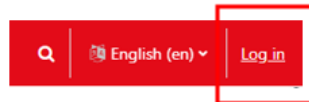


ADDING A FORUM IN LEARN 2024

1. Go to <https://learn2024.ukzn.ac.za/>. Click on login at the top right of the homepage.



2. Enter your UKZN LAN credentials and click log in.



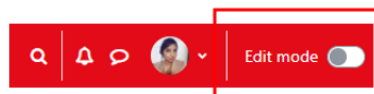
UNIVERSITY OF
KWAZULU-NATAL™
INYUVESI
YAKWAZULU-NATALI

Username: ebrahimc

Password:

Log in

3. At the top right of your course page, switch edit mode on. Editing icons and links will appear. You can now edit your page accordingly.



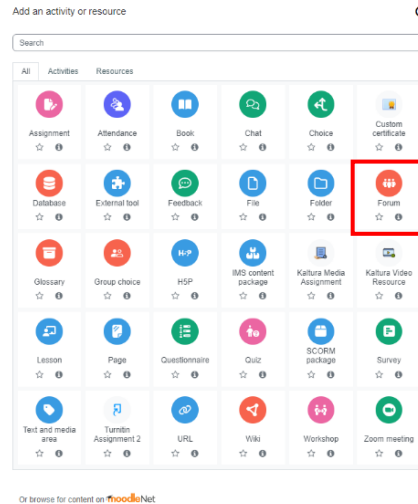
4. At the bottom left of the Section, click + Add an activity or resource.
The Add an activity or resource window will open.

Forum

+ Add an activity or resource

Add topic

5. In the add an activity or resource window, select Forum. The adding a new Forum page will open.



- On the Adding a new Forum page, enter an informative name in the Name field. The name of the Forum is mandatory.
- In the Description box, enter a description that lets your students know the purpose of the forum and your expectations for their participation.
Note: It is generally advisable to leave the Display description on the course page unchecked to avoid clutter on the main course page.
- Select the desired forum type.

General

Forum name

Description

Forum type

A ▾B I

H&P

i

☐ Display description on course page

Standard forum for general use

9. Under availability, set the due date and cut-off date.

▼
Availability

Due date

Cut-off date

?
☐ Enable
31
October
2023
15
55

?
☐ Enable
31
October
2023
15
55

10. Choose the appropriate settings for maximum attachment sites, maximum number of attachments and display of word count.

▼
Attachments and word count

Maximum attachment size

Maximum number of attachments

Display word count

?
500 KB

?
9

?
No

11. Choose the appropriate settings for subscription mode and read tracking.

▼
Subscription and tracking

Subscription mode

Read tracking

?
Optional subscription

?
Optional

12. Select the time after when you want the discussion to end. If you do not wish to lock the discussion, select that option.

▼
Discussion locking

Lock discussions after period of inactivity

?
Do not lock discussions

13. Select the time period for blocking. If you do not wish to block, select Don't block.

▼ Post threshold for blocking

Time period for blocking ? Don't block ▾

14. Select the grading.

▼ Whole forum grading

Grade ? Type None ▾

15. Select the aggregate type.

▼ Ratings

Roles with permission to rate ? Manager, Teacher, Non-editing teacher

Aggregate type ? No ratings ▾

16. In the common module settings section, you can set the availability, force language and group mode.

▼ Common module settings

Availability ? Show on course page ▾

ID number ?

Force language ? Do not force ▾

Group mode ? No groups ▾

17. The Restrict access section lets you set conditions for student access to the forum activity.

Note: During periods when access is restricted, the activity is completely hidden from students, on the course page, in the Gradebook, and in the course Calendar.

▼ Restrict access

Access restrictions ? None

Add restriction...

18. In the activity completion section, you can allow completion tracking.

▼ Activity completion

Completion tracking

Expect completed on

?

Students can manually mark the activity as completed ▾

?

☐ Enable

26 ▾

October ▾

2023 ▾

10 ▾

16 ▾

📅

19. Click save and return to course or save and display. If you wish to cancel, simply click cancel.

Save and return to course

Save and display

Cancel