



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

Faculty of Social Sciences  
and Humanities



# Step-by-step Guide to Starting a Forum



Faculty of Social Sciences  
and Humanities



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 MyLine

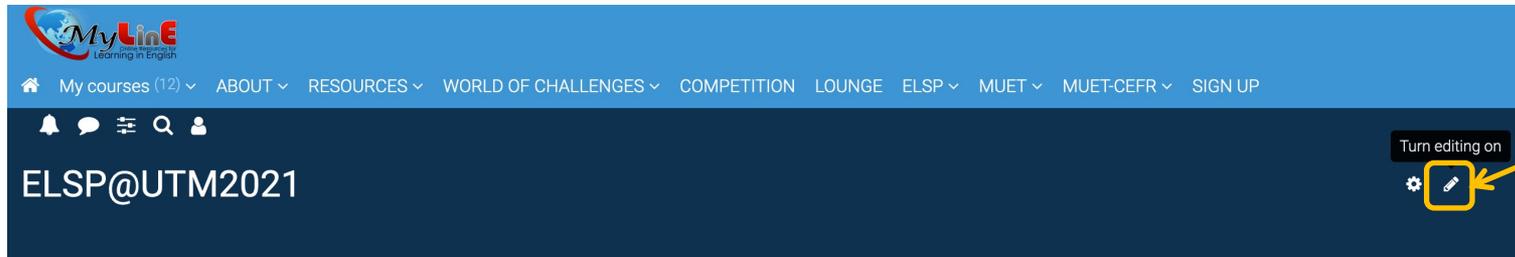
 utmmylene

# Introduction

- 1) One useful function in MyLinE is the 'Forum'.
- 2) The 'Correct My English' and 'Read and Respond' activities are both developed using this function as a basic concept.
- 3) The following guidelines show how an instructor could start a sub-section for the 'Correct My English' or 'Read and Respond' activities in the respective university's ELSP site.

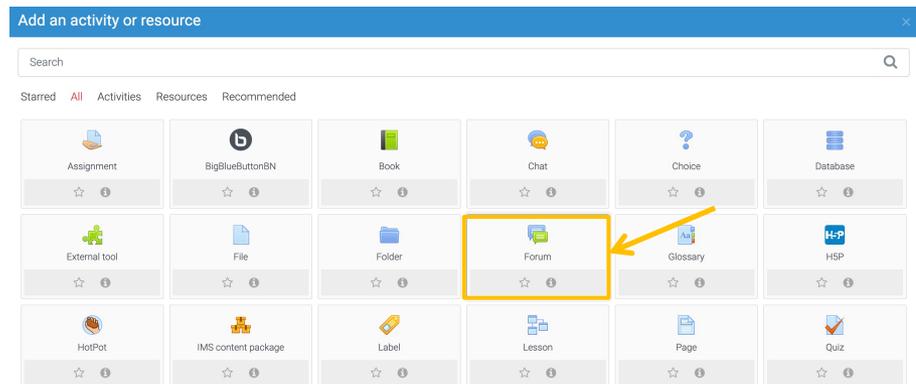
# Starting a Forum

i) Go to ELSP@XXX and **'Turn Editing On'**.



ii) Go to **'Add an Activity or Resource'** and select **'Forum'**.

