
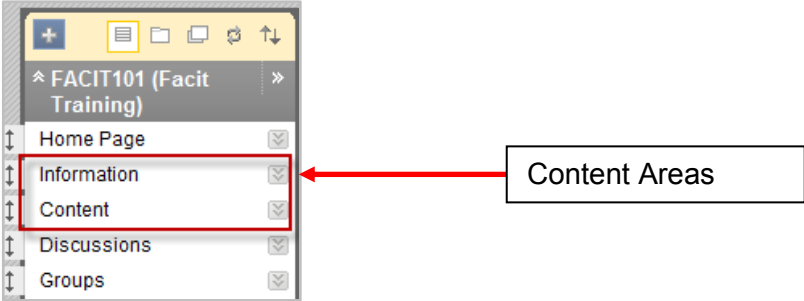
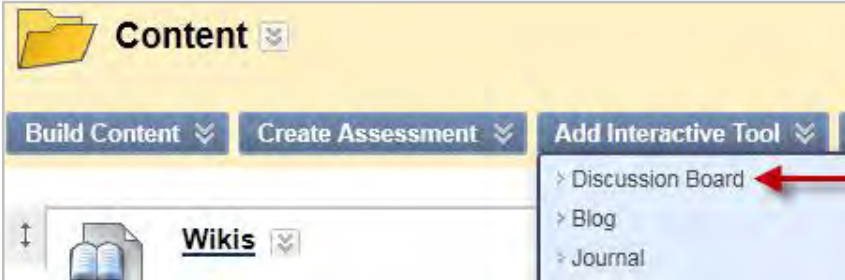
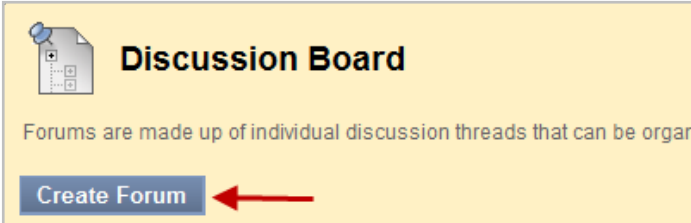
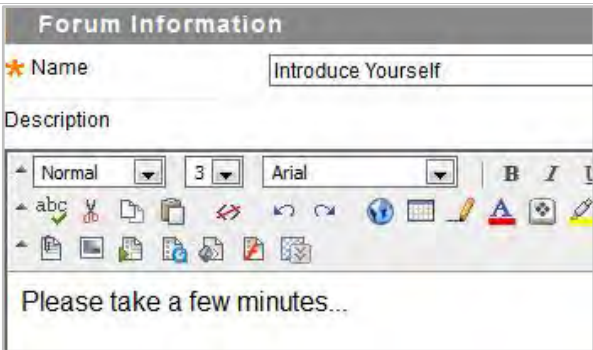




