

Adding a New Discussion in the Discussion Board

The Discussion Board is another communication tool that can be used to enhance a course Web site. This feature is similar to the chat, but users are not present at the same time to converse on-line. An additional advantage of the discussion board is that student conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies. The Discussion Board Forum page is the first page accessed when Discussion Board is clicked from the Instructor Control Panel

Step 1: Click on the **Control Panel** button.

Step 2: Click Discussion Boards in the **Course Tools** area

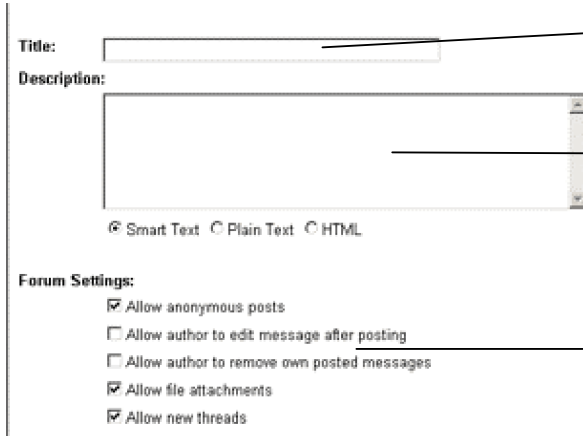


Step 3: Click the **Add Forum** button.



Click the **Add Forum** button to add a new topic for students to engage in.

Step 4: **ADD FORUM** to add a discussion topic: **enter the title, enter the description, choose student options, and click submit.**



A screenshot of the 'Add Forum' form. It has a 'Title:' field and a 'Description:' text area. Below the description area are radio buttons for 'Smart Text', 'Plain Text', and 'HTML'. At the bottom, there is a 'Forum Settings:' section with five checkboxes: 'Allow anonymous posts', 'Allow author to edit message after posting', 'Allow author to remove own posted messages', 'Allow file attachments', and 'Allow new threads'.

Enter the discussion title. This title should reflect the topic of the discussion.

Enter a description of the discussion. This could include any questions to be included in a post, or other instructions about the discussion

Select forum options. These include allowing anonymous posts, allowing a student to edit his/her message, allowing a student to remove his/her message, allowing student to upload files into the discussion, and allowing new threads (a thread is a continuation of one thought denoted by a + beside the message)

Step 5: **Click submit** to post your Discussion Forum. You can look at the forum by going to the discussion board link in the student view. You may also click on the modify button to change your title/description.