Creating a Forum
On your course homepage, click the **Add an Activity** dropdown menu and select **Forum**.

1. Fill in the forum name and write an introduction. Any guidelines for using the forum should be included in the introduction area.

2. Choose the forum type:

   - **Standard forum for general use** – An open forum where anyone can start a new discussion topic at any time and any student can reply to any posting.
   - **A single simple discussion** – A single topic discussion developed on one page.
   - **Each person posts one discussion** – Each person can post only one new discussion topic; everyone can reply to the posted topics.
   - **Q and A forum** – Instead of initiating discussions, the instructor poses a question to the class. Students may reply with an answer, but cannot see the replies of other students until they have posted their own response to the question.

3. Choose whether everyone will be forced to subscribe to the forum (and receive e-mail updates)

4. Fill out the **Grading** options.
   - Choose whether to allow grading for this activity and how Joule will calculate the grade based on ratings given to forum posts. Choose from the following aggregation methods:
     - **Average** (default)
       - The mean of all the ratings given to posts in that forum. This is especially useful with peer grading when there are a lot of ratings being made.
Count
The number of rated posts becomes the final grade. This is useful when the number of posts is important. Note that the total can not exceed the maximum grade allowed for the forum.

Max
The highest rating is returned as the final grade. This method is useful for emphasizing the best work from participants, allowing them to post one high-quality post as well as a number of more casual responses to others.

Min
The smallest rating is returned as the final grade. This method promotes a culture of high quality for all posts.

Sum
All the ratings for a particular user are added together. Note that the total is not allowed to exceed the maximum grade for the forum.

-Choose a grading scale

-If you wish to allow only certain posts to be rated, select a date range

-The Post threshold for blocking options allows an instructor to establish a maximum number of postings per student in a given time period to a discussion forum. Once the number has been reached, a warning will be displayed that will inform the student they may not post to the forum. Setting the warning threshold to 0 will disable the warning to students. Setting the blocking threshold to 0 will allow students to post as many times as they want.