Create Discussion Forum

1. On the course menu, click the **Tools** link. On the **Tools** page, select **Discussion Board** – OR - On the **Control Panel**, expand the **Course Tools** section, and select **Discussion Board**. On the Discussion Board page, click the link to the appropriate discussion board.

2. On the **Discussion Board** page, click **Create Forum** on the action bar.

3. On the **Create Forum** page, type a **Name**. Choose a descriptive and unique name because users click this name to access the forum.

4. Optionally, type instructions or a description in the **Description** box. It **Description** appears below the forum name on the Discussion Board page.

5. In the **Forum Availability** section, select **Yes** to make the forum available to users. TIP: You can create forums ahead of time and set the availability to No until the discussion is ready to start.

6. For **Enter Date and Time Restrictions**, you can set forums to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times or type dates and times in the boxes. Display restrictions do not affect the forum availability, only when it appears.

7. Select the **Forum Settings** based on your specific needs. For example, if you are grading posts and want to retain the posts as they were at the time of grading, clear the check box for **Allow Author to Edit Own Published Posts**. To learn more about how you can use forum settings to meet your requirements, see the following bulleted list.

8. Click **Submit**.
On the Discussion Board page, the new forum appears at the bottom of the list.

Create Threads in Discussion Board

1. Access a discussion board forum.
2. On the action bar, click Create Thread.
3. On the Create Thread page, type a Subject.
4. Type instructions, a description, or a question in the Message box.
5. Alternatively, in the Attachments section, attach a file using one of the following options: Browse My Computer or Browse Course.
6. If you chose to grade threads when you created the forum, you decide on a thread-by-thread basis whether to grade a thread. In the Grading section, select the check box for Grade Thread and type Points possible. You can choose to show participants in needs grading status after a certain number of posts, rather than with each individual post. You can also associate a rubric to use for grading by pointing to Add Rubric.
7. Click Save Draft to store a draft of the post or click Submit to create the thread.
The newly created thread appears in the forum.

If you enabled grading, two functions appear in the Grade column:

1. Click **Grade Thread** to evaluate the posts.
2. Click **Grade** to enable grading for a thread and assign a value.