

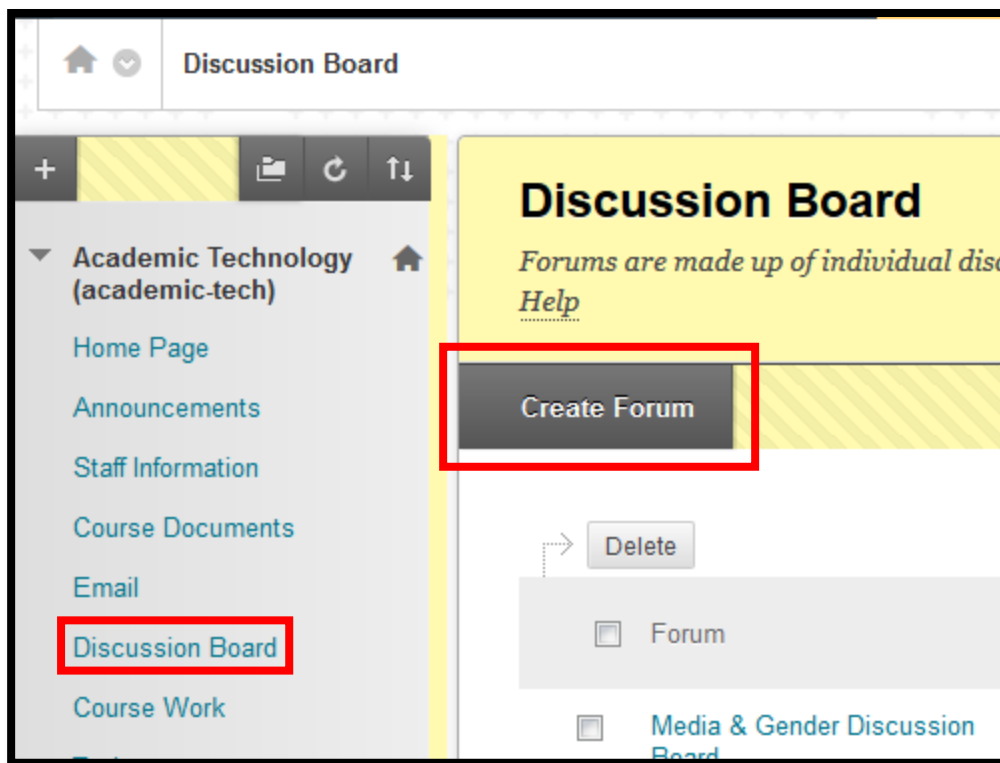
TUTORIAL

SETTING UP A DISCUSSION BOARD

The discussion board is a tool for sharing thoughts and ideas about class materials. The discussions may be graded.

1. CREATE A FORUM

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. **Click the Discussion Board** item from the menu on the left and then **click the Create Forum** button.



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- Under **Forum Information**, type in a name and description. Using the content editor, you **may also add an image or links**, etc. to your description.

* Indicates a required field.

Cancel Submit

FORUM INFORMATION

* Name

Description

Paragraph Arial 3 (12pt)

Path: p Words:0

FORUM AVAILABILITY

Available Yes No

Enter Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- By default, the forum is available to users, but if you want the forum to be available during a specific date range, enter the date range in the availability section. **Select the desired forum settings by clicking in the checkboxes.**

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4. In the **Forum Settings area**, select your desired options, including whether or not you want to include '**Grading**' options. If the Forum is graded, a **Grade Center column is created automatically**.

Grade	<input checked="" type="radio"/> No Grading in Forum
	<input type="radio"/> Grade Discussion Forum: Points possible: <input type="text"/>
	<input type="radio"/> Grade Threads

5. **Click the Submit button** to create the new forum.