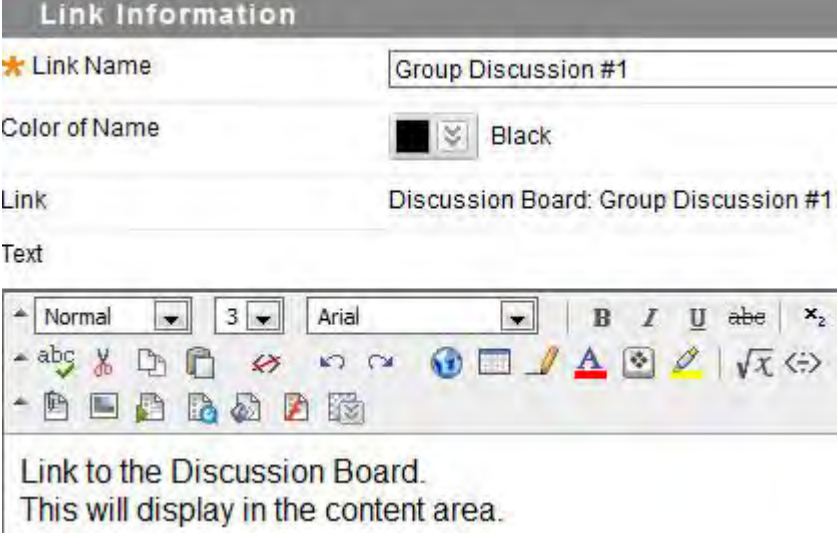
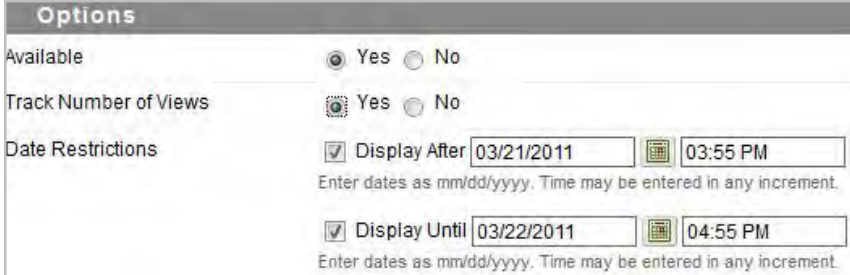



## Creating and Editing Discussion Board

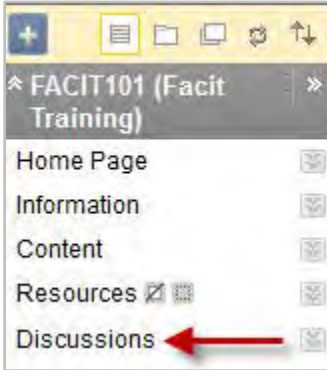
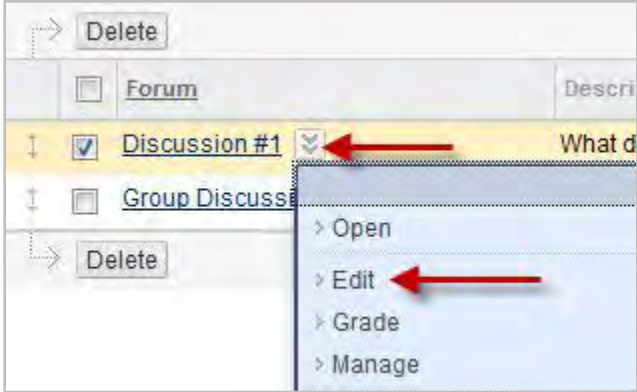

Discussion board forums are made up of individual or group discussion threads, where students interact with each other, and can be organized around a particular subject.

