



**UNIVERSITÀ
DI TRENTO**

**Direzione
Didattica e Servizi agli Studenti**

FORUMS





A forum is a space for asynchronous communication, thereby allowing participants to send each other messages in a shared space without necessarily being online at the same time (unlike a chat, for example)

To add a forum **click on the settings button in the top right corner under the user name > Turn editing on.**



Then click

 **Aggiungi una attività o una risorsa**

Select FORUM in the ACTIVITIES section.

On the right-hand side of the window you will find a text which illustrates and explains how the resource can be used. Click on 'Add'.



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The screenshot shows a vertical list of features on the left side of a software interface. Each feature is represented by a circular icon and a text label. The 'Forum' option, which includes a speech bubble icon, is highlighted with a purple rectangular box. Below the list, at the bottom right of the interface, there is a purple button labeled 'Aggiungi', also highlighted with a purple rectangular box. The text area on the right side of the interface contains several paragraphs of text, some of which are partially cut off.

Feedback

Forum

Glossario

Lezione

Mindmap

Pacchetto SCORM

Portfolio

Prenotazione

Presenze

Quiz

Quiz Hot Potatoes

Scelta

Scelta gruppo

...segnare, forum standard dove s
avviare una discussione, forum d
studente può avviare una sola di
forum domande e risposte, dove
deve intervenire prima di poter v
gli interventi degli altri. E' possib
consentire file allegati. Se gli alle
immagini saranno visualizzate di
nel corpo dell'intervento.

I partecipanti possono sottoscriv
per ricevere notifiche di nuovi in
docente può impostare la sottos
forum come facoltativa, obbligat
automatica, oppure può non cor
sottoscrizione. In caso di necessi
possibile bloccare studenti che a
postato più di un certo numero
in un dato intervallo di tempo, ri
rischio che qualcuno domini la d

Gli interventi nei forum possono
valutati dal docente o dagli stes
(valutazione tra pari). I punteggi
vengono aggregati e memorizza

Aggiungi



General settings

In 'Forum name' insert the title you wish to give the forum. Then choose the type of forum you would like to activate.

You may also insert a brief description. It is possible to make this description visible directly on the home page by selecting the option 'Display description on course page'.

Aggiungi Forum a Argomento 3 ?

▼ **Generale**

Nome del forum !

Descrizione

Paragrafo ▼ **B** *I*

Percorso: p

Visualizza descrizione nella home del corso ?



Forum types

Tipo di forum	?	Forum standard per uso generale
Allegati e conteggio		Ciascun utente avvia una sola discussione
Sottoscrizione ed ev		Forum Domande e Risposte
		Forum monotematico
		Forum standard per uso generale
		Forum standard visualizzato in stile blog

Standard forum for general use – default setting

An open forum in which all participants can start discussions and reply freely to others at any moment..

Each person posts one discussion

Each participant can start only one discussion on a topic, and others can contribute to it..

Q and A forum

A forum which obliges participants to contribute before being able to view others' contributions.

A single simple discussion

A forum which consists of one single topic of discussion to which all participants can contribute. This is useful for brief, focussed discussions..

Standard forum displayed in a blog-like format

An open forum in which anyone can start discussions, displayed with the link 'Discuss this topic.'



Attachments and word count

It is possible to set the maximum size of the files which can be attached to the forum. It is also possible to fix a maximum number of attachments.

Files larger than the size set will not be saved and an error will appear.

Another possible option is to **disallow** uploads to the forum.

▼ Allegati e conteggio parole

Dimensione massima allegati	?	Limite di caricamento per Sito: (512MB) ▾
Numero massimo allegati	?	9 ▾
Visualizza conteggio parole	?	No ▾

Subscription and tracking

▼ Sottoscrizione ed evidenziazione

Modalità sottoscrizione	?	Facoltativa ▾
Tipo di evidenziazione messaggi	?	Facoltativa Obbligatoria Automatica Disabilitata

Subscribing to a forum allows the user to receive copies of the posts via email.

There are 4 possible subscription types:

1. **optional**: participants can choose whether to subscribe to the forum or not;
2. **forced**: all participants are subscribed to the forum and they cannot unsubscribe.



