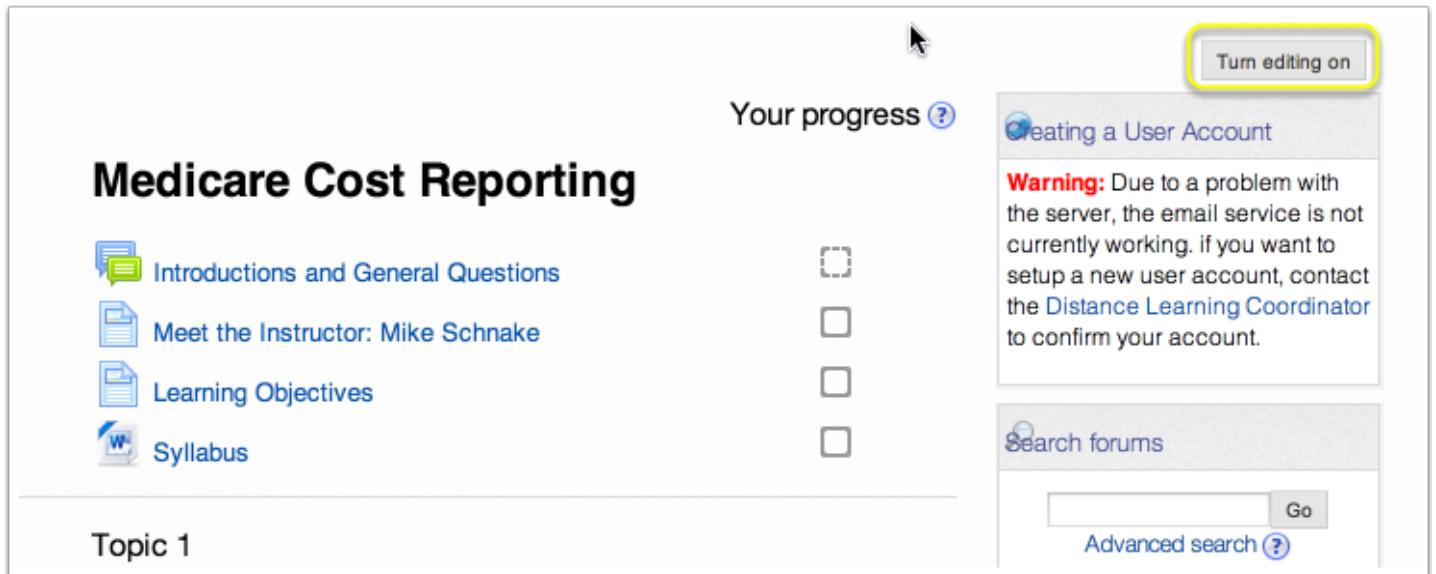


Moodle: Create a Discussion Forum

Step 1

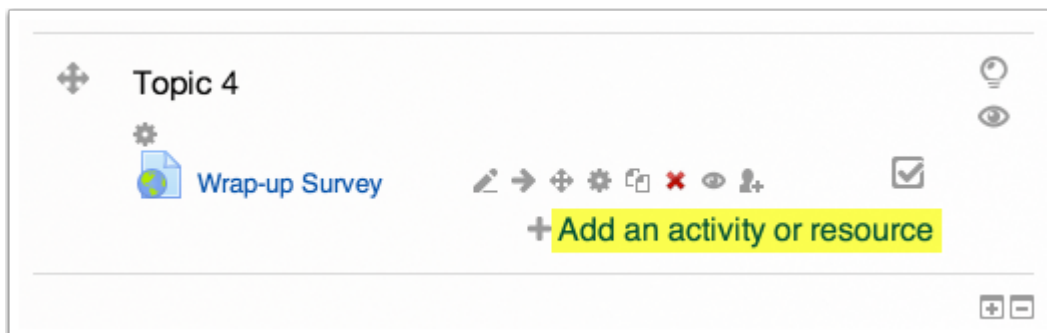
Log into Moodle at nwrpca.net/moodle. Find your course. On your course home-page select **Turn Editing On**.



The screenshot shows the Moodle course interface for 'Medicare Cost Reporting'. At the top right, a button labeled 'Turn editing on' is highlighted with a yellow box. Below it, a 'Warning' message states: 'Warning: Due to a problem with the server, the email service is not currently working. If you want to setup a new user account, contact the Distance Learning Coordinator to confirm your account.' The main content area lists four items: 'Introductions and General Questions', 'Meet the Instructor: Mike Schnake', 'Learning Objectives', and 'Syllabus', each with a checkbox to its right. A 'Your progress' indicator is visible above the list. At the bottom left, the text 'Topic 1' is displayed. On the right side, there is a search bar with a 'Go' button and a link to 'Advanced search'.

