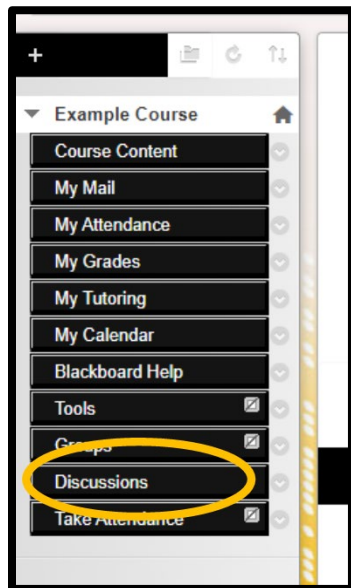




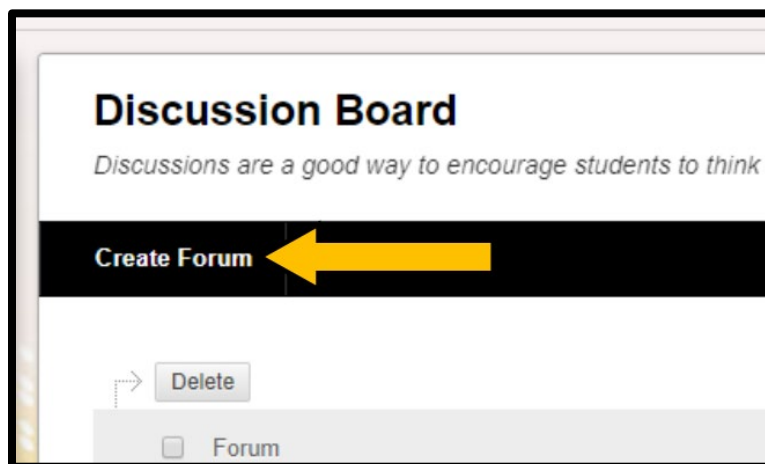
How to Create a Discussion Board

To Create a Discussion Forum:

1. From your course's home page, select the **Discussions** button from the left-hand navigation pane.



2. On the **Discussion Board** page, select **Create Forum** from the discussion board options bar.

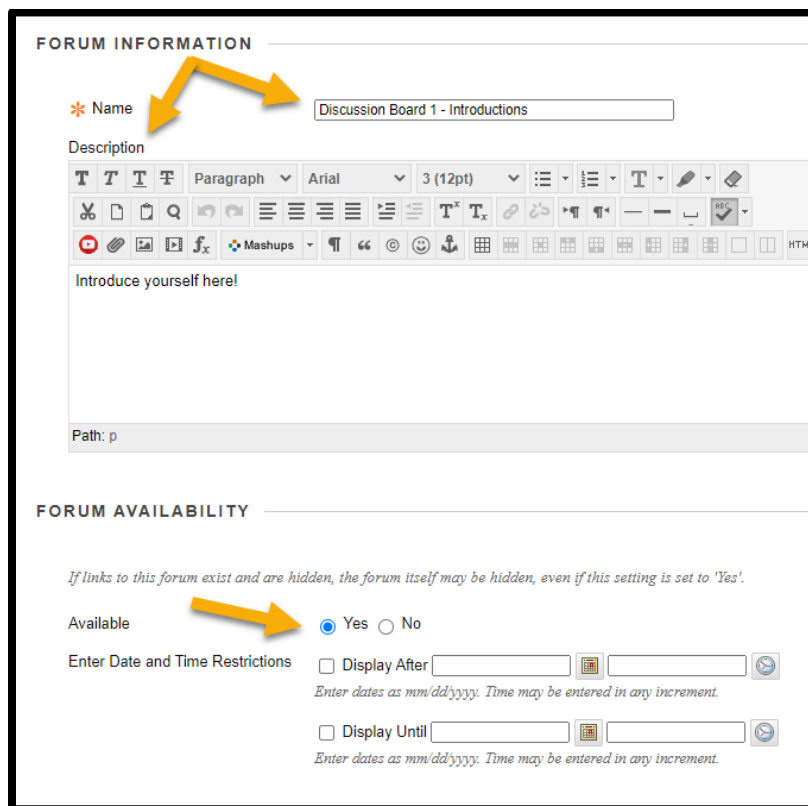


3. Add details to your forum.

- Name
- Description (discussion prompt, file attachments, web links)

