Edit Forums

As the discussion progresses, you can solve some discussion issues by editing forum settings. For example, if students are posting to the wrong topic, you can fine-tune the forum name or description to clarify the forum's purpose.

You can create all forums at the beginning of the term and make them unavailable. When you need a forum, edit the forum to make it available.

1. Access a forum's contextual menu and click Edit.
2. On the Edit Forum page, change the forum's name, description, availability, and settings.
3. Click Submit.

Edit Threads

You can edit posts in any thread. If a student added inappropriate or inaccurate content, you can edit the post. When you create or edit a forum, you determine whether students are allowed to edit their published posts.

1. Access a forum and select a thread.
2. On the thread's page, point to a post so all of the functions appear and click Edit.
3. The page expands to allow you to make edits in the content editor while viewing the original post.
4. Click **Submit**. Your edits appear in the post.

**Delete Forums and Threads**

When you delete a forum or thread, all content is permanently deleted. You will not be able to refer to the posts if a student wants to dispute a grade. For a less permanent solution, you can make a forum unavailable.

When you delete graded discussion content, you determine if the Grade Center column and scores are also deleted.

1. Access a forum or thread's contextual menu and click **Delete** to permanently delete the forum or thread's content.
2. Click **OK** in the pop-up window.
3. On the **Delete Confirmation** page, you have two options:
   - **Do not select check boxes**: The graded forum or thread will be deleted, but the Grade Center column and scores you assigned are retained. For example, you graded all students' posts and want to keep the Grade Center column for the final grade calculations. If you delete the forum or thread, yet retain the Grade Center column, you can delete that column from the Grade Center at any time.
Select the check boxes: The grade column in the Grade Center and the forum or thread are deleted. For example, if you do not want to include the grade column for the discussion posts in the final grade, you can safely delete both.

4. Click Remove.

Delete Individual Posts

On a thread's page, you can delete individual posts within a thread using the Delete function. This action is irreversible. Any replies to the post you are deleting will also be permanently deleted.

Reorder Forums

You can help students focus on the most relevant content by reorganizing your discussion board. When you create a forum, it is added to the bottom of the list. You can move the current forum to the top or delete forums that are no longer relevant.

Reorder forums using the drag-and-drop function to move them into place. Alternatively, use the keyboard accessible reordering tool on the action bar.
Drag-and-Drop Function

1. Access the discussion board and press the arrows next to a forum you want to move. The item is highlighted.
2. Drag the forum into a new location in the list.
3. Release the forum to place it in its new location.

<table>
<thead>
<tr>
<th>Forum</th>
<th>Description</th>
<th>Total Posts</th>
<th>Unread Posts</th>
<th>Total Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oceans in the News</td>
<td>This week, please post a link to a relevant news article related to oceanography or marinebiology. This assignment is worth 25 points, and you must post by Monday.</td>
<td>19</td>
<td>10</td>
<td>13</td>
</tr>
<tr>
<td>Wave Assignment Energy From Waves and Tides</td>
<td>Explore harnessing energy from waves and tides. Please narrow your topic to a specific aspect such as: How could the energy be extracted? Could a reliable &quot;model&quot; be made and relied upon? Sustainability? What research is out there? Existing working energy projects and so on... This required assignment is worth 50 points.</td>
<td>30</td>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>