

Discussion Boards



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Topic Overview

The Discussion Board is a collection of Forums with discussion Threads. Forums are used to organize discussions by weeks or topics.

Recommended Use for Instructors

- Instructors create the Forums based on week or topic
- Students individually respond to each Forum with a Thread
- If a student wants to reply to another student's Thread, they can use the Comment feature

Create a Forum

1. Begin by clicking the **Discussion** button on the Course Menu
2. Click **Create Forum**



3. Title your forum and add a description.

4. Set **Availability**
5. Select **Forum Settings**

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Alignments

Forum alignments

Thread alignments

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

Create and Edit

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Members to Create New Threads

Allow File Attachments

Allow Users to Reply with Quote

Force Moderation of Posts

Additional Options

Allow Post Tagging

Allow Members to Rate Posts

6. Click **Submit** to save.

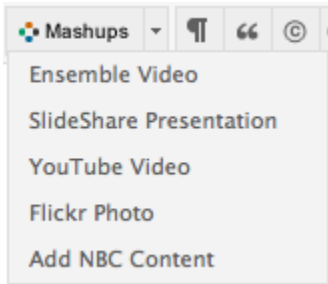
Create a Thread

1. Enter the discussion forum you want.
2. Click **Create Thread**.

Create Thread

3. Enter the **Subject**, **Message** and attachments, if any.

a. Mashups can be used to insert content, as well:



4. Click **Submit** when finished.

Forum Settings

Anonymous Posts

If you allow Anonymous Posts – students will have to take an extra step to make each individual post anonymous. On the post page, there is a check box at the bottom they must click.



Sources and Relevant Links

[Video- Creating a Discussion Board Forum](#)

[Video- Creating a Discussion Board Thread](#)