

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 (Note: you may want to include your discussion question in this optional description)
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.