3. **auto**: all participants are initially automatically subscribed to the forum but they may unsubscribe if they wish
4. **subscription disabled**: it is not possible to subscribe to the forum

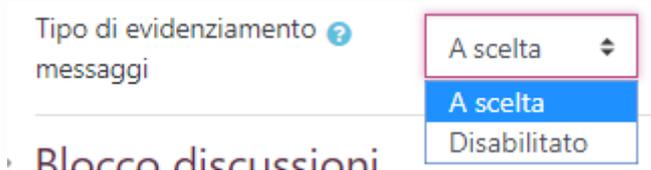
Users subscribed to a forum will automatically receive, via email, copies of all posts sent to that forum (the copies are sent approximately 30 minutes after the post has been written).

Users can generally choose whether to subscribe to a forum or not. However, if the teacher sets up the forum with obligatory subscription, the course participants will receive copies of posts to the forum regardless of whether they wish to or not. This is useful for an announcements forum, because it is important that everyone receives the messages.

Read tracking allows users to highlight, using colour, the posts they have read and not read.

The setting options are:

- **optional**: participants can choose to activate tracking
- **off**: tracking is never active.



Once tracking is enabled, the number of unread posts will be indicated:

- on the main course page, beside each forum to which the user is subscribed and which has tracing activated;
- within each forum itself which has unread posts.

Group mode

This is an interesting setting which allows you to create a forum to manage the communication between previously set up groups of students.



▼ Impostazioni comuni

Disponibilità	?	Visualizza nella pagina del co
Codice identificativo	?	
Modalità gruppo	?	Senza gruppi
Raggruppamento	?	Senza gruppi Gruppi separati Gruppi visibili

Group mode allows you to set up the forum in one of the following ways:

1. **No groups:** Group mode is not active; all participants belong to the same community.
2. **Separate groups:** participants can only communicate with members of their own group; they cannot post to or read the forums of other groups.
3. **Visible groups:** participants can only communicate with members of their own group, but are able to read the posts written by other groups.

There are other settings, but those described above are the most used.

Once you have set up all the options, remember to save your changes!

Click on 'Save and return to course' to save the settings and go back to the home page of the course.

Click on 'Save and display' to save the changes but remain on the settings page.

How to start a new forum discussion

- Enter the forum and click on '**Add a new discussion topic**'.



forum

Aggiungi un argomento di discussione

(Al momento in questo forum non sono presenti argomenti di discussione)

- Insert a suitable **subject** which clearly indicates the topic of the post.
- Insert your post in the space provided.

forum

▼ Il tuo nuovo argomento di discussione

Oggetto



chiarimenti

Messaggio



Richiedendo un nuovo argomento di discussione, si aprirà una pagina di scrittura con un editor di testo. L'editor include un menu a tendina per il formato del paragrafo (Paragrafo), pulsanti per il grassetto (B), l'corsiva (I), elenchi puntati e numerati, collegamenti, immagini e altri elementi. Sotto l'editor, il testo "vorrei..." è visibile.

vorrei...

- Click the box 'discussion subscription' if you wish to receive notifications of new posts to the discussion.

Sottoscrizione della discussione

- Insert any **attachments** by clicking on 'Add' or dragging them directly in (if your browser supports this), always taking care not to exceed the **maximum file size**, and the **maximum number of files** permitted per post, as well as the type of **copyright license**. Then click 'Post to forum'.
- When the post has been sent, a notification will appear informing you that you have **30 minutes** to edit it if you wish, unless you select the



option 'send forum post notifications with no time delay' (**this option is available only for teachers!**)

Allegato ? Dimensione massima per i file nuovi: 512MB, numero massimo

A file upload interface with a dashed rectangular box in the center. Inside the box, there is a blue downward-pointing arrow and the text "Per caricare file, trascinali e rilasciali qui." Above the box, there is a header bar with a file icon and the word "File".

In evidenza ?

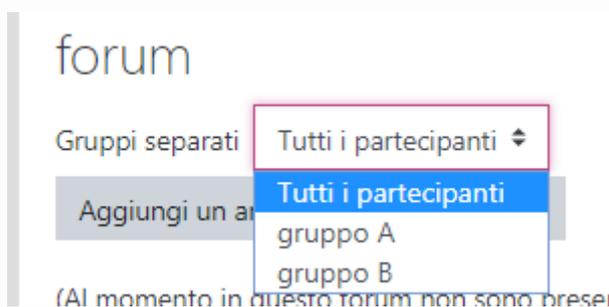
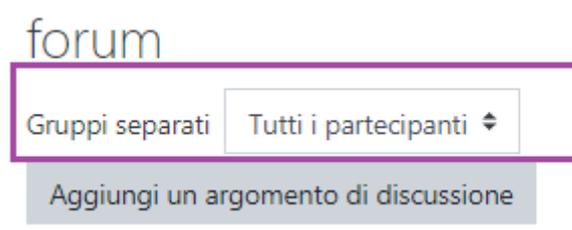
Invia l'intervento immediatamente senza attendere il tempo per la modifica.



