

The Discussion Board

Setting Up a Discussion Board

1. Open your course's Discussion Board through the sidebar in your course and click the **Create Forum** button to add a new forum.



Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject.

Create Forum

		Delete
<input type="checkbox"/>	Forum	Description
<input type="checkbox"/>	Introduce Yourself	Since we will be using the Discussion Forums as our primary way to communicate, please start a discussion thread titled "Introductions/[Your Name]." In your post, please introduce yourself that you would like to share with the class so that we can

2. Enter a name and a brief description of your forum, select your forum's availability and settings, and click **Submit**.

1. Forum Information

Name

Description

Visual Editor is: ON

Normal 3 Arial **B** *I* U abc x_2 x^2 | | | | |

Path: [body](#)

Save as Reusable Object

2. Forum Availability

Available Yes No

Enter Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. Forum Settings

- Allow Anonymous Posts
- Allow Author to Delete Own Posts
 - All posts
 - Only posts with no replies
- Allow Author to Edit Own Published Posts
- Allow Post Tagging
- Allow Users to Reply with Quote
- Allow File Attachments
- Allow Members to Create New 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

- Allow Members to Rate Posts
- Force Moderation of Posts

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

4. Submit

Cancel **Submit**

Using the Features of a Discussion Board

The Basics

A Discussion Board can be view either of two ways. The **List View** shows a list of the threads in the Discussion Board. The **Tree View** can be used to display a more detailed summery of the Discussion Board. The toggles in the Tree View alternate between showing and hiding subtopics in the threads, such as responses.



You can switch your view by clicking the desired view in the top-right corner.



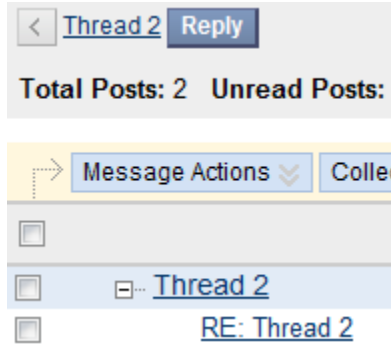
To add a new thread in your forum, click the forum link you just created, then click the **+ Thread** button.

Create Thread

Enter a subject a brief message of your forum, add any attachments, and click **Submit**.

To add a Reply to a Thread, open the Thread and click **Reply**.

The Discussion Board

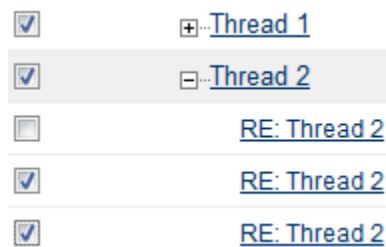


Enter your reply, add any attachments, and click **Submit**.

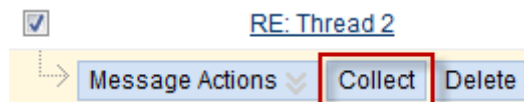
More Features

From either the Forum page or the Thread Detail page, you can use the Collect feature.

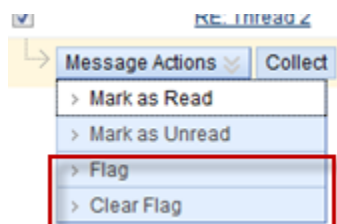
Simply check the Posts you wish to view...



...and click Collect to view all your selected Posts at one time.



In the same manner, you can use the Flag feature to mark Posts that you wish to come back to or remember. Click the drop down arrow of Message Actions and then click Flag or clear flag.



You can also search Discussion Boards for material by using the Search feature located in the top-right of the page.

