Add a Discussion Link on the Course Menu

You can include a link on the course menu for one-click access to the discussions tool. You can also customize the name of the link.

1. Point to the plus sign above the course menu. The Add Menu Item drop-down list appears.
2. Click Tool Link.
3. Type a Name for the link.
4. From the Type drop-down list, click Discussion Board.
5. Select the Available to Users check box.
6. Click Submit.

The new tool link appears last in the course menu list. Press and drag the arrows icon to move the link into a new position. Access the link's contextual menu to rename, delete, or hide the link from students.

Add a Discussion Link in a Course Area

You can incorporate the discussion board into course areas, allowing students to access the tool alongside content.

In a content area, you can add a forum link following lecture notes to gather questions on the material presented or after an assignment to gather students' perceptions on how they did.

1. Access the content area or folder where you want to link to the discussion board or forum.
2. On the action bar, point to Tools and click Discussion Board.
3. On the Create Link: Discussion Board page, click the Link to Discussion Board Page option to link to the discussion board itself.

-OR-
Click Select a **Discussion Board Forum** and select a forum from the list.

-OR-

Click **Create New Forum** to add a link to a forum you create at this time. You select all forum settings at the time of creation. The newly created forum appears in the list of forums to choose from when adding the link in your course.

4. Click **Next**.
5. On the next **Create Link: Discussion Board** page, type a **Link Name**. Students click the name to access the discussion board or forum.
6. Optionally, type instructions or a description in the **Text box**.
7. For the **Available** option, click **Yes**.
8. For the **Track Number of Views** option, click **Yes** or **No**.
9. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.
10. Click **Submit**. The discussion link appears in the course area.