracking
- ▶ Discussion locking
- ▶ Post threshold for blocking

- 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

page

9. Students will be able to upload file attachments as part of their responses, if necessary. Review the settings in the **Attachments and word count** section to adjust any upload limitations you wish to set. If you have any specific word count requirements, you may also toggle on or off the **Display word count** setting here to help you quickly check your students' responses as needed.

▶ **Attachments and word count**

Maximum attachment size 500KB

Maximum number of attachments 9

Display word count **No**

▶ Subscription and tracking

10. Next, under the **Subscription and tracking** section, use the **Subscription mode** dropdown to determine how course participants may be notified of any forum activity by their peers. Click the **Question mark** help button next to it for an explanation of each subscription option.

Subscription and tracking

Subscription mode ? Optional subscription ▾

Read tracking ?

Optional subscription

Forced subscription

Auto subscription

Subscription disabled

Click the question mark to the left to learn about each mode.

11. Under the **Discussion locking** section, you have the option to automatically close the forum for any subsequent participation after a selected period of inactivity.

Discussion locking

Lock discussions after period of inactivity ? Do not lock discussions ▾

Do not lock discussions

1 day

1 week

2 weeks

1 month

2 months

3 months

6 months

1 year

12. Similarly, settings parameters under the **Post threshold for blocking** section may be adjusted as needed to manage how often students may contribute or participate in the discussion. For instance, you may set a maximum of 4 posts every 2 days per student.

▼ Post threshold for blocking

Time period for blocking	?	2 days
Post threshold for blocking	?	4
Post threshold for warning	?	0

Click the question marks for more info on each option.

13. Under the **Grade** section, you may use the **Grade category** dropdown to determine how to aggregate students' forum scores in your gradebook, should you wish to make the forum a graded activity. If you haven't set up your gradebook yet, you may skip this step and revisit any time in the future.

▶ Post threshold for blocking

▼ Grade

Grade category	?	Forum Participation
Grade to pass	?	0.00

▶ Ratings

14. Next, your grading approach to the forum is determined under the **Ratings** section. Forum grades will be calculated based on the ratings you apply to each student's post. Use the **Aggregate type** menu to choose your preference for how multiple ratings will be aggregated to reflect their final score in the gradebook.

The screenshot shows the 'Ratings' configuration section. On the left, there are three settings: 'Roles with permission to rate', 'Aggregate type', and 'Scale', each with a question mark icon. A red callout box points to the 'Aggregate type' question mark with the text: 'Click the question mark to learn more about each aggregate type.' The 'Aggregate type' dropdown menu is open, showing options: 'No ratings' (selected), 'Average of ratings', 'Count of ratings', 'Maximum rating', 'Minimum rating', and 'Sum of ratings'. Below this, there is a checkbox for 'Restrict ratings to items with dates in this range:'. Underneath, there are date pickers for 'From' and 'To', both set to '21 May 2020 09:25'. A 'Capability check not available until activity is saved' message is visible at the top right.

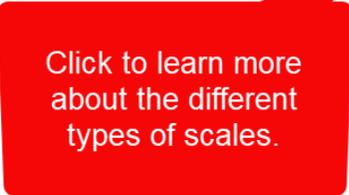
15. Then use the **Scale** settings to choose the type of rating method you wish to use when scoring students' contributions to the discussion. For ease of use, the **Point** approach is recommended together with the default **Maximum grade** of 100.

▼ Ratings

Roles with permission to rate  Capability check not available until activity is saved

Aggregate type  Average of ratings ▾

Scale  Type Point ▾
Scale CVTech 0-4 Scale ▾
Maximum grade 100

 Click to learn more about the different types of scales.

Restrict ratings to items with dates in this range:

From 21 ▾ May ▾ 2020 ▾ 09 ▾ 25 ▾ 

To 21 ▾ May ▾ 2020 ▾ 09 ▾ 25 ▾ 

16. If you wish to leave the forum open to ongoing discussion, but also prefer to limit the scope of your grading to a specified time period aligned with expectations for the assignment, check the **Restrict rating to items with dates in this range** box and use the **From** and **To** time menus to define these limitations.

▼ Ratings

Roles with permission to rate ? Capability check not available until activity is saved

Aggregate type ? Average of ratings ▾

Scale ?

Type Point ▾

Scale CVTech 0-4 Scale ▾

Maximum grade 100

Restrict ratings to items with dates in this range:

From 21 ▾ May ▾ 2020 ▾ 08 ▾ 00 ▾ 📅

To 28 ▾ May ▾ 2020 ▾ 17 ▾ 00 ▾ 📅

Adjust the dates as needed.

17. Adjust any other optional settings as needed, then scroll to the bottom of the page and click either the **Save and return to course** or **Save and display** button.