|        |                                                                                                                                                                                                                                                                  |                                                                                      |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Step 1 | Make sure <b>Edit Mode</b> is <b>ON</b> .                                                                                                                                                                                                                        |     |
| Step 2 | Open a <b>content area</b> by clicking on it in the <b>course menu</b>                                                                                                                                                                                           |    |
| Step 3 | Hover your mouse over the <b>Add Interactive Tool</b> menu, and then click <b>Discussion Board</b> from the menu.                                                                                                                                                |   |
| Step 4 | <p><b>Create Discussion Board</b></p> <ul style="list-style-type: none"> <li>Click <b>Create Forum</b> to create a new forum.</li> </ul> <p>Note: You can either create a <b>new Discussion Board Forum</b> or <a href="#">add a link</a> to existing forum.</p> |  |
| Step 5 | <p><b>Forum Information:</b></p> <ul style="list-style-type: none"> <li><b>Name:</b> Type the name of the forum.</li> <li><b>Description:</b> Type instructions for the forum.</li> </ul>                                                                        |  |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Step 6</p> | <p><b>Forum Availability:</b></p> <ul style="list-style-type: none"> <li>• <b>Available:</b> Select the <b>Yes</b> or <b>No</b> option to make it available or unavailable to students.</li> <li>• <b>Forum Date and Time Restrictions: Select Date and time Restrictions:</b> Click the checkboxes to enable and choose dates to <b>Display After</b> and <b>Display Until</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <div style="border: 1px solid gray; padding: 5px;"> <p><b>2. Forum Availability</b></p> <p>Available <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Enter Date and Time Restrictions <input checked="" type="checkbox"/> Display After <input type="text" value="02/12/2011"/> <input type="text" value="05:59 PM"/><br/> <small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small></p> <p><input checked="" type="checkbox"/> Display Until <input type="text" value="02/13/2011"/> <input type="text" value="06:59 PM"/><br/> <small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small></p> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>Step 7</p> | <p><b>Forum Settings:</b></p> <ul style="list-style-type: none"> <li>• Click the check boxes of the options for the forum.</li> <li>• <b>Tagging:</b> Tags allow arbitrary message grouping independent of thread or thread status. Tags are visible only if tags have been enabled.</li> <li>• <b>Subscribe:</b> Click the checkboxes for subscriptions to threads or forum. Students receive email alerts once new messages are posted to a thread or forum.</li> <li>• <b>Moderation:</b> The Moderate Forum function appears only to those users who have a Forum Role of Manager or Moderator.</li> <li>• <b>Grade Forum: Select No grading</b> or the <b>Grade option</b> and type the number of <b>Points possible. Grade Threads:</b> to evaluate participants on performance in each thread. Note: students cannot create new threads if Grade Threads is selected for the Forum.</li> </ul> | <div style="border: 1px solid gray; padding: 5px;"> <p><b>Forum Settings</b></p> <p><input type="checkbox"/> Allow Anonymous Posts</p> <p><input type="checkbox"/> Allow Author to Delete Own Posts</p> <p><input type="radio"/> All posts<br/> <input checked="" type="radio"/> Only posts with no replies</p> <p><input checked="" type="checkbox"/> Allow Author to Edit Own Published Posts</p> <p><input type="checkbox"/> Allow Post Tagging</p> <p><input checked="" type="checkbox"/> Allow Users to Reply with Quote</p> <p><input checked="" type="checkbox"/> Allow File Attachments</p> <p><input checked="" type="checkbox"/> Allow Members to Create New Threads</p> <p>Subscribe <input type="radio"/> Do not allow subscriptions<br/> <input type="radio"/> Allow members to subscribe to threads<br/> <input checked="" type="radio"/> Allow members to subscribe to forum</p> <p><input type="radio"/> Include body of post in the email<br/> <input checked="" type="radio"/> Include link to post</p> <p><input type="checkbox"/> Allow Members to Rate Posts</p> <p><input checked="" type="checkbox"/> Force Moderation of Posts</p> <p>Grade <input type="radio"/> No Grading in Forum<br/> <input checked="" type="radio"/> <b>Grade Forum:</b> Points possible: <input type="text" value="2.0"/><br/> <input type="radio"/> Grade Threads</p> </div> |
| <p>Step 8</p> | <p>Click <b>Submit</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <div style="border: 1px solid gray; padding: 5px; text-align: center;"> <p><b>Submit</b></p> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