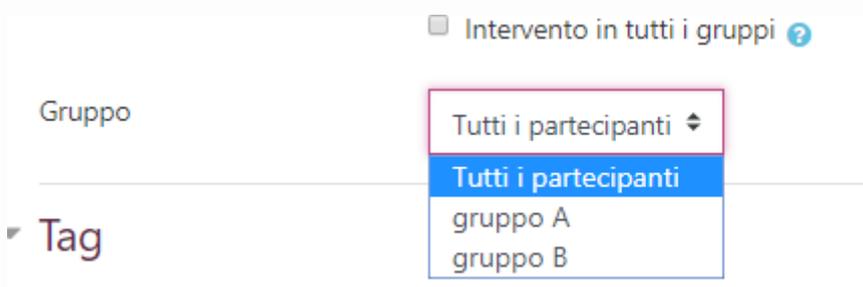
Note

When you create a discussion topic in a forum which has separate groups or visible groups it is important to select from the list of available groups the one which the discussion is aimed at,

The group can be selected before adding the topic:

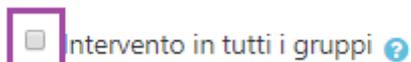


Or you can select the group AFTER adding the topic:



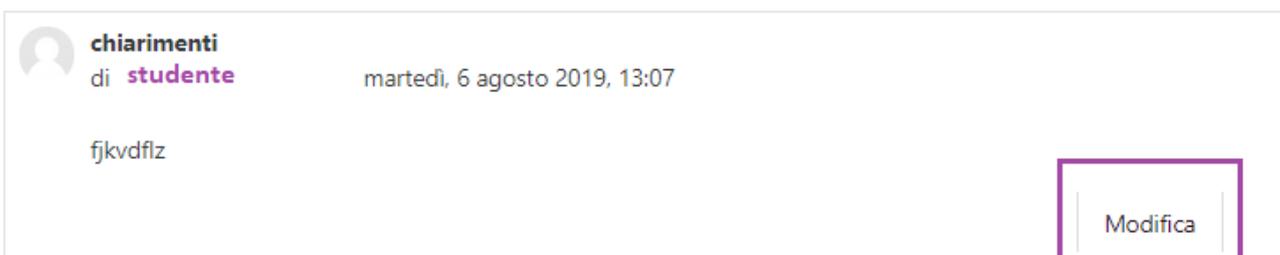


If however you wish to create a discussion topic for all participants, click on the box 'post a copy to all groups'. In this case the teacher will see the post copied to each group.



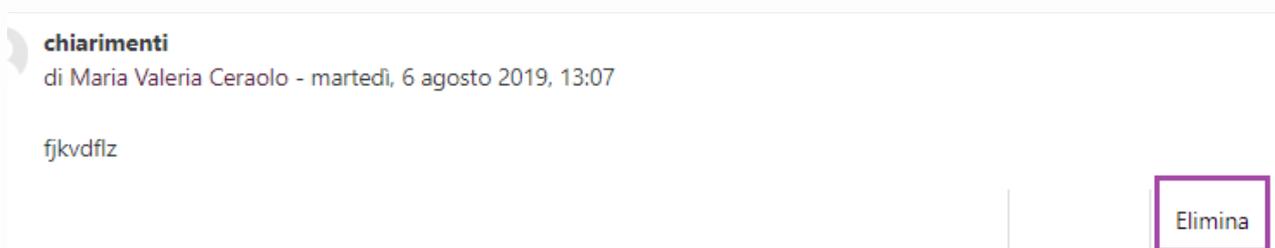
How to modify sent posts

You have 30 minutes available to modify any sent posts. Just click on the post to enter it and on 'Edit' at the bottom, then you can modify it and resend.



In the same way, the writer of a post can delete it clicking on 'Delete'.