4. Choose **Forum Availability** and display dates.

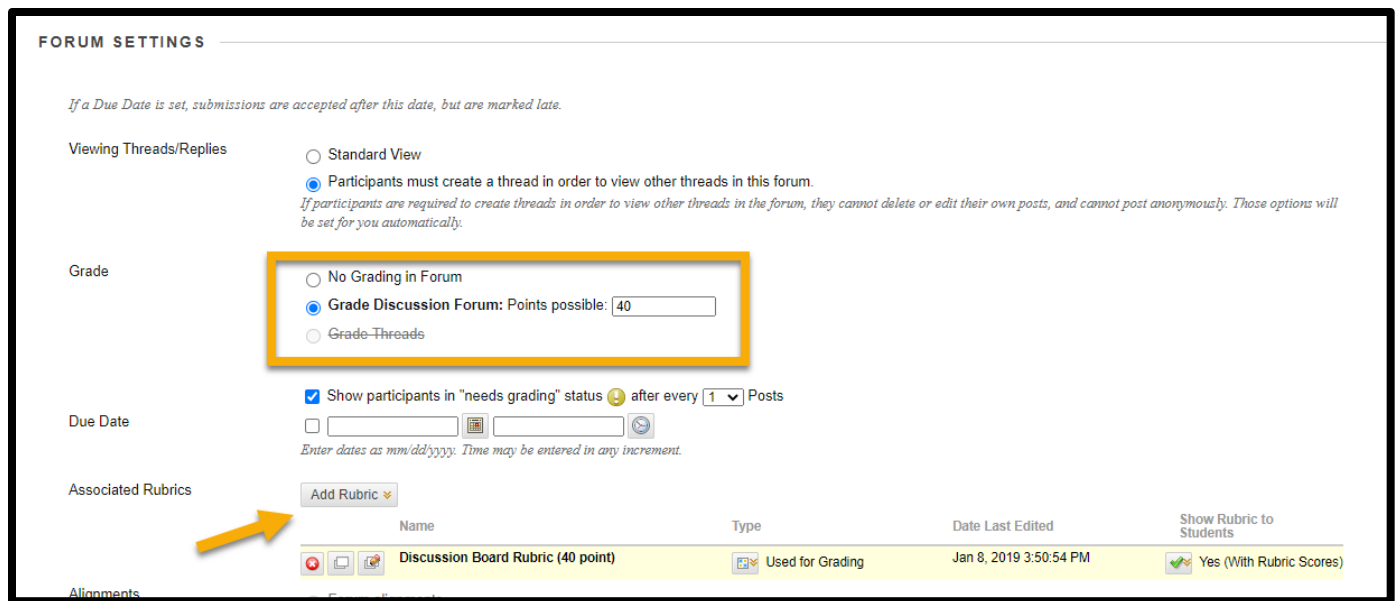
- Display dates are optional.
- If you are going to set display dates, make sure to choose **Yes** on availability.



The screenshot displays the 'FORUM INFORMATION' and 'FORUM AVAILABILITY' configuration sections. In the 'FORUM INFORMATION' section, the 'Name' field is set to 'Discussion Board 1 - Introductions' and is highlighted with a yellow arrow. Below it is a rich text editor for the 'Description' with the placeholder text 'Introduce yourself here!'. The 'FORUM AVAILABILITY' section includes a note: 'If links to this forum exist and are hidden, the forum itself may be hidden, even if this setting is set to 'Yes!'. The 'Available' option is selected with a radio button and is also highlighted with a yellow arrow. Below this are two optional date restriction fields: 'Display After' and 'Display Until', each with a date picker icon and a note: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'

