How to start a Discussion Forum in Moodle 2

1. **Turn Editing on** (top left of the homepage)

2. Find the topic relevant to the discussion forum that you want to start and click **Add an activity or resource**

3. The **Add an activity or resource** window will pop up with a list of activity and resource types to choose from. Check the box next to **Forum** and click **Add**

4. Give your forum a name and introduction for students then scroll down and click **Save and return to course**

5. You will now be able to see the forum you just created under the correct topic
6 To add a discussion topic to your forum, click on your forum’s name Poetry

7 On the forum page, click **Add a new discussion topic**

8 Give your topic a subject name and message. Next to **Subscription** you can choose whether you receive emails for each forum post or not. You can also add an attachment if necessary. To do so, click **Add**

9 On the **File picker** window that pops up, make sure that you are under **Upload a file** on the left

10 Click **Choose File** and locate the file you wish to upload and attach.
11 Now next to **Choose File** should be the name of the document you just double clicked. Click **Upload this file**

![Attachment: Choose File](image1)

12 Next to ‘Attachment’ you should now see the document. Click ‘Save changes’

![Attachment: Save changes](image2)

13 On your forum page you should now see the topic created

**Discussion**

*New Zealand poetry*