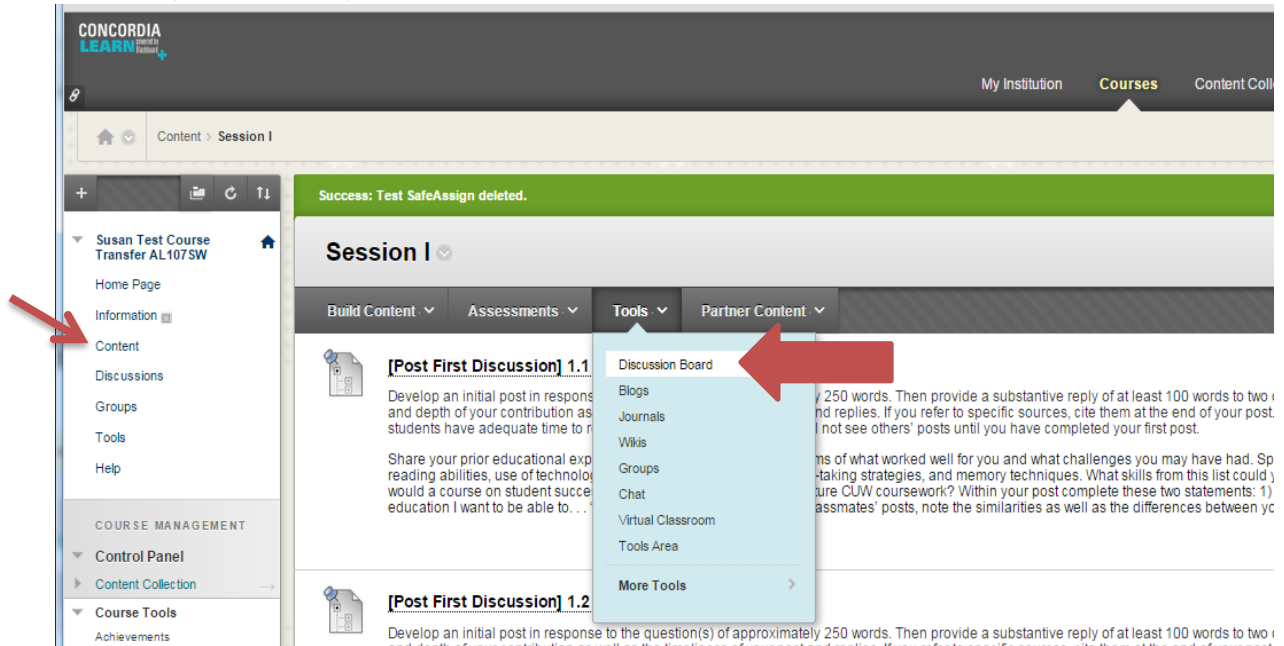


7. Create a Discussion Forum

- 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.

Create Link: Discussion Board

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. [More Help](#)

Cancel Next

1. 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---

[Post First Discussion] 3.2 Online Discussion

[Post First Discussion] 5.2 Online Discussion

[Post First Discussion] 1.1 Online Discussion

[Post First Discussion] 1.2 Online Discussion

[Post First Discussion] 2.1 Online Discussion

[Post First Discussion] 2.2 Online Discussion

[Post First Discussion] 3.1 Online Discussion

[Post First Discussion] 4.1 Online Discussion

[Post First Discussion] 4.2 Online Discussion

Create New Forum Create New Forum

2. Submit

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

Cancel Next

c. Name your forum and add a description (if desired). By default, the forum will be visible to students.

Create Forum

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Cancel Submit

1. Forum Information

* Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Insert Link, Insert Image, Insert Video, Insert Audio, Insert Table, Insert Table of Contents, Insert Page Number, Insert Page Break, Insert HTML, CSS.

My description

Path: p

Words:2

2. 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.

- 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.

3. 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 can for you automatically.

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

Due Date Show participants in "needs grading" status after every Posts

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

Associated Rubrics

Name	Type	Date Last Edited
------	------	------------------

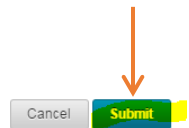
Subscribe Do not allow subscriptions
 Allow members to subscribe to threads
 Allow members to subscribe to forum
 Include body of post in the email
 Include link to post

Create and Edit Allow Anonymous Posts
 Allow Author to Delete Own Posts
 All posts
 Only posts with no replies
 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

4. Submit

Click Submit to proceed. Click Cancel to quit.



e. To link the forum to your Content page, click Next.

Create Link: Discussion Board
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. [More Help](#)

1. 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

- [Post First Discussion] 1.2 Online Discussion
- [Post First Discussion] 2.1 Online Discussion
- [Post First Discussion] 2.2 Online Discussion
- [Post First Discussion] 3.1 Online Discussion
- [Post First Discussion] 4.1 Online Discussion
- [Post First Discussion] 4.2 Online Discussion
- [Post First Discussion] 5.1 Online Discussion
- [Post First Discussion] 6.1 Online Discussion
- [Post First Discussion] 6.2 Online Discussion

2. Submit
Click Next to continue. Click Cancel to quit.

f. Enter the discussion forum prompt, then click Submit.

Create Link: Discussion Board

** Indicates a required field.*

1. Link Information

* Link Name:
Color of Name:
Link: Discussion Board: New Forum

Text

Here is the question prompt:
[Placeholder text for question prompt]


Path: p Words: 0

2. 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.

3. Submit
Click Submit to proceed. Click Cancel to quit.

g. Here is the newly created Discussion Forum.



New Forum
Here is the question prompt:
lfjdkfjdkfjsfklsjdfklsdjfklisdjfsdklfjsd;kf
asjlkfjdkfksdjklasjfklsdjfsdlkfjas;dklfjs;lkfjsd