

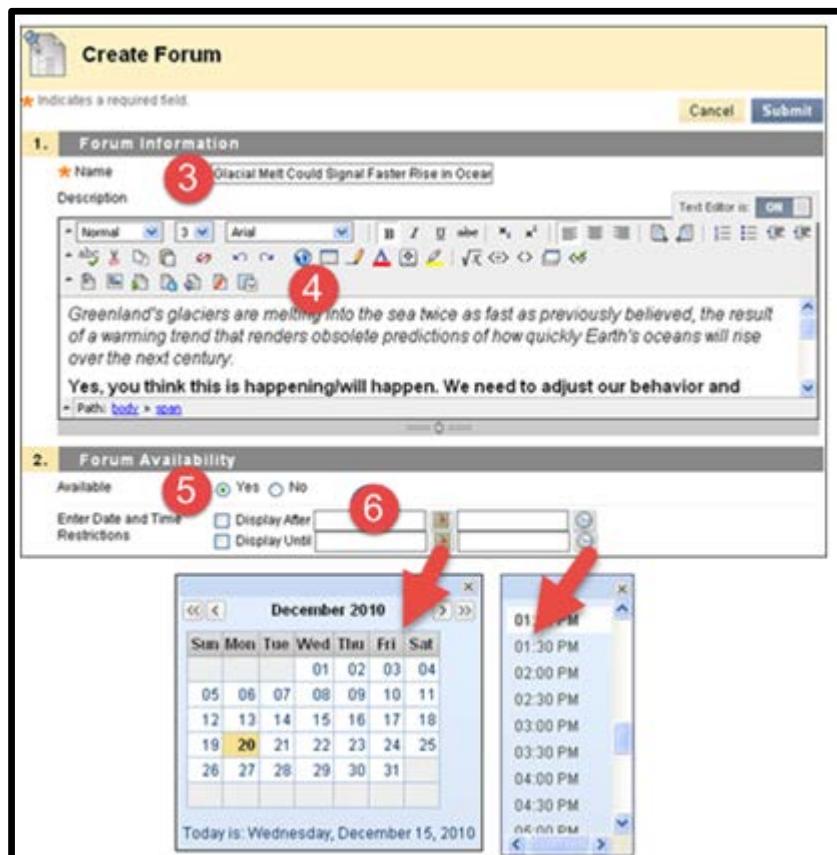
Use Discussion Board to promote conversations online. The forum is the foundation and prompt for a canopy of conversation of threads and replies. Discussion Board Forums often are titled by the Week. (i.e. Week 1 Discussion, Week 2 Discussion, etc.) Discussion Forums have two specific options:

- 1. Standard View allows users to post a thread and immediately see what's already posted.
- 2. Post First View option forces students to post original ideas before allowing them to see and reply to what other students have posted, consider selecting the "Participants must create a thread in order to view other threads in this forum option."

Creating a Discussion Board

Make sure the Edit mode is ON.

1. On the course menu, select Discussion Board.
2. On the Discussion Board page, click **Create Forum** on the action bar.
3. On the Create Forum page, type a Name. Choose a descriptive and unique name because users click the name to access the forum.
4. Type instructions about the Forum in the Description box. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups. Any files you upload from your computer are saved in the Content Collection in the top-level folder.
Attachments you upload using the content editor can be launched in a new window and can include alternate text to describe the attachment. The description appears below the forum name on the Discussion Board page.
5. In the **Forum Availability** section, select **Yes** to make the forum available to users.
6. Enter Date and Time Restrictions. Click the calendar icon to open the date picker and the time picker. The date and time are highlighted in red arrows.



The screenshot shows the 'Create Forum' dialog box. Step 3 highlights the 'Name' field with the value 'Official Melt Could Signal Faster Rise in Ocean'. Step 4 highlights the 'Description' rich text area with the following text:
*Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders obsolete predictions of how quickly Earth's oceans will rise over the next century.
Yes, you think this is happening/will happen. We need to adjust our behavior and*
Step 5 highlights the 'Available' radio button set to 'Yes'. Step 6 highlights the date and time pickers for 'Display After' and 'Display Until'. The calendar shows December 2010 with the 20th selected. The time picker shows 01:30 PM.

