

# Create a Discussion Board

Discussion Boards allow students to create and reply to forum posts. They can be used to help students interact with each other or share information. You can also grade posts as you can with assignments.

1. Make sure **Edit Mode** is **ON** (Figure 1).
2. On the **Course Menu** on the left of your screen, click on the **content area** where you'd like to create the discussion forum.
3. At the top of the screen, click on the **Tools** button. Then, click on **Discussion Board** (Figure 2).

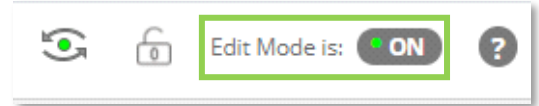


FIGURE 1

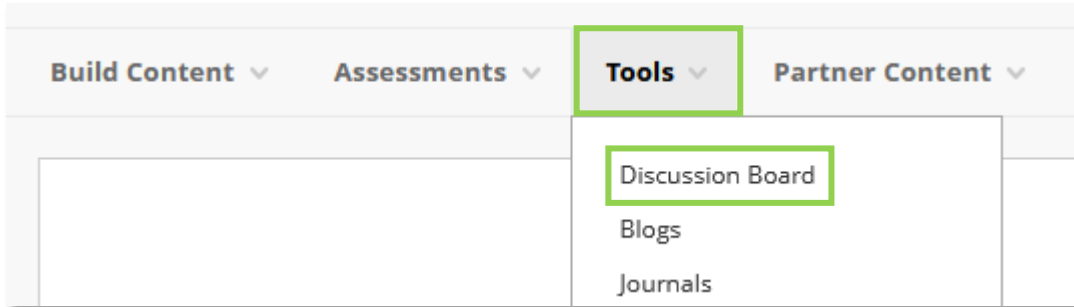


FIGURE 2

4. Click on the **Create New Forum** button (Figure 3).

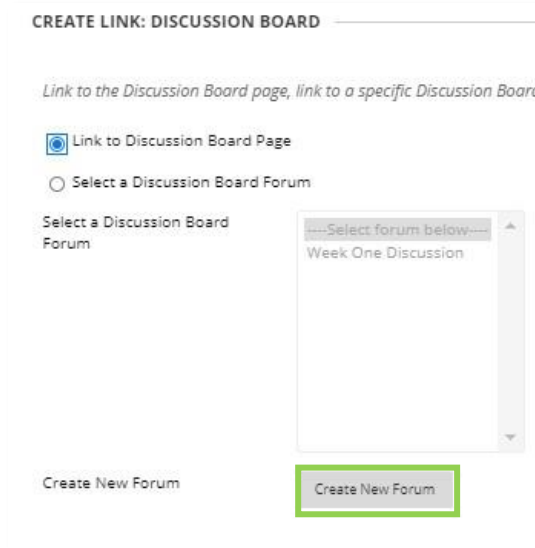


FIGURE 3

5. You will be brought to the **Create Forum** page. Enter a name and a description for your forum (Figure 4).

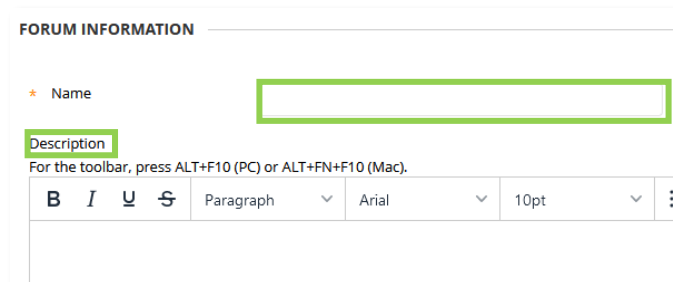
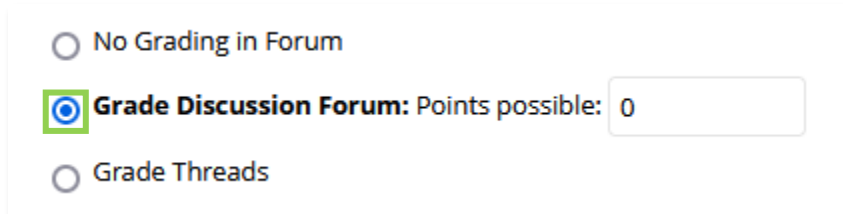