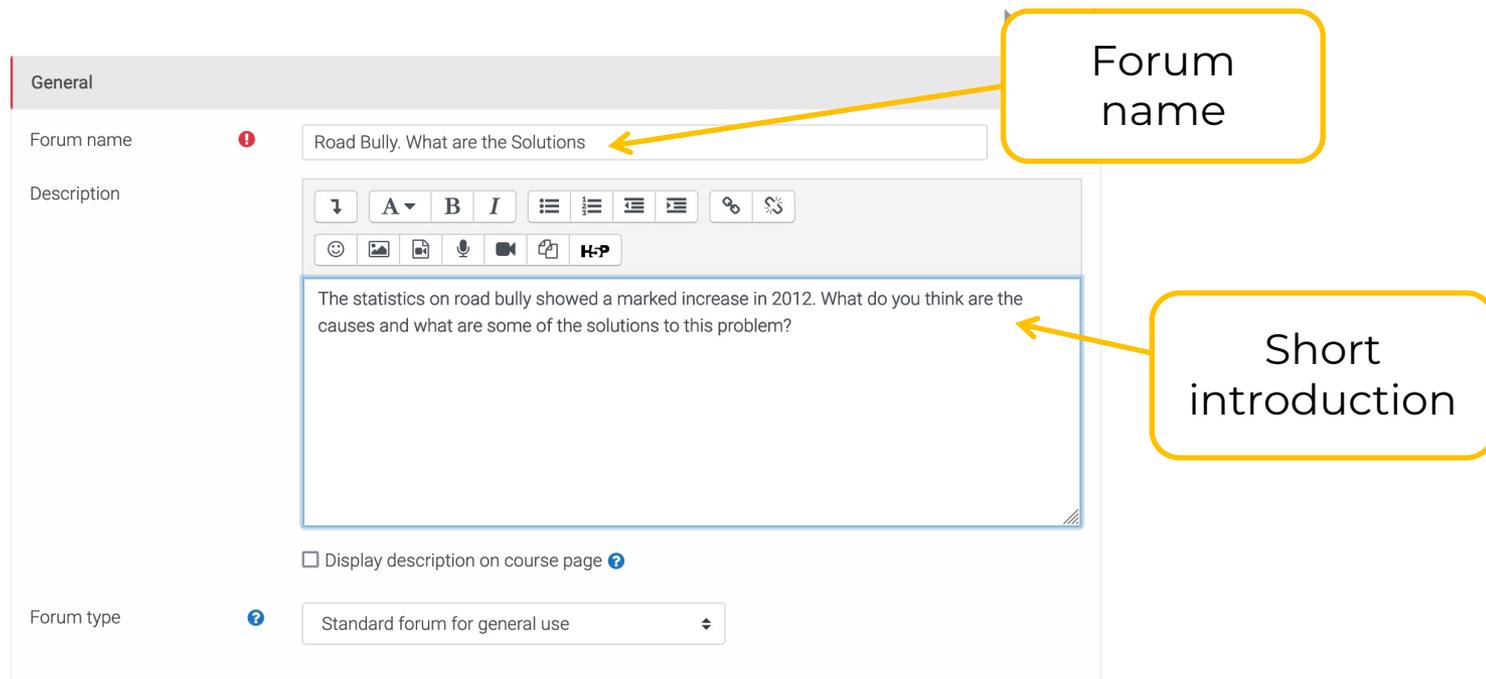
**+ Add an activity or resource**



# Starting a Forum

- iii) Type in the '**Forum Name**'  
(e.g. *Road Bully, What are the Solutions*)  
and a **short introduction** to this forum.

➡ Adding a new Forum to Topic 8?

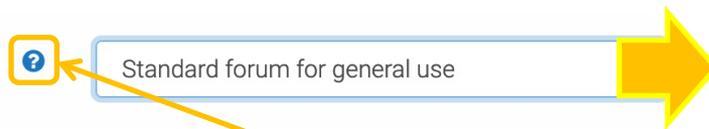


The screenshot shows a 'General' tab for creating a forum. The 'Forum name' field contains 'Road Bully. What are the Solutions', with a yellow callout box pointing to it labeled 'Forum name'. The 'Description' field contains the text 'The statistics on road bully showed a marked increase in 2012. What do you think are the causes and what are some of the solutions to this problem?', with a yellow callout box pointing to it labeled 'Short introduction'. Below the description is a checkbox for 'Display description on course page' and a 'Forum type' dropdown menu set to 'Standard forum for general use'.

# Starting a Forum

- iv) For **'Forum Type'**, select **'Standard Forum for General Use'**. You could read about the other types of forum by clicking on the 'Help' button.

Forum type

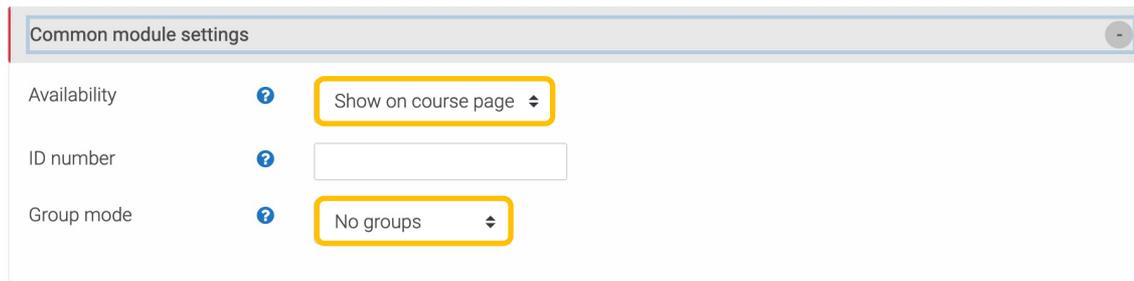


There are 5 forum types:

- A single simple discussion - A single discussion topic which everyone can reply to (cannot be used with separate groups)
- Each person posts one discussion - Each student can post exactly one new discussion topic, which everyone can then reply to
- Q and A forum - Students must first post their perspectives before viewing other students' posts
- Standard forum displayed in a blog-like format - An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links
- Standard forum for general use - An open forum where anyone can start a new discussion at any time

# What is MyLinE?

- v) Set the **'Group Mode'** to **'No groups'** and make sure you set **'Availability'** to **'Show on Course Page'**.



Common module settings		
Availability	?	Show on course page ▾
ID number	?	<input type="text"/>
Group mode	?	No groups ▾

- iv) Lastly, **'Save Changes'** and the forum will appear in your ELSP@XXX page.

Topic 8

 Road Bully. What are the Solutions

# Starting a Forum

vi) This is how the forum will look like:

## Road Bully. What are the Solutions

The statistics on road bully showed a marked increase in 2012. What do you think are the causes and what are some of the solutions to this problem?

[Add a new discussion topic](#)

Discussion	Started by ↓	Last post	Replies	Subscribe
☆ Road Bully is Becoming a Disease	 NURHIDAYAH BINTI ... 17 Jan 2022	 NURHIDAYAH BINTI ... 17 Jan 2022	0	<input type="checkbox"/> 

◀ Phrasal Verbs: Quiz 1...

vii) To make changes, click on **'Edit'** and click on **'Edit Settings'**.

✚  Road Bully. What are the Solutions  **Edit** 

-  **Edit settings**
-  Move right
-  Hide

[Link or resource](#)

# Comments & Suggestions

Please send your comments, suggestions, queries, experience, etc. to:

myline@utm.my