

ORGANIZING FORUMS & TOPICS

Here are three ideas on how to administer your discussion forums.

1. Begin by breaking down your forums into manageable chunks. [Oh! Boy, here is the chunking thing again ;-)] Since this requires the organization or reorganization of your forums, you might not and should not do this during your ongoing course. It will confuse your students. Therefore, if you only have one or two discussion forums full with topics for the entire semester you may want to think about reorganizing next semester.

Here is what I mean.

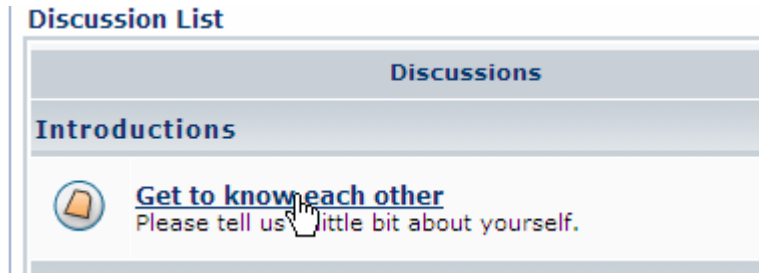
Discussion List

Discussions	Topics	Messages	Last Message
Introductions			
 Get to know each other Please tell us a little bit about yourself.	2	3	02-28-2006 12:16:02 George Bonilla →
Office Hours			
 Questions, concerns? Office Hours are your opportunity to ask me questions that are not of a private nature. This way, the entire class can benefit from my answers. I will check this board daily and will respond within 24 hours except for weekends.	0	No messages	No messages
Student Lounge			
 Cyber Hangout Cafe This is where you can talk with each other about course or non-course related issues. It is basically a teacher free zone, though I will occasionally drop in to say hello. I encourage you to drop by the cafe often.	0	No messages	No messages
Module Discussions			
 Mod 2: Managers and Managing Chapter 1	2	2	01-13-2006 13:26:37 George Bonilla →
 Mod 3: Chapters 2 and 3 Chapter 2: The Evolution of Management Thought Chapter 3: The Manager as a Person: Values, Attitudes, Emotions, and Culture	0	No messages	No messages
 Mod 4: Chapters 4 and 5 Chapter 4: Ethics and Social Responsibility Chapter 5: Managing Diverse Employees in a Multi-Cultural Environment	0	No messages	No messages

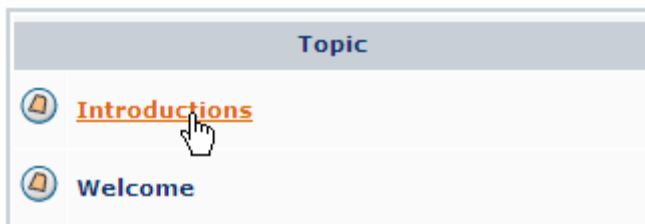
And please remember that this is only one suggestion. There may be other way to organize forums that might work well for you.

2. Another idea to help you manage forums is by **blocking** the old stuff. What I mean is that if you feel your students do not need to interact with the previous topics as a contribution to their learning then you may want to block old topics. Here is how to do it.

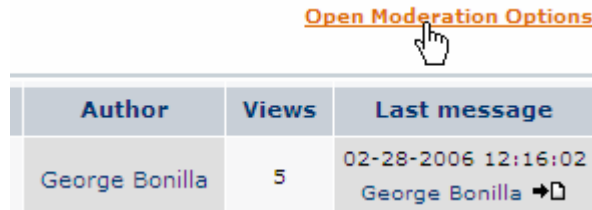
- a. From your Discussion and Private Messages window click on the forum you wish to block.



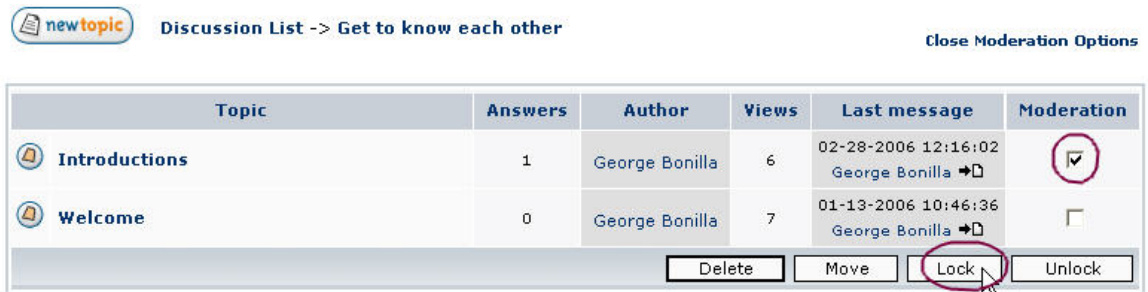
- b. Click on the Topic you wish to block.



- c. On the upper right hand side of the Topic window, click on Open Moderation Options.



- d. Under “Moderation” check the box or boxes of the topic(s) you wish to lock.



- e. Do NOT click the link Discussion List. Click the “here” link to finish.

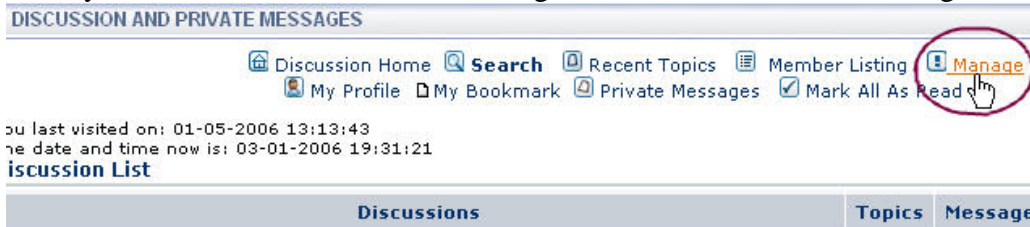


- f. Please notice the “Padlock” on the left side of the topic title. To unlock the topic you simply redo steps 2a through 2e.



3. The next idea is to **move the old to the bottom and up with the new**. What I mean is to take all your completed forums and/or topics and move them to the bottom of the forum/topic list and move the new items for discussion to the top, effectively rearranging the order of your topics. Here is how to do this:

- a. From your Discussion and Private Messages window click on the “Manage” link.



- b. In the Manage Screen select either Categories or Forums to rearrange.



- c. In this example I clicked on “Forums” and because I’m starting on week 5 I will click the Up button until the Week 5 Discussion forum moves to the top.

Forums listing				
Class Discussions				
Questions	Click to edit	<input type="checkbox"/>		Down
Week 1 Discussion	Click to edit	<input type="checkbox"/>	Up	Down
Week 3 Discussion	Click to edit	<input type="checkbox"/>	Up	Down
Week 4 Discussion	Click to edit	<input type="checkbox"/>	Up	Down
Week 5 Discussion	Click to edit	<input checked="" type="checkbox"/>	Up	

This is it. You have now rearranged your Forums. You can do the same for Categories, if need it.