N.B. Only the teacher is able to delete posts written by other users.



How to reply to a post

To reply to a post just click on it and then on 'Reply' underneath.



Rispondi

The reply will appear after the main post.

Move irrelevant posts

If a user writes a post which is not relevant to the discussion, the teacher can move it by clicking on 'Move this discussion to', selecting the new destination, then clicking on 'Move'.

forum

chiarimenti

Visualizza le repliche in formato nidificato



Sposta la discussione in...

Sposta

Metti in evidenza

N.B. It is not possible to add the post to the end of an existing discussion



SUBSCRIPTION AND TRACING OF FORUMS: GOOD PRACTICE FOR STUDENTS

Subscribing to a forum

If a forum has not been set up with obligatory subscription, users who wish to receive notifications via email of new posts have to subscribe.

Enter the forum, and click on its corresponding settings button:



As seen in the example, this forum has optional subscription, therefore the user should select 'Subscribe to this form' to receive notifications:



Notifications of new posts arrive 30 minutes after posting.

Alternatively, optional subscription allows the user to **subscribe to one single discussion**.

To do this, just **click on the title of the discussion** then on the icon above it to the

right: 



forum

chiarimenti

 Sottoscrivi

Visualizza le repliche in formato nidificato

 chiarimenti

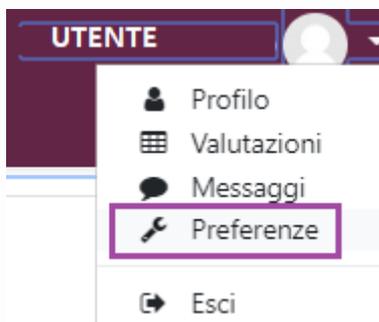
 Sottoscritto

To unsubscribe, just click on 'Subscribed':

Preference Settings

There are also various options for receiving post **notifications**.

Within your profile's personal settings (click on your name at the top right of the page), click on 'Preferences'



In this case, click on 'Forum preferences':



Preferenze

Account utente

Modifica

Preferenze lingua

Preferenze forum

Preferenze editor

Preferenze corso

Preferenze calendario

Chiave di sicurezza

Preferenze messaggi

Preferenze notifiche

Preferenze forum

Tipo email di raccolta ?

Nessuna raccolta (una email per ciascun messaggio)

Nessuna raccolta (una email per ciascun messaggio)

Completa (email giornaliera con messaggi per intero)

Oggetti (email giornaliera con solo l'oggetto dei messaggi)

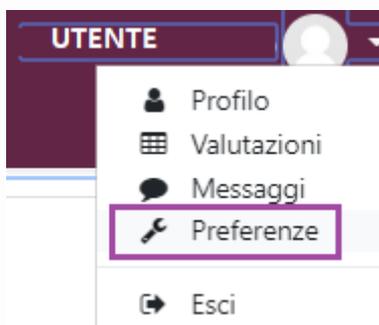
Sottoscrizione automatica
forum

There are three possible email digest types:

- **No digest:** a notification will be sent for each new post.
- **Complete:** each day (after 5pm) one notification will be sent containing all posts made in the last 24 hours.
- **Subjects:** only the subjects of the posts will be sent.

Tracking

Again, by entering your personal profile you can choose whether or not you want Moodle to highlight unread posts (if the person who set up the forum selected the tracking option)



▼ Evidenziamento messaggi forum

Evidenziamento messaggi
forum

No: non evidenziare i messaggi non letti

No: non evidenziare i messaggi non letti

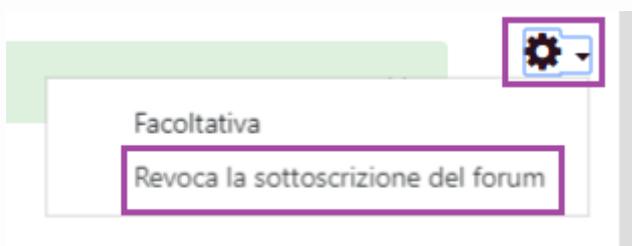
All'invio delle notifiche
di interventi nel forum

Si: evidenzia i messaggi non letti

Cancel your subscription to a forum

In the same way as you can subscribe to a forum, it is also possible to cancel your subscription (unless the person who created the forum set it up with obligatory subscription)

enter the forum then go to the settings menu and select 'Unsubscribe to this forum':





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