Creating a Discussion Forum

Create a Forum – quick steps:

1. Click Discussions in the course menu
2. Click Create Forum on the Action Bar,
3. On the Create Forum page, type a Name. Users click this name to access the forum.
4. Optionally, type instructions or a description in the Description text box. Format the text using the Text Editor functions, if you want. The Description appears below the forum name.
5. Under Forum Availability, select the Yes option.
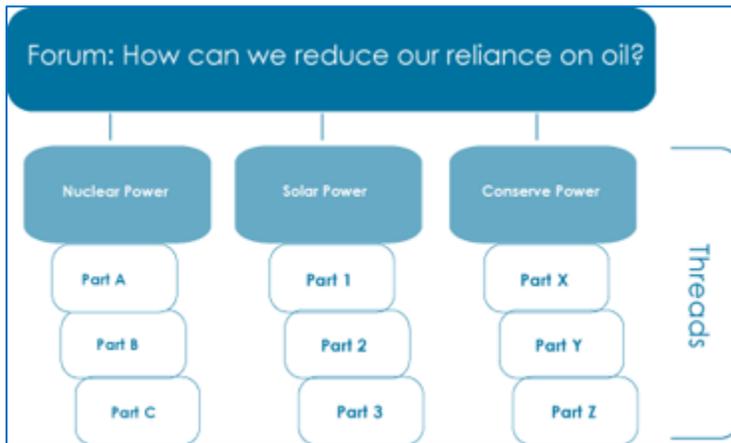6. Select Forum Settings.

7. Click Submit.

Things to consider in Forum Settings

- Choose whether to allow anonymous posts, file attachments, thread creation, subscription, and member rating of posts.
- Choose whether to grade discussion posts. Once grading has been enabled, a Grade Center item is created.
- Select the Grade Forum option and type a point value to evaluate students on performance throughout the forum (preferred, if grading discussions)
- Select the Grade Threads option to evaluate students on performance in each thread chosen (not preferred). Students cannot create new threads or respond anonymously if the Grade Threads option is selected for the forum.

Suggestions for Organizing Discussions

The most common approach for organizing discussions is to type your discussion topic in the forum title and add details in the forum description.

Forum: How can we reduce our reliance on oil?

Nuclear Power	Solar Power	Conserve Power
Part A	Part 1	Part X
Part B	Part 2	Part Y
Part C	Part 3	Part Z

Threads

Allow students to create threads. In the preceding example, each thread represents a student's solution to the problem of oil addiction.

Users can post to existing threads to comment on given answers or create new threads to present new solutions.

Suggestions for Settings

The following table offers some suggested settings for various types of forums.

If you want to:	Select settings
Create effective social forums	Allow anonymous posts No grading in forum
Create forums where users have control of the discussion	Allow author to delete own posts Allow author to edit own published posts Allow members to create new threads Allow members to rate posts
Have a tightly controlled forum	Force moderation of posts Grade by forum or grade by thread Do not allow members to create new threads so they focus on existing threads

If you allow authors to edit their published posts, consider locking the forum so posts cannot be changed after they are graded.

Some settings cannot be selected in combination. For example, if you are grading forums or threads, anonymous posts are not allowed. Also, members cannot create new threads, if thread grading is enabled.