Step 2

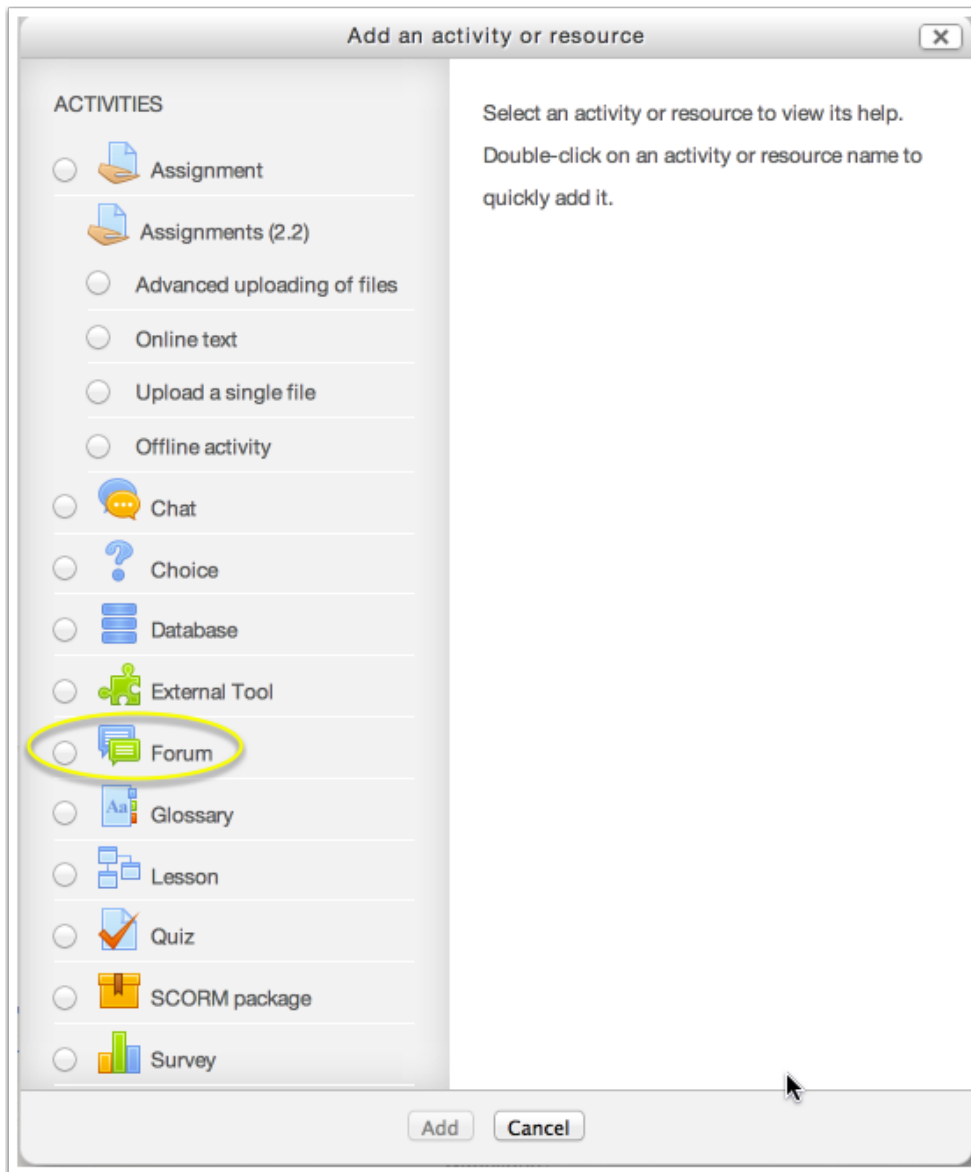
Select **Add an activity or resource** from the section to which you want to add a forum.



The screenshot shows the Moodle course interface for 'Topic 4'. Below the topic name, there is a 'Wrap-up Survey' activity. To the right of the activity name is a toolbar with various icons: a pencil, a right arrow, a plus sign, a gear, a document, a red X, an eye, and a person. Below the toolbar, a button labeled '+ Add an activity or resource' is highlighted with a yellow box. At the bottom right of the topic area, there are two small icons: a plus sign and a minus sign.

Step 3

Select 'Forum' from the list and select **Add**.



Step 4

Decide your Forum Name and Description. Choose your other settings and scroll to the bottom and select **Save and Return to Course**.

Adding a new Forum to Topic 4 ?

[Expand all](#)

General

Forum name*

Description*

Display description on course page ?

Forum type ?

Attachments and word count

Subscription and tracking