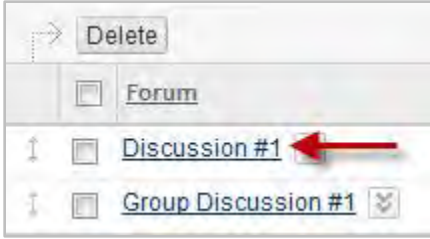

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                      |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>Step 9</p>  | <p><b>Create Link</b> (if cross linking to another Discussion Boards).</p> <ul style="list-style-type: none"> <li>• Select <b>Link to the Discussion Board Page</b> or <b>Select a Discussion Board Forum</b>.</li> <li>• <b>Link to a Discussion Board Forum:</b> Select the forum to link to.</li> </ul>                                                                                                                                             |    |
| <p>Step 10</p> | <p>Click <b>Next</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
| <p>Step 11</p> | <p><b>Link to existing Discussion Board Forum:</b></p> <ul style="list-style-type: none"> <li>• <b>Link Name:</b> Type the <b>Link Name</b></li> <li>• <b>Color of Name:</b> Select a color for the forum link.</li> <li>• <b>Text:</b> Type the specific description of the link</li> </ul>                                                                                                                                                           |   |
| <p>Step 12</p> | <p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Available:</b> Click <b>Yes</b> or <b>No</b> to make this link available to students enrolled in the course.</li> <li>• <b>Track Number of Views:</b> Click <b>Yes</b> or <b>No</b> to enable tracking for the Forum.</li> </ul> <p><b>Select Date and time Restrictions:</b> Click the checkboxes to enable and choose dates to <b>Display After</b> and <b>Display Until</b>.</p> |  |
| <p>Step 13</p> | <p>Click <b>Submit</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                            |   |

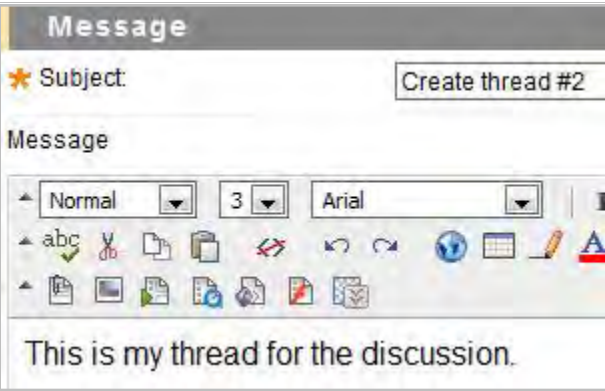

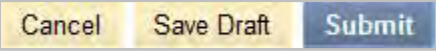
## Editing a Discussion Board

|               |                                                                                                                           |                                                                                     |
|---------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <p>Step 1</p> | <p>Click on the Discussions from the <b>content area</b> by clicking on it in the course menu.</p>                        |    |
| <p>Step 2</p> | <p>Click on the <b>Action Menu</b>, next to the forum title link. ‘</p> <p>Click <b>Edit</b>.</p> <p>Make your edits.</p> |  |
| <p>Step 3</p> | <p>Click <b>Submit</b>.</p>                                                                                               |  |

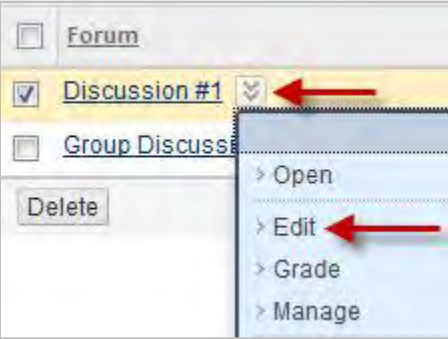
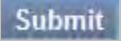
## Create Discussion Forum Thread

A forum is made up of threads. Similar to multiple conversations based on a topic or question.

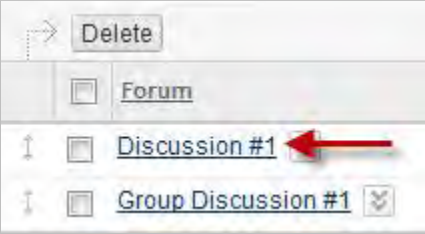
|               |                                            |                                                                                      |
|---------------|--------------------------------------------|--------------------------------------------------------------------------------------|
| <p>Step 1</p> | <p>Click <b>the name of the forum</b>.</p> |  |
| <p>Step 2</p> | <p>Click on <b>Create Thread</b>.</p>      |   |

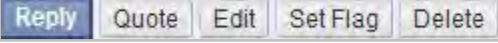
|        |                                                                                                                                                                               |                                                                                    |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Step 3 | <b>Forum Thread Message:</b> <ul style="list-style-type: none"> <li>• <b>Subject:</b> Type thread entry subject.</li> <li>• <b>Message:</b> Type a message.</li> </ul>        |  |
| Step 4 | <b>Attach File:</b> Click the <b>Browse My Computer</b> button. Look for the file on your computer or other storage device. Select the <b>File</b> and <b>Open</b> to upload. |  |
| Step 5 | Select <b>Save Draft</b> or <b>Submit</b> .                                                                                                                                   |  |

