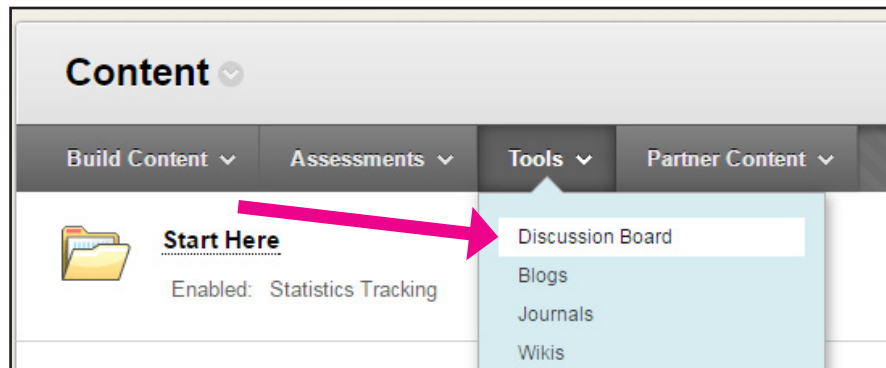


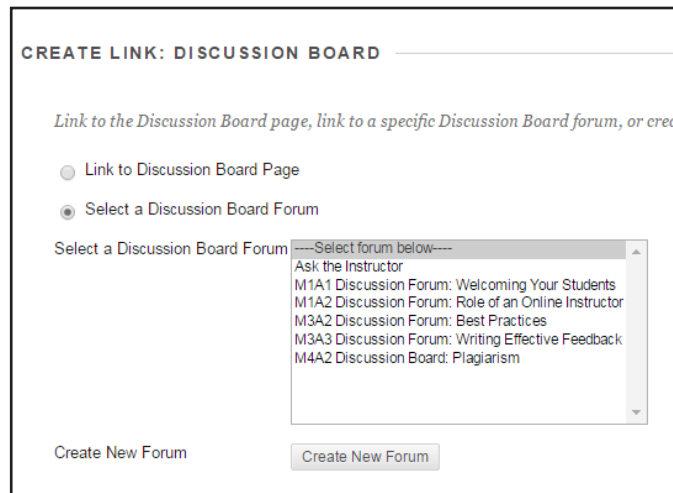
How to Create a Discussion

How to Create a Discussion

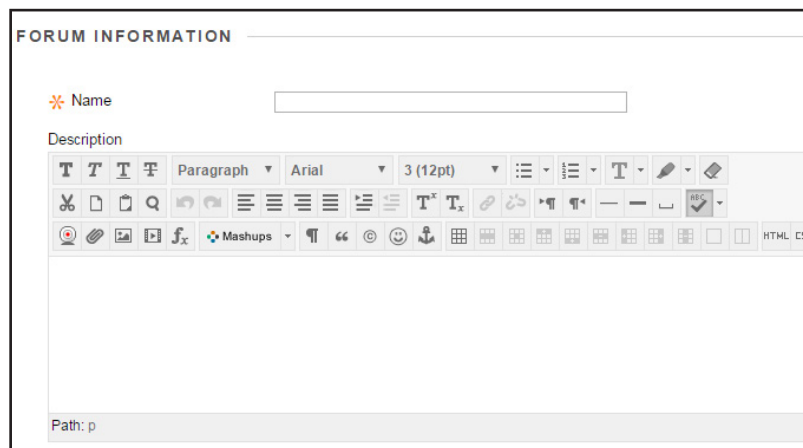
1. Navigate to the location in the course in which you would like to create the discussion.
2. Hover over **Tools** to reveal the drop-down menu and click **Discussion Board**.



3. On the Create Link: Discussion Board page, click the radio button next to **Select a Discussion Board Forum**. Next, click the **Create New Forum** button.

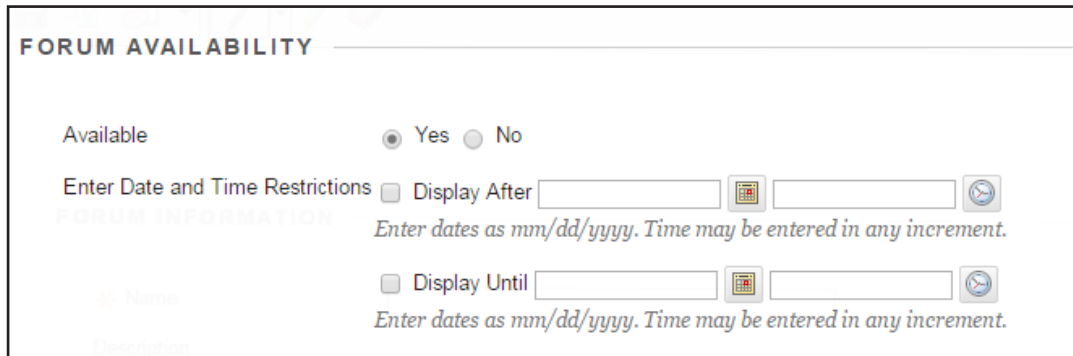
A screenshot of the 'CREATE LINK: DISCUSSION BOARD' page. The page title is 'CREATE LINK: DISCUSSION BOARD'. Below the title is a subtitle: 'Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new forum'. There are two radio buttons: 'Link to Discussion Board Page' (unselected) and 'Select a Discussion Board Forum' (selected). Below the radio buttons is a dropdown menu labeled 'Select a Discussion Board Forum' with the text '---Select forum below---'. The dropdown menu is open, showing a list of forum options: 'Ask the Instructor', 'M1A1 Discussion Forum: Welcoming Your Students', 'M1A2 Discussion Forum: Role of an Online Instructor', 'M3A2 Discussion Forum: Best Practices', 'M3A3 Discussion Forum: Writing Effective Feedback', and 'M4A2 Discussion Board: Plagiarism'. At the bottom of the page are two buttons: 'Create New Forum' (text) and 'Create New Forum' (button).

