Create a Discussion Forum

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 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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6. 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).

   ![Figure 5](image)

7. Click the Submit button once you’re done editing your forum.
8. You will be brought back to the page to create a discussion board link. Select the newly created forum and click Next.
9. 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.
10. 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).

   ![Figure 6](image)

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

   ![Figure 7](image)