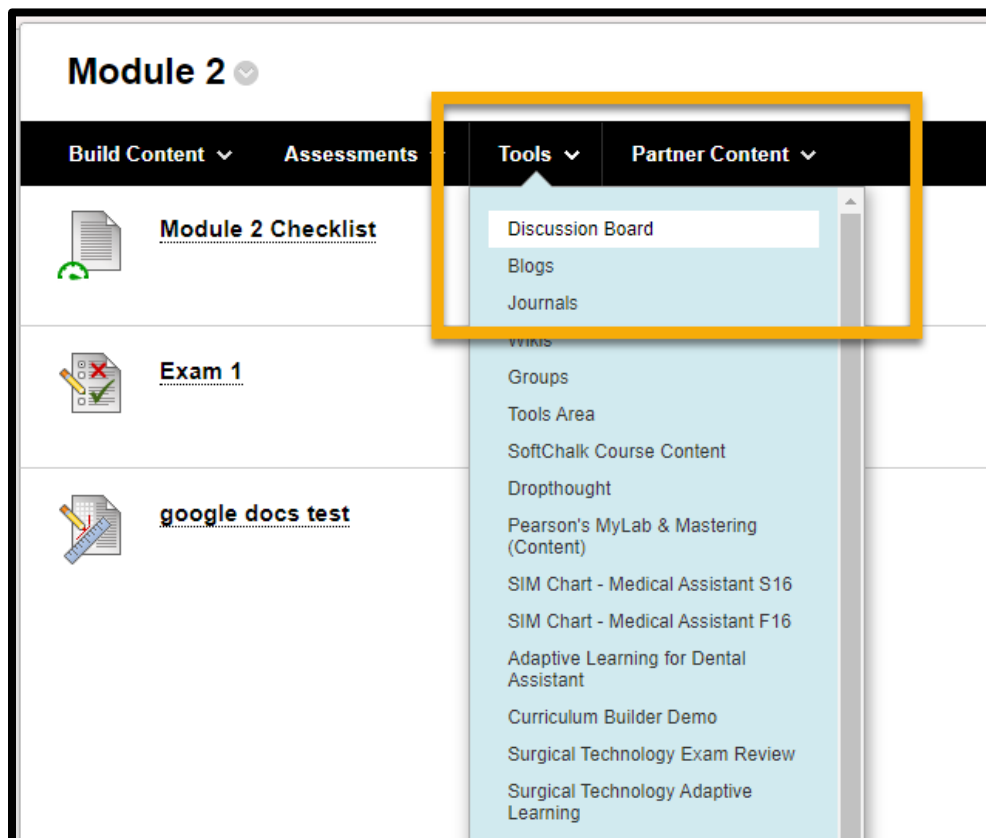
5. Select your preferences for each setting in the **Forum Setting** area (reach out to ITAS if you have questions about settings).

- If the discussion is for a grade, make sure to select **Grade Discussion Forum** and enter points.
- You can also attach a rubric to your discussion board



To Deploy a Discussion Forum:

1. Open the module where you want to place the link to the discussion forum.
2. Select the **Tools** option in the toolbar and select **Discussion Board** from the dropdown menu.



3. Select the radio button next to **Select a Discussion Forum**. Then choose the forum you want to link and select **Next**.

Create Link: Discussion Board

Adding a link to a Discussion Board forum places the forum in the Content Area. This creates a stream. If you want to create a new forum, a new forum can be created and linked. [More Help](#)

CREATE LINK: DISCUSSION BOARD

Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new Discussion Board forum.

Link to Discussion Board Page

Select a Discussion Board Forum

Select a Discussion Board Forum

---Select forum below---

Discussion Board 1 - Introductions

Create New Forum

Create New Forum

4. Check that the **Link Name** is what you want it to be and add detailed instructions for your students in the **Text** area.

- a. For sample instructions, contact ITAS.

LINK INFORMATION

* Link Name

Color of Name

Link

Text

Before posting your response, please read the following directions closely:

- You will not be able to see the posts of the other students until your original post is completed.
- You must make 2 response posts to 2 other students.
- You must write your original entry and the subsequent response posts using proper grammar, punctuation and sentence structure.

Path: p » strong » span

5. Set availability to **Available** and select **Submit**.