
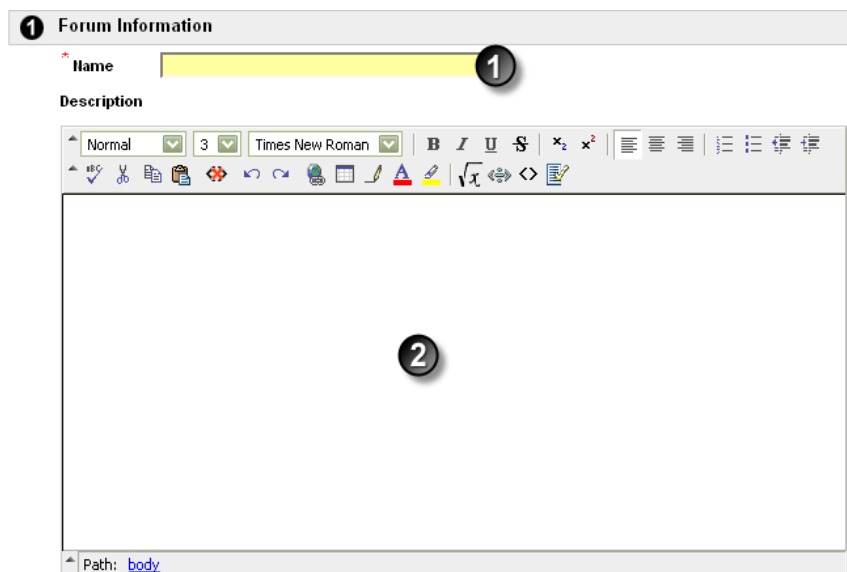
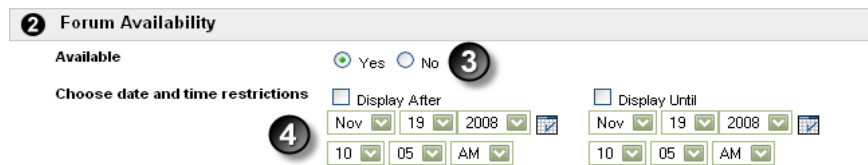


Adding Forums

- Open your course **Control Panel**
- Click on the **Discussion Board** link in the Course Tools area of the screen. The Discussion Board listing screen will be displayed.
- Click on the Discussion Board where you would like to add the forum is more than one forum is defined.
- Click on the Add  **Forum link** located on the left-hand-side of the gray bar. An **Add Forum** page will be displayed.



1. Enter a title for the discussion forum in the **Name** text box. This title should reflect the topic of the discussion from a broad perspective.
2. Enter a description of the discussion in the **Description** text box. This could include any questions to be included in a post, or other instructions about the discussion.



3. By default Forum Availability is set to **Yes** (visible to students). If you would like to hide the forum from students click on the **No** radio button (keep in mind that you will have to manually change the setting make the discussion visible).
4. If you would like the Discussion Forum to be automatically released on a prescribed date:
 - Click on the “**Display After**” check box then, click on either the date dropdown arrows of the calendar icon to set the release date.

- If you would like the forum to be hidden on a specific date, click on the “**Display Until**” check box, then click on either the date dropdown arrows of the calendar icon to set the hide date.

The next series of settings will allow you to define user permissions, moderation rules, and if the forum will be graded.

Field	Required?	Description	Recommended?
5. Allow anonymous posts	No	Clicking on the check box will allow anonymous posts on the Forum.	No
6. Allow author to remove own posts	No	Clicking on the check box will allow authors to remove their own posts. If you decide to allow author to remove posts – clicking one of the radio buttons in the sub list will limit their abilities.	No
7. Allow author to modify own published posts	No	Clicking the check box will allow authors to edit their own published posts.	No
8. Allow post tagging	No	Clicking the check box will allow tags (Text Labels) to be added to messages on the Forum. See the Tagging Posts tutorial for more information.	No
9. Allow users to reply with quotes	No	Allows users to include the text of the original message in any replies to that message. This is enabled by default.	Yes

10. Allow file attachments	No	Allow files to be attached to messages within the Forum. This is enabled by default.	Yes, with restrictions
11. Allow members to create new threads	No	Allow Forum members to create new threads in the forum. This is enabled by default.	Yes, but the conversation could get out of control quickly
12. Allow members to scribe	No	<ul style="list-style-type: none"> By default the “Do not allow subscriptions” option is checked Checking the “Allow subscription to threads only allows members to receive an email alert when a post is updated or a user posts a reply. Clicking the “Allow members to subscribe to forum” allow subscription to the entire forum. Refer to the Creating Subscriptions tutorial for additional information. 	Yes
13. Allow members to rate posts	No	Clicking the check box will enable forum members to rate individual posts. Refer to the Rating Posts tutorial for more information.	Yes, if clear guidelines for peer assessment are defined
14. Force moderation of posts	No	Clicking this check box will require that all messages be reviewed before they are posted to the forum. See the Forcing Moderation tutorial for additional information about this function.	Depends on the class
15. Grade forum	No	“No grading in forum” is set by default.	
	No	Clicking on the “Grade Forum” radio button will enable grading at the Forum level. When setting this option enter the total number of points possible in the text box.	Yes, will include all threads of each student
	No	Clicking the “Grade threads” radio button will enable grading at the thread level.	No, too much work

16. Click the [**Submit**] button to post the discussion forum.