FIGURE 4

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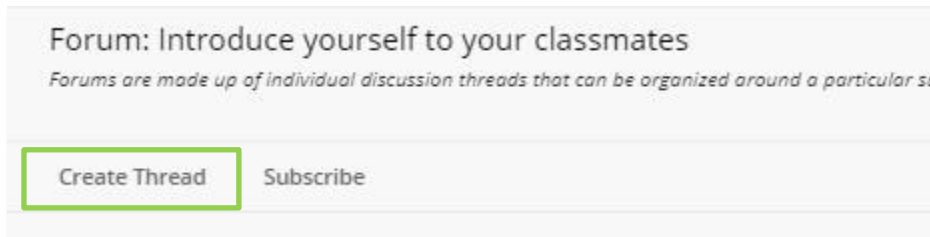
- You can now scroll down and change any of the forum settings you'd like.  
If this is a graded forum, set the **Grade Section** to **Grade Discussion Forum** and enter the **Points Possible**.  
A column will be added to your **Grade Center** (Figure 5).



No Grading in Forum  
 **Grade Discussion Forum:** Points possible:   
 Grade Threads

FIGURE 5

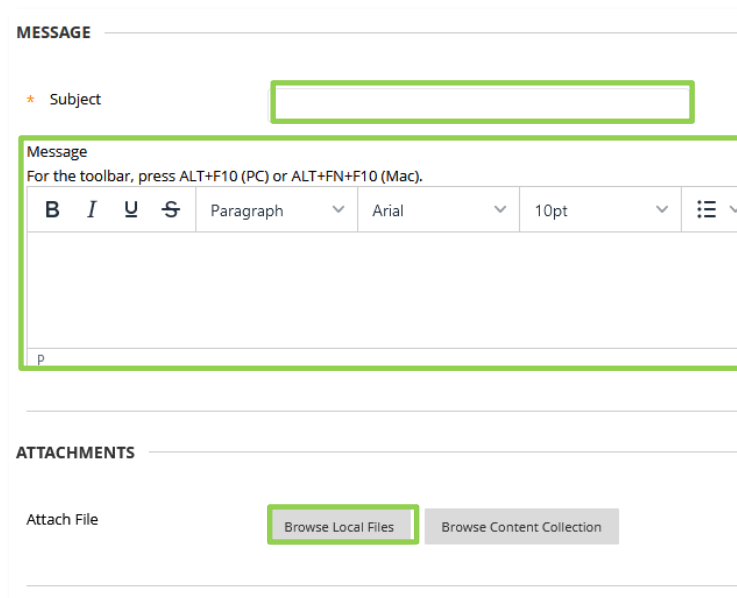
- Click the **Submit** button once you're done editing your forum.
- You will be brought back to the page to create a discussion board link. Select the newly created forum and click **Next**.
- You can edit the **name** or enter any instructions in the **text box**. You can also change whichever options you'd like below the text box. Once you're finished, click **Submit**. The forum will be available in your content area.
- It is good practice to make the first thread as an example to your students. Click on the discussion forum and select **Create Thread** from the top (Figure 6).



Forum: Introduce yourself to your classmates  
*Forums are made up of individual discussion threads that can be organized around a particular subject.*

FIGURE 6

- Enter a **subject** and a **message**. You can also **attach files** (Figure 7). Once you're done, click **Submit**.



MESSAGE  
 \* Subject   
 Message  
 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).  
 B I U Paragraph Arial 10pt   
  
 ATTACHMENTS  
 Attach File

FIGURE 7