3. On the create forum page, enter a **Name** for the discussion. This is required.
4. Provide a **description** for the discussion. Be sure to provide a link to a PDF version of the rubric.

A screenshot of the 'FORUM INFORMATION' page. The page title is 'FORUM INFORMATION'. There are two main sections: 'Name' and 'Description'. The 'Name' section has a text input field with a red asterisk icon to its left. The 'Description' section has a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. Below the rich text editor is a 'Path' field with the value 'p'.

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5. Under **Forum Availability**, select the radio button next to **Yes** to make the discussion available. You can limit the visibility by providing availability dates.



The screenshot shows the 'FORUM AVAILABILITY' section of a form. It includes a radio button for 'Available' with 'Yes' selected. Below this are two sections for 'Enter Date and Time Restrictions'. The first section has a checkbox for 'Display After' followed by a date and time input field with a calendar icon and a time selection icon. The second section has a checkbox for 'Display Until' followed by a similar date and time input field. Both date input fields have the instruction 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'

6. Choose your preferences under **Forum Settings**. Forum Settings include how threads and replies are viewed, how discussions are graded, and options on submitting, creating, and editing forums.

7. Before moving forward, copy (ctrl+c) all of the information under description.

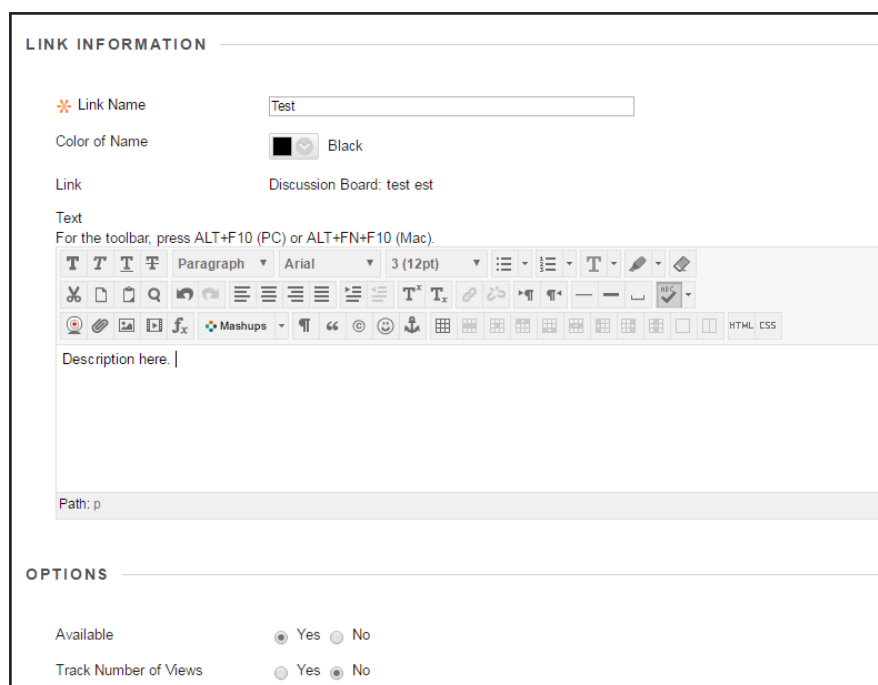
8. Click **Submit**.

9. You will return to the Create Link: Discussion Board page with a green success alert.

Click **Next**.

10. The title of the discussion board will be pre-populated. Paste (ctrl+v) the text you copied in step 7 into the description field.

11. Verify that the discussion is available under options and click **Submit**.



The screenshot shows the 'LINK INFORMATION' section of a form. It includes a text input field for 'Link Name' with the value 'Test'. Below this is a color selection dropdown for 'Color of Name' set to 'Black'. The 'Link' field contains the text 'Discussion Board: test est'. There is a 'Text' section with a rich text editor toolbar and a text area containing 'Description here. |'. Below the text area is a 'Path' field with the value 'p'. At the bottom, there is an 'OPTIONS' section with two radio buttons: 'Available' (selected) and 'Track Number of Views' (selected).