

Create Discussion Forum

Introduction

This handout explains how to create a Forum under the Discussion Board Course Menu link. Any Forum can be linked to a Content Area as well.

Recommendation: read the Discussion Board Overview handout before creating your first Discussion Forum.

Create Forum

Forum Information

1. Click the Discussion Board link in the course menu.
2. Click Create Forum.
3. Type a name for the Forum in the Name text field.
4. Type instructions in the Description text field. For more advanced functions (such as attaching a file, embedding an image or adding an active web link), mouse over the icons in the editor.

Forum Availability

1. When ready, make the Forum available.
NOTE: this must be set to Yes in order for a Forum to display to students *regardless* of whether the Date and Time Restrictions are set.
2. If desired, set the Date and Time Restrictions. Be sure to check both the boxes for Display After and Display Until.
Note: There are calendar and digital clock icons to facilitate these actions.

Forum Settings

There are a number of settings, many of which are never used. See annotations below. Commonly used settings are in bold type.

1. Allow Anonymous Posts - Most instructors do not enable this function because it might be abused.
2. Allow Author to Delete Own Posts - Not normally used because instructors like to keep a record of student participation.
3. Allow Authors to Edit Own Published Posts - Not recommended because replies made before a post is edited may become irrelevant.
4. Allow Post Tagging - students can tag their entries. Not recommended because assigning tags in a Forum with many posts can substantially slow page loading.
5. **Allow Users to Reply with Quote** - clicking Quote rather than Reply inserts the message being replied to into the new user reply where it can then be edited. This is a useful function and is the default.
6. Allow File Attachments - if a large number of messages are expected and/or you wish to read message texts efficiently, this is a function to de-select.
7. **Allow Members to Create New Threads** - recommended in a Forum in which the topic has multiple facets.
8. Subscribe - Recommended for a forum that will be open over an extended time and in which participation will vary.

- a. Allow members to subscribe to threads - Users click the chevron next to a message and select Subscribe. Users can also unsubscribe by clicking the same chevron and selecting Unsubscribe.
 - b. Allow members to subscribe to a forum - Users click the Subscribe button next to Create Thread. Subscribed users can unsubscribe by clicking the Unsubscribe button.
 - c. Include body of post in email or Include link to post - your preference.
9. Allow Members to Rate Posts - enables a 5-star system with no opportunity to comment. Not recommended.
 10. Force Moderation of Posts - use only if someone can review each post and then publish.
 11. **Grade Forum** - selecting this option opens up the opportunity to set the number of points as well as to associate a rubric with the forum. Each forum allows one grade per student. (See Grade Forum handout.)

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Show participants in "needs grading" status  after every Posts

Associated Rubrics 

12. Click Submit.
13. Click the Forum link to enter and create a thread.