6. Optionally, the Forum may be date restricted. Instructors may choose to not use date restrictions and allow all course material open for the students. Select the Display After and/or Display Until to enable the date and time selections. Use the pop-up Date Selection calendar and Time Selection Menu to select dates and times or type dates and times in the boxes.
7. Select the **Forum Settings** based on your specific needs.

Viewing Threads/Replies

Standard View – Students may post to the forum immediately.

Post First Discussions - allows instructors to require students to post a discussion before seeing other student's posts. Choosing this option does not allow authors to edit their post.

Grade – Forums may be graded, type in total points possible. Adding points and clicking Submit automatically creates a grade column in Full Grade Center.

Optionally, Forums may be left ungraded.

Subscribe – the default is to allow members to subscribe to forum. Using subscriptions allows students to sign up for subscriptions. Doing so will give students an email every time someone posts to the forum.

Create and Edit - This section provides options about how students may reply to the forum. When possible, please allow author to Edit own published posts. Keep the default options checked: Allow members to create new threads, allow file attachments and allow users to reply with a quote.

Additional Options – Tagging, when checked gives participants a chance to tag (write a descriptor word about the post.) Rating posts allows participants to star rate 1-5 stars as a form of evaluation.

8. Click **Submit**.

3. Forum Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies	<input checked="" type="radio"/> Standard View <input type="radio"/> Participants must create a thread in order to view other threads in this forum. <small>If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.</small>
Grade	<input checked="" type="radio"/> No Grading in Forum <input type="radio"/> Grade Discussion Forum: Points possible: <input style="width: 50px;" type="text"/> <input type="radio"/> Grade Threads
Subscribe	<input type="radio"/> Do not allow subscriptions <input type="radio"/> Allow members to subscribe to threads <input checked="" type="radio"/> Allow members to subscribe to forum <input type="radio"/> Include body of post in the email <input checked="" type="radio"/> Include link to post
Create and Edit	<input type="checkbox"/> Allow Anonymous Posts <input type="checkbox"/> Allow Author to Delete Own Posts <input type="checkbox"/> Allow Author to Edit Own Published Posts <input checked="" type="checkbox"/> Allow Members to Create New Threads <input checked="" type="checkbox"/> Allow File Attachments <input checked="" type="checkbox"/> Allow Users to Reply with Quote <input type="checkbox"/> Force Moderation of Posts
Additional Options	<input type="checkbox"/> Allow Post Tagging <input type="checkbox"/> Allow Members to Rate Posts

4. Submit

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel
Submit

Discussion Board Main Page

The main Discussion Board page displays a list of available discussion forums. A forum is an area where users discuss a topic or a group of related topics.

A screenshot of the Discussion Board main page. The page has a yellow header bar with a file icon, the title 'Discussion Board', and a search bar. Below the header is a table with three columns: 'Forum', 'Description', and a summary row with 'Total Posts', 'Unread Posts', and 'Total Participants'. Three red circles are overlaid on the image: circle A points to the 'Forum' column header; circle B points to the search bar; and circle C points to the 'Unread Posts' column header. The table data is as follows:

Forum	Description	Total Posts	Unread Posts	Total Participants
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	6	3	6
Surf's Up: Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, and questions.	10	2	
Wave Assignment: Energy from Waves and Tides	Explore harnessing energy from waves and tides. Please narrow topic to a specific aspect such as: <ul style="list-style-type: none">• how could the energy be extracted?• how big is this resource?	4	0	4

- Click a forum title to view the messages. Forums containing unread posts appear in bold.
- View data on the number of posts and participants.
- Click the number in the Unread Posts column for one-click access to a forums unread message.

Within each forum users can create multiple threads. A thread includes the initial post and any replies to it. When creating a forum, your instructor has the option of allowing you to start threads. A moderated, graded forum used to evaluate student performance will be tightly controlled, and you cannot create threads. Other Forums are designed for users to share opinions and thoughts of tangential or unrelated topics.

Course groups can have their own discussion boards that members create using the groups' tool. Group discussion boards are available only to users who are members of the group. If a group discussion board is available, access it from the group's link in the course menu or in the My Groups area.