

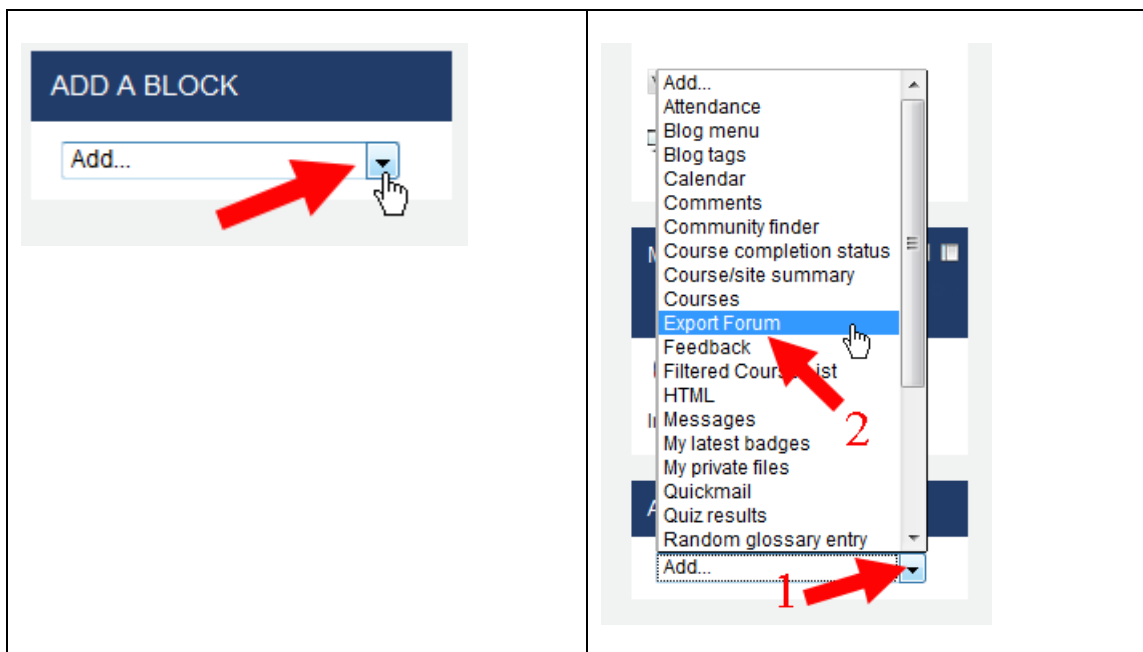
Moodle Quick Start Guide: Exporting a Discussion Forum to PDF

Discussion Board Forums can help you discover how students are responding to a particular text, and if you require students to submit forum posting before in-class discussions of that text, those forums also encourage students to complete the assigned reading on time. If you want to recall what students posted to a forum (particularly from a past semester), you could log into the course in Moodle and click on the link for the forum. To make it easier for you to read the discussions, though, and to allow you to retain a copy of what the students said, you could also add an “Export Forum” block to your course, which will allow you to convert the forum postings to a PDF file. The following instructions explain how to add and to use that “Export Forum” block:

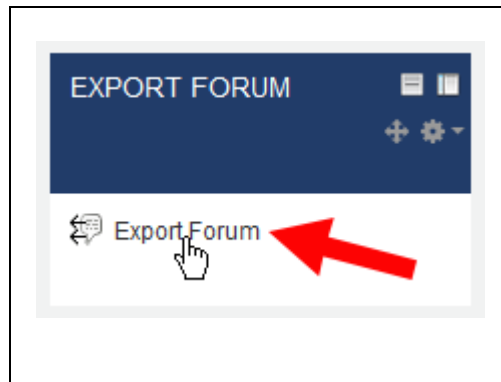
1. Go to our Moodle server at <http://moodle.bucknell.edu>, or use the Moodle link on the internal Bucknell home page at <http://www.bucknell.edu/x19222.xml>.
2. Click on the link for your course in the **Current Course List** module on the left-hand side of the screen.
3. If the Edit Mode is “off,” click on the Edit Mode button at the top-right of the screen to turn it on:



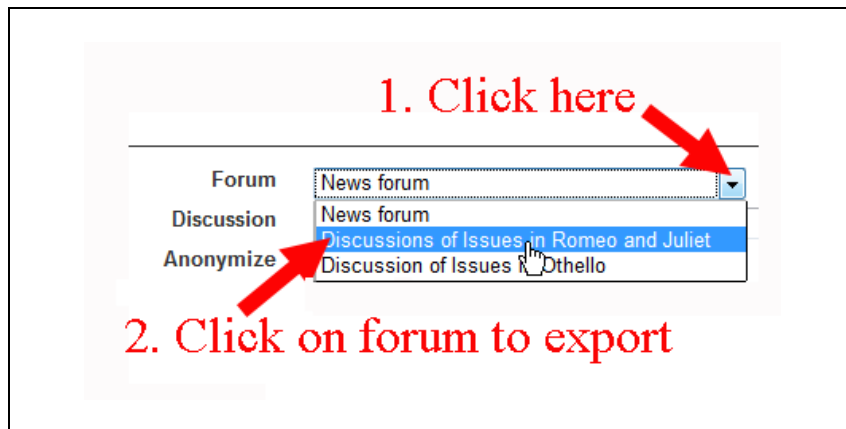
4. Scroll down to the bottom-left corner of the screen until you see the “Add a Block” section. Click on the downward-facing triangle next to Add, and then click on Export Forum among the alphabetized list of blocks:



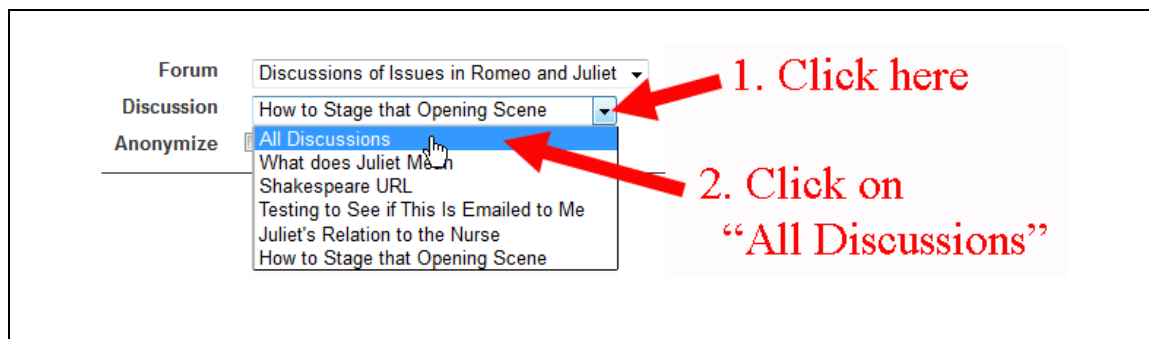
5. Moodle will reload your page. Scroll back down to the bottom of the page, to find the new block in the bottom-left corner of the course. Click on the link for “Export Forum”:



6. Moodle will load the Export Forum page. The News forum will be selected by default, but most likely you’ll want to select a different forum to export. Click on the downward-facing triangle next to the forum name, and select the particular forum that you want to export :



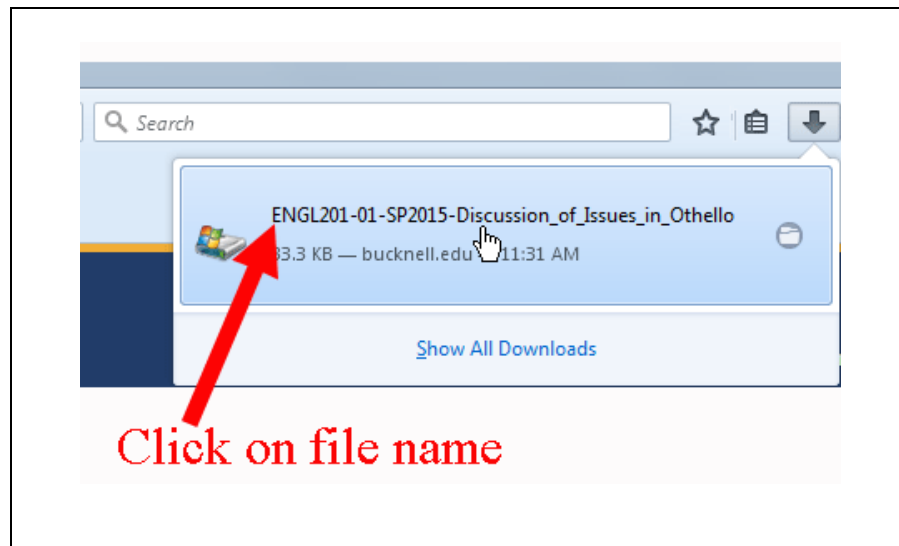
7. Each thread in the forum can be downloaded separately. However, it is much simpler to download all the threads as a single PDF file. To do that, click on the downward-facing triangle next to the Discussion name, and click on “All Discussions”:



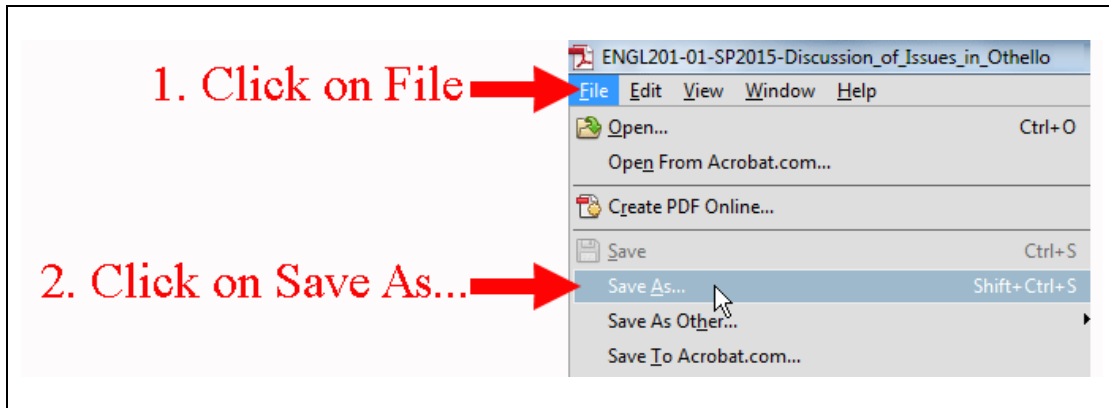
8. After you have selected “All Discussions,” click on the **Export** button.
9. Depending on what browser you are using, you may not see any change, especially if the file downloads quickly. In Firefox, you can click on the Downloads arrow at the top-right of the screen to view the file that was just downloaded:



10. The PDF file will have the course short name and the forum name as part of its file name. You'll need to click on that name to open the file:



11. The file will *not* have “.pdf” as the extension. Depending on the settings for your browser, you may need to click on a button to indicate that you want to open the file, and you may also need to choose the appropriate program (for example, Adobe Reader or Adobe Acrobat) in which to view the file. Once you have opened the file in Adobe Reader (or Adobe Acrobat), you can click on the File menu and then click on “Save As...” to save the file to another location on your hard drive:



You will now have a copy of the discussions that you can retain outside of Moodle.