Create a Discussion Board Forum

- Make sure Edit Mode is ON (see Figure 1)

1. Select the Content Area where you want to add a Discussion Board Forum (see Figure 2)
   - On the Action Bar, hover your mouse over Tools, to see the drop-down menu, click on Discussion Board. (see Figure 3)

   ![Figure 1](image1)
   ![Figure 2](image2)
   ![Figure 3](image3)

- Click on the button Create New Forum (see Figure 4)

   ![Figure 4](image4)
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- You will be brought to the Create Forum page (see Figure 5)
  - Under FORUM INFORMATION, Type in a Name and a brief description if desired
  - Select the FORUM AVAILABILITY (by default it is set to Yes)
  - Review the FORUM SETTINGS
  - If this is a graded forum, set the Grade Section to Grade Forum and enter the Points Possible. Click on Submit (A column will be added to your Grade Center).

Figure 5
2. Create a Link to the Discussion Board Forum: (see Figure 6)
   - Click on Select a Discussion Board Forum, the Forum you created in the previous step will be listed, click on that Forum, click Next

   ![Figure 6]

   - On the following screen, the Name is pre-filled for you. (see Figure 7)
   - You can type in instructions for your Forum in the Text Box.
   - You can set any Options as needed, then click Submit

   ![Figure 7]
• Your Discussion Board Forum will now be set up in your Content Area (see Figure 8)

![Image](image1.png)

**Figure 8**

3. **Create the First Thread**
   Once you have created the Discussion Board Forum, as an example for your students, it is a good practice to create the first Thread.
   - Click on the Discussion Board Forum Title you just created (see Figure 8)
   - Click on Create Thread (see Figure 9)

![Image](image2.png)

**Figure 9**

- Enter a **Subject** (as your Subject, type in your Last Name - Introduction)
- Type in your **Message**, Click on **Submit** (see Figure 10)

![Image](image3.png)

**Figure 10**
Create a Discussion Board Forum

- Once your Thread is created, it will be listed inside the Forum. (see Figure 11)

![Figure 11]

- Participants will be able to see what you posted by clicking on the Thread Title (see Figure 11)
- Participants can also create a new thread to respond to the Discussion Forum. (see Figure 11)
- Participants will be able to post replies to your Thread, by clicking on Reply and typing their Message, and clicking on Submit (see Figure 12)

![Figure 12]