Adding a Discussion Board Forum

1. Make sure Edit Mode is On.
2. Click on Control Panel to expand it.
3. Click on Course Tools to expand it.
4. Click on Discussion Board.
5. Click the link to your discussion board.
6. Click Create Forum.
7. In Section 1: Forum Information, type your desired name for the discussion board forum.
8. In the Description text box, provide your prompt and we recommend also putting in your rubric or method for grading the posts here.
9. Some instructors choose to post a sample response to help students know what you are expecting.
10. In Section 2: Forum Availability, select Yes if you want the students to see the forum immediately. Choose No if you would like to make the forum unavailable for now.
11. In Section 3, choose the forum settings based on your preference. We recommend not allowing anonymous posts. Also, note that forcing moderation requires your approval before posts can be published; this can be very time consuming.
12. You can choose whether or not this will be a Graded Forum. If you do choose to grade it, make sure you set the Points Possible.
13. In Section 4: Submit, click Submit. Note: If you chose this to be a Graded Forum, a column will automatically be created in your Grade Center.