

Creating a Discussion Forum

Lesson 5: First Day Tasks

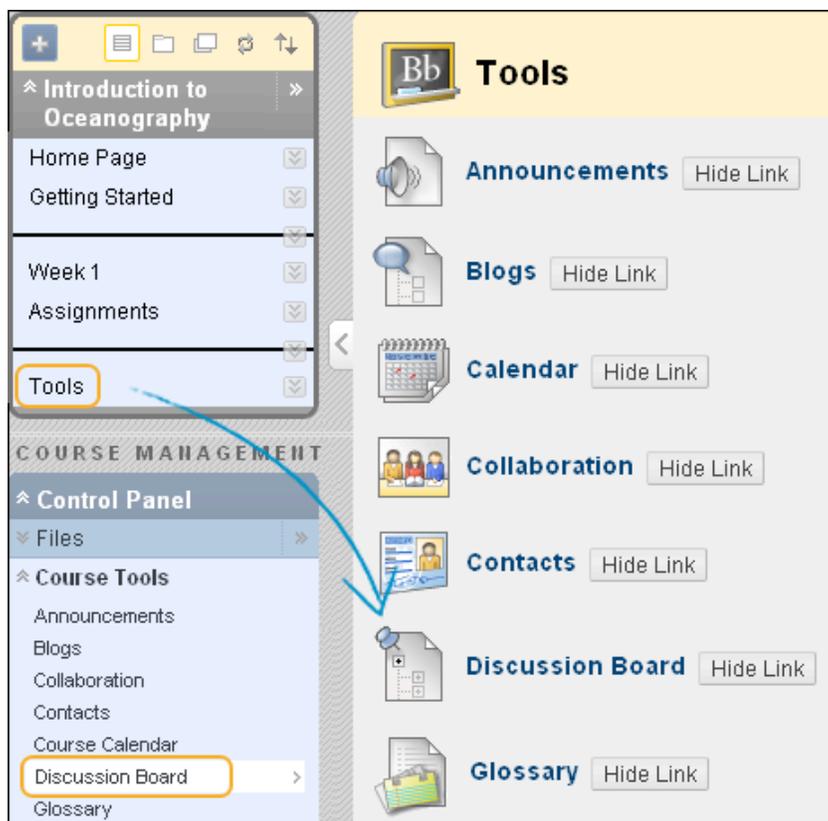
Forum settings allow you to use the Discussion Board in different ways. For example, to control a forum, an instructor creates all threads, and moderates and grades the posts. For a student-led discussion, allow students to create new threads with the option of posting anonymously.

QUICK STEPS: Creating Forums

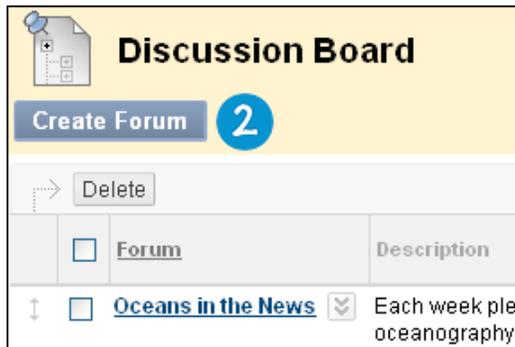
1. On the Course Menu, click the **Tools** link. On the **Tools** page, select **Discussion Board**.

-OR-

On the **Control Panel**, expand the **Course Tools** section and select **Discussion Board**.



2. On the **Discussion Board** page, click **Create Forum** on the Action Bar.



3. On the **Create Forum** page, type a **Name**. Users click this name to access the forum.
4. Optionally, type instructions or a description in the **Description** box. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups. Any files uploaded from your computer are saved in Course Files or the Content Collection in the top-level folder. Attachments uploaded using the Text Editor can be launched in a new window and can include alternate text to describe the attachment. The **Description** appears below the forum name on the **Discussion Board** page.
5. In the **Forum Availability** section, select **Yes** to make the forum available to users.
Tip: You can create forums ahead of time and set the availability to **No** until the discussion is ready to start.
6. For **Enter Date and Time Restrictions**, you can set forums to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times or type dates and times in the boxes. Display restrictions do not affect the forum availability, only when it appears.

Create Forum

* Indicates a required field.

Cancel Submit

1. Forum Information

* Name **3** Glacial Melt Could Signal Faster Rise in Ocean

Description

Text Editor is: ON

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Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders obsolete predictions of how quickly Earth's oceans will rise over the next century.

Yes, you think this is happening/will happen. We need to adjust our behavior and

Path: [body](#) > [span](#)

2. Forum Availability

Available **5** Yes No

Enter Date and Time **6** Display After Display Until



- Select the **Forum Settings** based on your pedagogical requirements. For example, if you are grading posts and want to retain the posts as they were at the time of grading, do NOT select **Allow Author to Edit Own Published Posts**. To learn more about how you can use forum settings to meet your requirements, see the "Suggestions for Settings" list at the end of this topic.
- Select a grading option:
 - No Grading in the Forum**
 - Grade Discussion Forum:** Select to grade overall participation in the forum. Type the **Points possible**. A column is created automatically in the Grade Center.

- **Grade Threads:** Select to grade individual threads in the forum. If threads are graded, members cannot create new threads or respond anonymously. As you create threads, you decide whether to grade the thread and provide the **Points possible**. A column for each graded thread is created automatically in the Grade Center.

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 **7**
 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
 8 Grade Discussion Forum: Points possible:
 Grade Threads

9 Show participants in "needs grading" status  after every Posts

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students

4. Submit **10**

9. If you chose to grade the forum or threads, you can determine when posts go into needs grading status. Select the check box for **Show participants in needs grading status** and select the number of posts from the drop-down list. Applying this setting displays the **Needs Grading** icon () in the Grade Center and places the posts in the queue on the **Needs Grading** page after the specified number of posts are made by each user. If you select a grading option and do NOT select the check box, the **Needs Grading** icon does not appear in the Grade Center and posts do not appear on the **Needs Grading** page.

Note: If you choose three posts from the drop-down list and a user submits two, the **In Progress** icon () appears in the Grade Center cell and the Discussion Board until the specified number of posts is met.

10. Click **Submit**. The new forum appears at the bottom of the list.

You can create and associate one or more rubrics for grading discussion posts. To learn more, see the *Using Rubrics* mini manual.