Setting Up the Discussion Board

Discussion boards are organized into forums. Instructors can make online forums made of individual discussion threads that can be organized around a particular subject by implementing the discussion board tool in his or her course.

Creating a Discussion Board Button

To follow the steps to add a discussion board link to your course menu, you must have EDIT MODE turned on in your course

1. In your course, roll your mouse over the **button. From the pop-up menu, select CREATE TOOL LINK.

2. An ADD TOOL LINK box will appear. Give the tool link a logical name and select DISCUSSION BOARD from the drop-down menu. Be sure to checkmark the AVAILABLE TO USERS checkbox to make this area available to students. When done, click SUBMIT.

3. A tool link button to the discussion board will now appear in your course navigation. Click this button to get to the DISCUSSION BOARD PAGE.
As the instructor, you must start the discussion by creating a forum. A forum is like an individual conversation with a particular topic. Within the forum, Students can then create threads and reply.

1. When you are on the Discussion Board page, click on the **CREATE FORUM** button. This will bring up a page to create the forum.

2. Under section one of this page, give the **FORUM A NAME AND DESCRIPTION.**

3. Go to section two, **FORUM AVAILABILITY.** To make the forum available to students enrolled in the course, select **YES.**

   To display this forum according to a time and date, check the **DISPLAY AFTER** and **DISPLAY UNTIL** checkboxes and choose your time and date using the date and time scheduling tools.

4. Go to section three, **FORUM SETTINGS** and choose the settings you want to apply to the forum. Through these settings, you can control what members can do in the forum, such as post new threads, rate posts, allow editing or deletion of posts.

   You can also determine if you want to include this forum in your Grade Center and set its point value.

   Click **SUBMIT** to create the forum.
CREATING & POSTING THREADS

1. A thread is an individual, original response posted within a forum.

On the discussion board page, **CLICK ON THE LINK TO THE FORUM** you want to post a thread to.

2. On the forum page, click on the **CREATE THREAD** button.

3. The Create Thread page will appear. Give your thread a **SUBJECT**. Then type your **MESSAGE** in the text box.

4. If you are ready to publish the thread to the forum, **CLICK SUBMIT**.

5. The thread will be added to the forum.

SAVING THREADS AS DRAFTS

A draft is a copy of the thread that can be edited and published at a later time. To save a thread you are composing as a draft, click the **SAVE AS DRAFT** button.

**Finding a Draft**

If you have saved a draft, it can be retrieved for editing and publishing. To find a draft thread, open the forum in which you created the draft, then roll your mouse over the **DISPLAY** button and choose **DRAFTS ONLY** from the menu that appears.
Editing a Draft Thread

In the forum containing your draft thread, roll your mouse over the thread and click the gray arrow button that appears next to the thread’s name. From the menu that appears, choose **OPEN**.

On the **THREAD DETAIL** page, click the **EDIT** button.

You will be taken to the draft’s **EDIT POST** page. Here, you may revise your thread and choose to publish the draft by clicking the **SUBMIT** button.
When you publish the thread, it appears within the forum and will have a status of “Published”.

Replying to Threads

1. To reply to a thread, click on the thread you want to reply to. This will open the Thread Detail page.

2. On the Thread Detail page, you can view the message details and reply by clicking the **REPLY BUTTON**. This will take you to the Reply to Post page.

3. On the Reply to Post page, enter the body of your message in the text box. The subject line will already be filled out, indicating what thread you are responding to. To publish the response, **CLICK SUBMIT**.
4. The link to the reply will now appear within the **THREAD DETAILS** page, located under the post you replied to. To view the reply, click the name of the thread or response.