

Create a Discussion Forum

1. First, in the Discussion Board Tool or a Discussion Board link on the left hand menu, click the



2. Give the new Forum a Name by typing in the Name text box.

 Name

3. Then, type a Forum description in the “Description” text box. You can type directly in the “Description” text box area or copy and paste the text from Microsoft Word or any other word processor software.
4. Set the “Forum Availability”.
5. Choose the “Forum Settings”.

Here is a description of the various settings for a Discussion Board Forum.

- **Allow Anonymous Posts:** Users can post to the Forum without revealing their Usernames. If Forums allow anonymous posts, they cannot be graded.
- **Allow Author to Delete Own Posts:** Users can delete all their own posts or just posts without replies. Deleted posts cannot be recovered.
- **Allow Author to Edit Own Published Posts:** No record of the original post is kept.
- **Allow Post Tagging:** Tagging is a way to add metadata to posts to make them easier to retrieve in searches. To tag items in a Forum, first select them and then click **Collect**. For faster Discussion Board page loading, do not allow Post Tagging.
- **Allow Users to Reply with Quote:** This setting is enabled by default. When users click **Quote**, the message they are replying to is included in the post.

- **Allow File Attachments:** This setting is enabled by default. Attaching large files will slow down the Discussion Board.
- **Allow Members to Create New Threads:** This setting is enabled by default. If Threads are graded, members cannot create new Threads and members cannot post anonymously.
- **Subscribe:** Subscriptions to Threads and Forums are sent to users by email. Once a subscription option is selected, users can select:
 - **Include body of post in the email:** The entire post is sent in the body of the email message.
 - **Include link to post:** A link to the post is sent in the body of the email message.
- **Allow Members to Rate Posts:** Users can rate the quality of the post using a five star system.
- **Force Moderation of Posts:** This requires all messages to be reviewed by a Moderator before they can be published to the Forum. The Instructor is the Manager of the Forum and can moderate all posts. Others can be assigned the role of moderator to determine if posts are published to the Forum or returned to the author for editing.
- **Grade:** Users's posts can be graded in two different ways.
 - Users can have their overall participation in a Forum graded. This option creates a Column in the Grade Center and requires a Points Possible entry when the Forum is created.
 - Users can be graded on a Thread-by-Thread basis. This option creates a Column in the Grade Center when the Discussion Board Manager creates the Thread. If Threads are graded, members cannot create new Threads.
 - Selecting either **Grade Forum** or **Grade Threads** allows the option to select the box and the number of posts required to show participants in **Needs Grading** status. Applying this setting will show the Needs Grading icon in the Grade Center and place the posts in the queue on the Needs Grading page after the specified number of posts have been made.

6. Finally, click the  button.