7. **Create a Discussion Forum**

   a. To create a discussion board, click on Content, click on the folder where you want to add a discussion board, click on Tools, then Discussion Board.
b. Click on Create New Forum, then click Next.

c. Name your forum and add a description (if desired). By default, the forum will be visible to students.
d. If you want students to post first before viewing other posts, click on the second button shown below. Enter the number of points, add a rubric if desired, and click to allow students to subscribe to the forum. Click Submit.
e. To link the forum to your Content page, click Next.

f. Enter the discussion forum prompt, then click Submit.
g. Here is the newly created Discussion Forum.