### Edit a Forum

|        |                                                                                                                           |                                                                                     |
|--------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Step 1 | Click on the <b>Action Menu</b> , next to the <b>forum entry</b> link.<br><br>Click <b>Edit</b> .<br><br>Make your edits. |  |
| Step 2 | Click <b>Submit</b> .                                                                                                     |  |

### Reply to Thread Entry

|        |                                    |                                                                                      |
|--------|------------------------------------|--------------------------------------------------------------------------------------|
| Step 1 | Click <b>the name of the forum</b> |  |
|--------|------------------------------------|--------------------------------------------------------------------------------------|

| Step 2                                                                             | Click <b>the name of the thread.</b>                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |            |               |                                                                                                 |                      |                                                                                                 |             |                                                                                                                                      |                   |                                                                                    |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|---------------|-------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------|
| Step 3                                                                             | Click <b>Reply.</b>                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |            |               |                                                                                                 |                      |                                                                                                 |             |                                                                                                                                      |                   |                                                                                    |
| Step 4                                                                             | <b>Thread Reply:</b> <ul style="list-style-type: none"> <li>• <b>Subject:</b> Type thread entry subject.</li> <li>• <b>Message:</b> Type a message.</li> </ul>                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |            |               |                                                                                                 |                      |                                                                                                 |             |                                                                                                                                      |                   |                                                                                    |
| Step 5                                                                             | <b>Attach File:</b> Click the <b>Browse My Computer</b> button. Look for the file on your computer or other storage device. Select the <b>File</b> and <b>Open</b> to upload.                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |            |               |                                                                                                 |                      |                                                                                                 |             |                                                                                                                                      |                   |                                                                                    |
| Step 6                                                                             | Select <b>Save Draft</b> or <b>Submit.</b>                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |            |               |                                                                                                 |                      |                                                                                                 |             |                                                                                                                                      |                   |                                                                                    |
|                                                                                    | Example of discussion threads.                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |            |               |                                                                                                 |                      |                                                                                                 |             |                                                                                                                                      |                   |                                                                                    |
|  | <b>Notes:</b> <ul style="list-style-type: none"> <li>○ Tagging: Tags are bits of metadata added to posts so that they are grouped together during collection based on a word or phrase. Allowing tagging can slow down page loading for large active Forums. For faster Discussion Board page loading, do not allow message tagging.</li> <li>○ The table below outlines the terms used to describe Discussion Board features.</li> </ul> | <table border="1" data-bbox="196 1675 1487 1927"> <thead> <tr> <th>Term</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td><b>Thread</b></td> <td>The initial post and the entire series of replies to that post within a Discussion Board Forum.</td> </tr> <tr> <td><b>Thread Detail</b></td> <td>The page that displays the threaded view of all posts in a thread along with the selected post.</td> </tr> <tr> <td><b>Post</b></td> <td>A Discussion Board entry posted to a thread or used to start a thread. Also used as a verb to refer to the act of submitting a post.</td> </tr> <tr> <td><b>Forum Role</b></td> <td>A role type that is assigned to members of the Discussion Board for each Forum and</td> </tr> </tbody> </table> | Term | Definition | <b>Thread</b> | The initial post and the entire series of replies to that post within a Discussion Board Forum. | <b>Thread Detail</b> | The page that displays the threaded view of all posts in a thread along with the selected post. | <b>Post</b> | A Discussion Board entry posted to a thread or used to start a thread. Also used as a verb to refer to the act of submitting a post. | <b>Forum Role</b> | A role type that is assigned to members of the Discussion Board for each Forum and |
| Term                                                                               | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |            |               |                                                                                                 |                      |                                                                                                 |             |                                                                                                                                      |                   |                                                                                    |
| <b>Thread</b>                                                                      | The initial post and the entire series of replies to that post within a Discussion Board Forum.                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |            |               |                                                                                                 |                      |                                                                                                 |             |                                                                                                                                      |                   |                                                                                    |
| <b>Thread Detail</b>                                                               | The page that displays the threaded view of all posts in a thread along with the selected post.                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |            |               |                                                                                                 |                      |                                                                                                 |             |                                                                                                                                      |                   |                                                                                    |
| <b>Post</b>                                                                        | A Discussion Board entry posted to a thread or used to start a thread. Also used as a verb to refer to the act of submitting a post.                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |            |               |                                                                                                 |                      |                                                                                                 |             |                                                                                                                                      |                   |                                                                                    |
| <b>Forum Role</b>                                                                  | A role type that is assigned to members of the Discussion Board for each Forum and                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |            |               |                                                                                                 |                      |                                                                                                 |             |                                                                                                                                      |                   |                                                                                    |

