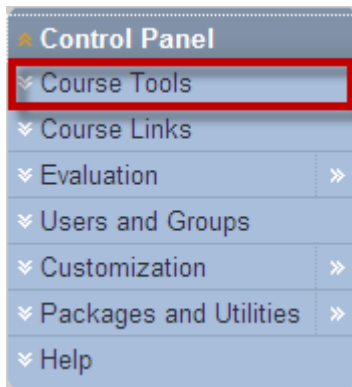


## How do I Add/Create a Discussion Forum?

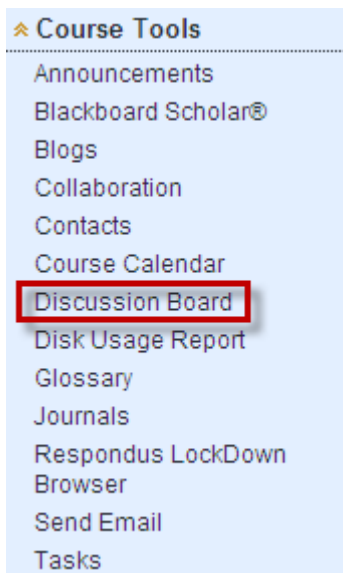
A vehicle for written communication, discussion boards are especially useful for case analysis and critical discussion. Unlike email messages, messages posted to forums on the discussion board are organized by topic and kept in a central location, accessible to all members of a class.

When planning a discussion board assignment, you should consider how the assignment fits into class readings, in-class discussions, and other writing that you are asking your students to do

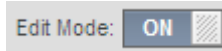
1. Navigate to the **Control Panel** (now located at the bottom of your course menu)
2. Click the **Course Tools** link within the Control Panel



3. Select **Discussion Board** from the corresponding menu



4. Verify that the **Edit Mode:** (top right corner of your screen) states "ON." If not click on the Edit Mode to select ON.



5. Click the link with your **course name** in it

6. Click the **Create Forum** button

Create Forum

7. Provide a **Name** for the Discussion Forum in the Name field

8. Provide a **Description** for the Discussion Forum in the Description field (optional)

9. Under Section 2 choose to make the Discussion Forum **available** or not to your students (whether your students can see the forum or not)

10. Choose any **Date Restrictions**

11. Under Section 3, **Forum Settings**, select the settings you desire. A brief description of each has been provided below.

- **Allow anonymous posts:** gives students the option to post anonymously. This is a good option to enable for personal or sensitive discussion topics.
- **Allow author to remove own posts - All posts:** students can delete their posts, even if others have replied to their post. Deleting the post deletes all replies as well.
- **Allow author to remove own posts - Only posts with no replies:** students can delete their posts, but only if no one has replied to their post.
- **Allow author to modify own published posts:** students can modify their posts at any time.
- **Allow Post Tagging:** Forum managers can create and apply text labels of their own choosing to messages in a forum; other Discussion Board users can read, filter, and search messages using the tags, but cannot create new ones. Tags allow arbitrary message grouping independent of thread or thread status. For faster Discussion Board page loading, turn tagging off. Follow these steps to create and apply tag
- **Allow Users to Reply with Quote:** Allow users to include the text of the original message in any replies to that message. This is enabled by default.
- **Allow file attachments:** students can attach files such as images or word documents. It is important to enable this if you want to use the discussion board as a file exchange area.
- **Allow members to create new threads:** students can initiate new discussion topics within a forum. If this is not checked, students can only "reply".
- **Allow members to subscribe to threads:** The option to Subscribe to a Forum/Thread is enabled by the instructor. There is also an option of including either the entire post or just a link to the post in the email sent to students. Students can then Subscribe to entire Forums or individual Threads. When a student subscribes to a Forum/Thread, they will get an email message each time a new post is made in the Forum/Thread. The email message will include the post or contain a link to the post depending on the option chosen by the instructor.
- **Allow members to rate posts:** students can rate each other's posts on a 1-5 scale.
- **Force moderation of posts:** if enabled, a designated moderator or the instructor needs to approve each post before it is published.
- **Grade - Grade forum:** creates a Grade Center entry for the forum, and creates a new *Grade* button for the instructor.
- **Grade - Grade threads:** grading is enabled on a per-thread basis. If this option is chosen, students cannot also be allowed to create new threads. Whenever a new thread is created, the instructor has the option to enable grading for the new thread.

12. Click the **Submit** button

Submit