Adding an Open Forum in OnCourse

How do I add a discussion forum into OnCourse?
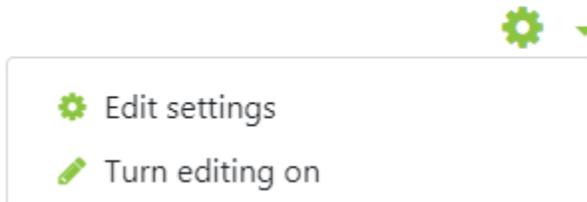
Step-by-step guide

Discussion forums in OnCourse are called Open Forums. These can be for simple discussion but can also be graded.

IMPORTANT: You will notice that there are both Open Forums and Forums available in OnCourse. **We advise you to choose one type to use throughout your course.**

Adding an Open Forum

1. Access the course the Open Forum belongs in and turn on editing.
2. To turn editing on, locate the green gear icon on the right hand side of the page. From the drop-down menu select Turn editing on.

3. Locate the section to add the Open Forum to and press the "Add and activity or resource" link.
4. Choose Open Forum from the options and press Add.

General

Complete the following fields:

1. Forum name: Add the name that will appear in the course for the students to click on.
2. Description: This is a good location to place your discussion question and any directions about posting.
3. Display recent posts on course page: This item is checked by default and the most recent posts will show on the main course page. This can be distracting and take up room. Unchecking this box will prevent the posts from showing on the front page.
4. Choose a forum type
   a. A single simple discussion - A single discussion topic to which everyone can reply (cannot be used with separate groups)
   b. Each person posts one discussion - Each student can post exactly one new discussion topic, to which everyone can then reply
   c. Q and A forum - Students must first post their perspectives before viewing other students' posts; in addition

      a. ****The instructor must post a question to initiate the discussion.****
   d. 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
   e. Standard forum for general use - An open forum where anyone can start a new discussion at any time

Subscription

By default, Open Forums are set to optional subscription. If you would like students to be forced to subscribe, change this to Forced Subscription. For more information on subscribing to Open Forums, visit https://answers.fredonia.edu/x/UYAg.

Grade
If this Open Forum will be graded, change the Grade Type drop-down menu to Manual or Rating

Manual

If you will read the forum and then enter the grades through the Gradebook interface, then choose Manual

1. In the Grade type choose Manual
2. In the Type menu choose Points
3. Enter the "Maximum grade." This is the point value for the assignment.
4. Choose a Grade category from inside the gradebook
5. Press Save and return to course, or Save and display to enter the Open Forum.

Rating

If you will read the forum and enter grades while reading to have the grades transferred to the Gradebook interface, then choose Rating.

1. In the Grade type choose Rating
2. In the Type menu choose Points
3. Enter the "Maximum grade." This is the point value for the assignment.
4. Choose a Grade category from inside the gradebook
5. Expand the "Ratings" section and change the "Aggregate type."
    a. Average of ratings (default) - This is the mean of all the ratings given.
    b. Count of ratings - The counts the number of rated entries which becomes the final grade.
    c. Maximum rating - The highest rating is returned as the final grade.
    d. Minimum rating - The smallest rating is returned as the final grade.
    e. Sum of ratings - All the ratings for a particular user are added together.
6. Press Save and return to course, or Save and display to enter the Open Forum.

> ⓘ **Hints:**
>
> - [Directions for grading using Ratings](#) are available.
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> ## Resources
>
> - [Open LMS directions on adding and managing an Open Forum](#).

Short URL to this page: https://answers.fredonia.edu/x/$action.getTinyUrl()

Related articles

- [Adding and Editing a Page in OnCourse](#)
- [Adding a Forum in OnCourse](#)
- [Grading Using Ratings in Forum and Open Forum](#)
- [Adding an Open Forum in OnCourse](#)
- [Sending Announcements in OnCourse](#)