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)

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

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**Figure 1**

**Figure 2**

**Figure 3**

**Figure 4**
Create a Discussion Board Forum

- 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**

![Create Link: Discussion Board](image)

- 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**

![Create Link: Discussion Board](image)

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Your Discussion Board Forum will now be set up in your Content Area (see Figure 8)

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)
- Enter a Subject (as your Subject, type in your Last Name - Introduction)
- Type in your Message, Click on Submit (see Figure 10)
Once your Thread is created, it will be listed inside the Forum. (see 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)