

How to Set up a Discussion Forum: Table of Contents

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How to add a discussion forum

Terminology note: a post or posting is a single message in the discussion forum; a thread is a series of posts on the same topic.

1. Click on the *Discussions* link on the course menu
2. Click "Create Forum".
3. Enter a Name. Users will click the forum name to access the forum
4. Enter an optional Description. It will appear below the forum name
5. Select desired Forum Availability options
6. Select desired Forum Settings options
7. Click "Submit"

Once you've added your forum, be sure to add the first discussion posting with the question topic information.

How to add a discussion board within a content area

1. Click on the content area you want to have the discussion within
2. Click on the chevron to the right of "Add Interactive Tool"
3. Click "Discussion Board"
4. You can either select to link to the discussion board or link to a specific forum

How to add the first posting with the question topic information

1. Click on the *Discussions* link on the course menu
2. Click on the link in the Threads column to open the desired forum
3. Click "Create Thread" and enter the subject and message--if you like, you can also add an attachment
4. Click "Submit"

How to add a group discussion topic

1. After creating groups for your course and adding yourself to the group, a new My Groups area will appear on the left side of your screen under the course menu. Click on the first group to expand the tool options
2. Click on "Group Discussion Board"
3. A forum has automatically been created for you with the Group name as the title. Click on this forum name

4. Click "create thread" then type in a subject and discussion question in the **Message** text box
5. Click "Submit"

How to create gradable posts for your group discussion forum

1. Click on the desired group to expand the tool options
2. Click on "Group Discussion Board"
3. A forum has automatically been created for you with the Group name as the title. Click on the chevron to the right of this forum/group name and select "edit"
4. In section 3, select the desired forum options and enter the number of points possible for the forum

How to create gradable threads for your class discussion

1. Access the forum.
2. On the Action Bar, click "Create Thread".
3. On the **Create Thread** page, enter a Subject.
4. Enter an optional Message. If desired, format the message using the Text Editor.
5. To attach a file, such as a rubric or article browse using the "Attach a File" function below the Message text box.
6. Select "Grade Thread" and enter the number of points possible.
7. Click "Save Draft" to store a draft of the post or click "Submit"

How to edit forums

As the discussion progresses, editing forum settings may help resolve discussion issues. For example, if students are posting to the wrong topic, fine-tune the forum name or description to clarify the forum's purpose. If all forums were created at the beginning of the term and made unavailable, any forum can be edited to make it available.

1. Click on the "discussions" link in the course menu
2. Click on the chevron to the right of the specific forum you want to edit to access the contextual menu.
3. Select "Edit".
4. On the Edit Forum page, edit the forum Name and Description.
5. Edit the Forum Availability if necessary.
6. Edit the Forum Settings if necessary.
7. Click "Submit".

How to copy forums

Discussion forums can be copied just like learning modules can be copied, and added to the current Discussion Board or to a Group Discussion Board in the same course.

1. Click the forum's Action Link to access the contextual menu.
2. Select "Copy".
3. On the Copy Forum page, enter a Name.
4. Select what to copy: Entire forum or Forum settings only.
5. Select the desired **Location** from the menu box
6. Click "Submit".