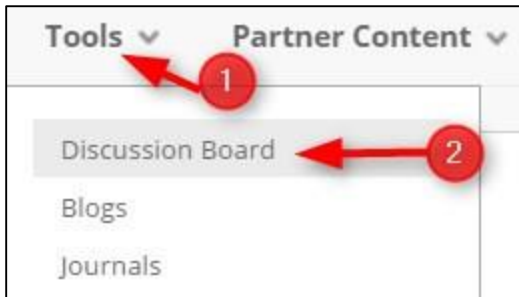


Adding a Discussion Forum

Adding a link to a Discussion Board forum places the forum in the Content Area. This creates a streamlined experience where users interact with each other in the same area where they discover content. A link can connect to an existing forum or a new forum can be created and linked. **NOTE: When you create a discussion forum, a Grade Center column is created automatically.**

Directions:

1. Click **Tools**
2. Click **Discussion Board**



3. Click **Create New Forum**

CREATE LINK: DISCUSSION BOARD

Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new Discussion Board forum. Creating a link to a forum here and making it hidden will make the forum hidden as well.

Link to Discussion Board Page

Select a Discussion Board Forum

Select a Discussion Board Forum

---Select forum below---

#1 Discussion

#2 Discussion

Muddy Point - Ask your question here!

Week 2 Discussion

Create New Forum

Create New Forum

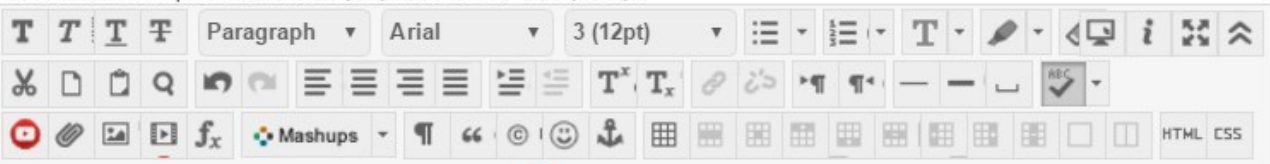
In this example, we will create a new forum.

4. Type the **name** of the discussion and add the **description**. The description is the discussion forum question or concept students will discuss.

FORUM INFORMATION

* Name ← A

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



This is a new discussion forum. ← B



Path: p » span Words:6



5. Select the appropriate **Forum Availability** options.

FORUM AVAILABILITY

Available Yes No

Enter Date and Time Restrictions

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

6. Select the appropriate **Forum Settings**

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies

- Standard View
- Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

- No Grading in Forum
- Grade Discussion Forum:** Points possible:
- Grade Threads

Subscribe

- Do not allow subscriptions
- Allow members to subscribe to threads
- Allow members to subscribe to forum
 - Include body of post in the email
 - Include link to post

Create and Edit

- Allow Anonymous Posts
- Allow Author to Delete Own Posts
- Allow Author to Edit Own Published Posts
- Allow Members to Create New Threads
- Allow File Attachments
- Allow Users to Reply with Quote
- Force Moderation of Posts

Additional Options

- Allow Post Tagging
- Allow Members to Rate Posts

7. Click **Submit**



Once you create the forum, you need to add the forum link to the appropriate location in your course.

8. Click the forum you just created. In our example, it is New Discussion and click **Next**.

CREATE LINK: DISCUSSION BOARD

Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new Discussion Board forum. Creating a link to a forum here and making it hidden will make the forum hidden as well.

Link to Discussion Board Page

Select a Discussion Board Forum

Select a Discussion Board Forum

----Select forum below----

- #1 Discussion
- #2 Discussion
- Muddy Point - Ask your question here!
- New Discussion**
- Week 2 Discussion

Create New Forum

*Click **Next** to continue. Click **Cancel** to quit.*

9. Preview the **Link Name**. You can leave the name the same as the Forum name and add the **description**. **NOTE:** This description is what the student will see before they open the discussion forum.

LINK INFORMATION

* Link Name A ← The Link Name can be the same as the Forum name.

Color of Name Black

Link Discussion Board: New Discussion

Text

Paragraph Arial 3 (12pt)

Path: p Words:0

10. Select the appropriate **Options** for the forum.

OPTIONS

Available Yes No

Track Number of Views Yes No

Date Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

11. Click **Submit**

11 →