Adding a Course Discussion Forum (Board)

With Edit Mode on, scroll down to the Control Panel, expand Course Tools and Click Discussion Board

Under the heading Discussion Board click the Course ID (a 5 digit number)

Click the Create Forum button

Complete the Create Forum screen

Add Forum title/subject. In the Description window add the Forum question/discussion topic and participation details.

Use editor tools to attach files, insert images, link multimedia files or add Mashups to the description window.
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Set Forum Availability and Settings

2. FORUM AVAILABILITY
   Available: [ ] Yes [ ] No
   Enter Date and Time Restrictions:
   [ ] Display After [ ] Display Until
   Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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 cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.
   Grade:
   [ ] No Grading in Forum
   [ ] Grade Discussion Forums: Points possible:
   [ ] Grade Threads
   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

You can choose between Standard View, the default, and Participants must create a thread to view other threads in this forum, which is the post first setting.

Forum settings are grouped into related areas on the page, making it easier to scan and select options. Settings that are not available based on the current selections are grayed-out or have strike-through text.

For example, when you apply the post first setting, various settings are automatically set and made unavailable for change to maintain the integrity of the post first capability. An author is not allowed to delete his own posts to avoid a student posting something first to see others’ posts, and then editing their post after the fact.

4. SUBMIT
   Click Submit to proceed. Click Cancel to go back.
   [Cancel][Submit]

Click Submit to create Forum and add to course.

NOTES:

- Students will access discussion forums from the course menu by clicking either the Discussion or Tools menu item link.
- Graded forums automatically add a Grade Center column.