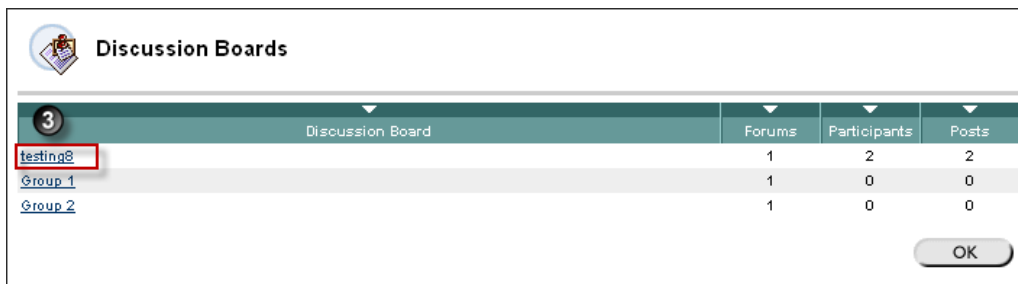


Copying Discussion Forums in a Course

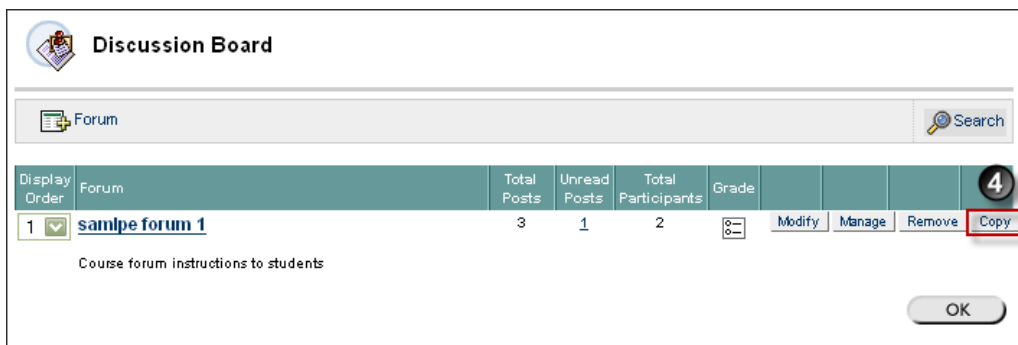
Discussion Forums can be copied from one discussion board to another within a course. This is a nice tool for setting up team based forums where each team will address the same set of questions, or creating forum templates.

To copy a Discussion Forum:

1. Navigate to the course **Control Panel**.
2. Click the **Discussion Board** link located under the 'Course Tools' header on the left-hand-side of the screen.



3. Click on the **Discussion Board** you wish to copy content from. The Forum Selection screen will be displayed.



4. Click on the **[Copy]** button to the right of the forum you wish to copy. The Copy Forum screen will be displayed.

The screenshot shows the 'Copy Forum' interface. At the top, there is a header with a forum icon and the title 'Copy Forum'. Below this is a section titled '1 Forum Information' with a sub-instruction: 'Specify a name for the copy and a Discussion Board where the copy should be placed. Also select whether the entire forum or only its settings should be copied to the selected location. If copying the entire forum, all content except for uploaded file attachments will be copied to the new location.'

Field 5: A text input field labeled 'Name' containing 'Week 1 Discussion Forum'.
Field 6: Radio buttons for 'Copy'. The 'Entire forum' option is selected and circled in red.
Field 7: A dropdown menu labeled 'Location' with 'Group 2 testing8' selected.
Field 8: 'Submit' and 'Cancel' buttons at the bottom right.

Section 2: 'Submit' with instructions: 'Click **Submit** to finish. Click **Cancel** to quit.' and a note '* Required Field'.

5. Enter a name for forum copy in the **Name** text window.
6. Click the radio button next to the type of information that you would like copied.
 - a. **Entire Forum** – this option will copy all content in the forum except attachments. This is a nice option to use if user groups are working on different aspect of the same question, or groups discuss and refine a topic and their results are then moved to a Discussion Board that is accessible to the entire class.
 - b. **Forum Settings Only** – No postings or attachments will be copied. This setting can be used if you would like the same setting all several forums.
7. Click on the Discussion Board where the forum should be placed.
8. Click the **[Submit]** button to execute your request.