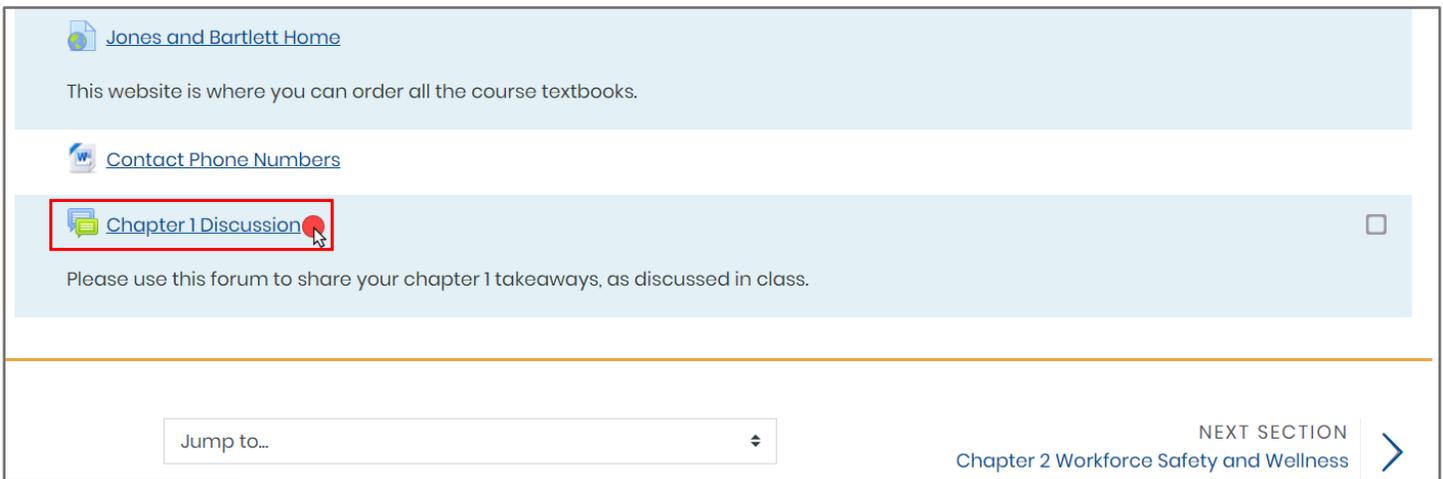
▶ Activity completion

▶ Tags

▶ Competencies

Save and return to course **Save and display** **Cancel**

18. If you set up a **Forum** to be graded and are ready to rate your students' responses, navigate to the forum's location in the course and click on it. Please note, depending on the forum type you selected, navigating through the responses will vary. In this example, we use a **single simple discussion** type.



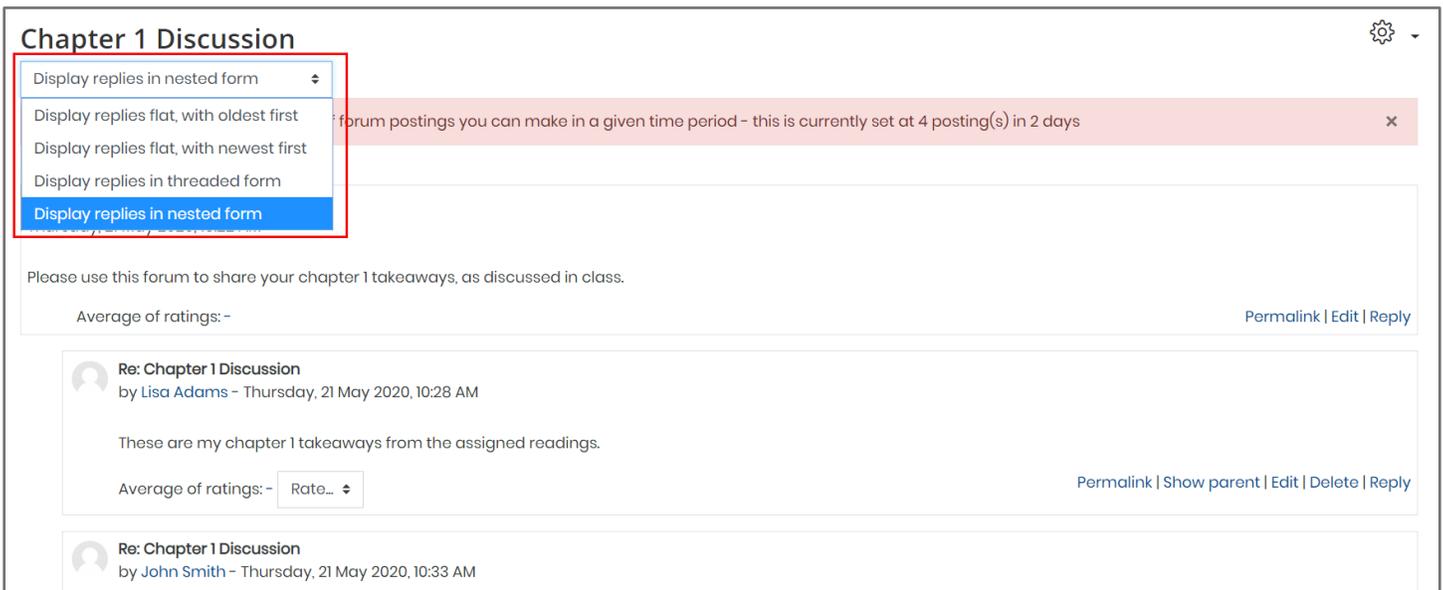
The screenshot shows a course navigation menu with the following items:

- [Jones and Bartlett Home](#)
This website is where you can order all the course textbooks.
- [Contact Phone Numbers](#)
- [Chapter 1 Discussion](#)** (highlighted with a red box and a mouse cursor)

Below the menu, there is a description for the selected forum: "Please use this forum to share your chapter 1 takeaways, as discussed in class."

At the bottom of the menu, there is a "Jump to..." dropdown menu and a "NEXT SECTION" link pointing to "Chapter 2 Workforce Safety and Wellness".

19. Under the forum name, you may use the dropdown menu to adjust how your class's responses are displayed.



The screenshot shows a forum post titled "Chapter 1 Discussion". A dropdown menu is open under the title, showing the following options:

- Display replies in nested form (selected)
- Display replies flat, with oldest first
- Display replies flat, with newest first
- Display replies in threaded form
- Display replies in nested form

The forum post itself contains the following information:

- Title: **Re: Chapter 1 Discussion**
- Author: by **Lisa Adams** - Thursday, 21 May 2020, 10:28 AM
- Content: "These are my chapter 1 takeaways from the assigned readings."
- Average of ratings: -
- Actions: [Permalink](#) | [Edit](#) | [Reply](#)

Below the first post, there is a second post:

- Title: **Re: Chapter 1 Discussion**
- Author: by **John Smith** - Thursday, 21 May 2020, 10:33 AM

20. If you have enabled **Ratings** for the forum, you will find the aggregation method you selected listed directly below each student's response, followed by a dropdown menu displaying the word **Rate**. Use this menu to apply the rating you wish to apply to the student's contribution. The rating will automatically apply to their score as it is selected and you may adjust the ratings at any time if necessary.

The screenshot shows a forum thread titled "Chapter 1 Discussion" from Thursday, 21 May 2020, 10:22 AM. The main post asks for chapter 1 takeaways. Below it are two replies. The first reply is by Lisa Adams, dated Thursday, 21 May 2020, 10:28 AM, with the text "These are my chapter 1 takeaways from the assigned readings." Below her text is an "Average of ratings:" label and a dropdown menu showing "Rate...". A red callout box with a white border points to this dropdown menu, containing the text "Click to choose the rating you want to give each student's contribution." The second reply is by John Smith, dated Thursday, 21 May 2020, 10:33 AM, with the text "My chapter 1 takeaways are in the attached word document." and a link to "Chapter 1 Takeaways.docx". Below his text is another "Average of ratings:" label and a dropdown menu showing "Rate...".

21. To the right of each student's response, you will have an option for generating a **permalink**. When clicked, the post will highlight to the left, and the URL in your browser address bar will display a link which can be copied and pasted. This is a convenient way for you to save a link that takes you directly back to the targeted link, which may be helpful when sharing student responses with your adjuncts or with the rest of the class.

This screenshot shows the same forum thread as above, but with red boxes highlighting the "Permalink" links. In the first reply by Lisa Adams, the "Permalink" link is highlighted. In the second reply by John Smith, the "Permalink" link is also highlighted. The rest of the content is identical to the previous screenshot.

22. The **show parent** option will jump you back to the original topic of the discussion thread, where you may also **Edit, Delete, or Reply** to the individual post as needed.

 **Re: Chapter 1 Discussion**
by Lisa Adams - Thursday, 21 May 2020, 10:28 AM

These are my chapter 1 takeaways from the assigned readings.

Average of ratings: -

Permalink [Show parent](#) [Edit | Delete | Reply](#)

 **Re: Chapter 1 Discussion**
by John Smith - Thursday, 21 May 2020, 10:33 AM

My chapter 1 takeaways are in the attached word document.

[Chapter 1 Takeaways.docx](#)

Average of ratings: -

Permalink [Show parent](#) [Edit | Delete | Reply](#)