|                           |                                                                                                                                                                                                                                                                                        |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | enables specific privileges within the Forum. A user may have one role per Forum. However, a user's role in separate Forums may differ.                                                                                                                                                |
| <b>Blocked</b>            | A Forum Role that blocks the user from accessing the Forum.                                                                                                                                                                                                                            |
| <b>Reader</b>             | A Forum Role that grants the user the rights to read the contents of a Forum. Users with this role may only view content and cannot add or respond to posts.                                                                                                                           |
| <b>Participant</b>        | A Forum Role that grants the user read and write privileges in the Forum.                                                                                                                                                                                                              |
| <b>Grader</b>             | A Forum Role that grants the user Participant privileges as well as the Grading privileges for the Forum.                                                                                                                                                                              |
| <b>Moderator</b>          | A Forum Role that grants Participant privileges as well as the ability to modify, remove, and lock posts. If a Moderation Queue is used, the Moderator may also approve or reject posts in the queue.                                                                                  |
| <b>Manager</b>            | A Forum Role that grants all privileges.                                                                                                                                                                                                                                               |
| <b>Grade Forum</b>        | The process of assigning a Grade to a user for their performance in a Forum.                                                                                                                                                                                                           |
| <b>Grade Thread</b>       | The process of assigning a Grade to a user for their performance in a thread.                                                                                                                                                                                                          |
| <b>Rate Post</b>          | The process of evaluating a post based on a fixed, 5 point scale.                                                                                                                                                                                                                      |
| <b>Collect</b>            | The process of selecting one or more posts or threads for inclusion on a page that can be sorted, filtered, printed, and saved as a document. The collection is gathered into a format that can be sorted, filtered, printed, and saved as a document that can be viewed in a browser. |
| <b>Flag</b>               | A mark used to call attention to the post.                                                                                                                                                                                                                                             |
| <b>Copy Forum</b>         | The process of creating a clone of a Forum or the Forum settings in the same discussion board or in another discussion board in the same Course.                                                                                                                                       |
| <b>Save Drafts</b>        | The act of saving a post as a draft.                                                                                                                                                                                                                                                   |
| <b>Published Post</b>     | A post that has been submitted and, if necessary, approved by a moderator.                                                                                                                                                                                                             |
| <b>Post Position</b>      | The position of a post in a thread relative to the other posts.                                                                                                                                                                                                                        |
| <b>Draft</b>              | A post that has been saved for future editing.                                                                                                                                                                                                                                         |
| <b>Locked Thread</b>      | A thread that is visible for reading but cannot be Edited. Users may not post to a locked thread.                                                                                                                                                                                      |
| <b>Unavailable Thread</b> | A thread that is hidden and inaccessible to all users except Forum Managers.                                                                                                                                                                                                           |
| <b>Hidden Thread</b>      | A Thread that is locked and not visible by default. Users may view hidden threads by enabling the Display Hidden Threads feature.                                                                                                                                                      |
| <b>Moderation Queue</b>   | A list of posts that must be approved before they appear in the Discussion Board.                                                                                                                                                                                                      |