How to Create A New Discussion Forum

• From the course Navbar, click on the “Communication” button, then select “Discussions”.

• Select the “New” Action button and select “New Forum”.


• Put in a “**Title**” for the Forum.

  *Optional*: Check off the “**Create a New Topic in this Forum with the same title**”. **NOTE**: If you do not check off this box, you’ll need to create a topic/topics after you’ve created the discussion forum.

• **Optional**: You can include a “**description**” of the Forum if you wish.

• **Optional**: Select the “**Allow anonymous posts**” box ONLY if you want users to post anonymously to the topics within this forum. Anonymous posts display with the author “Anonymous” in the thread. **NOTE**: Selecting this option at the Forum level will cause all topics within the forum to inherit this setting.

• **Optional**: Select the “**A Moderator must approve individual posts before they display in the forum**” box ONLY if you require a moderator (instructor or TA) to approve the posts in the topic before they display to the other students. **NOTE**: Selecting this option at the Forum level will cause all topics within the forum to inherit this setting.

• **Optional**: Select the “**Users must start a thread before they can read and reply to other threads in each topic**” box ONLY if you want the students to post their thread before they can see or reply
to what the other students have written. *NOTE: Selecting this option at the Forum level will cause all topics within the forum to inherit this setting.*

- **Optional:** Select the “Display forum description in topics” box ONLY if you want the students to be able to see/read the forum’s description when viewing a discussion topic. *NOTE: Selecting this option at the Forum level will cause all topics within the forum to inherit this setting.*

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<tr>
<th>Options</th>
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- **Optional:** Under the “Availability” dates you can choose from 3 options under the “Visibility” heading (*NOTE: Selecting this option at the Forum level will cause all topics within the forum to inherit these dates.*)
  1. “**Forum is Always Visible**” *(default)* meaning the students can always see the topics within this forum.
  2. “**Hide this Forum**” meaning that the students won’t see any of the topics within this forum.
  3. “**Forum is visible for a specific date range**” meaning students will only be able to view the topics within the forum during the dates you put into the “Start Date” and “End Date” area.
• **Optional:** Under the “**Locking Options**” section you can choose from 3 options:

1. **Unlock Forum** (default) meaning that the students can see all of the topics within the forum.
2. **Lock Forum** meaning that the students can not see any of the topics within this discussion forum.
3. **Unlock topic for a specific date range** meaning the students can only see the topics within this forum for a specific date range set by the instructor. The instructor can also select the “**Display in Calendar**” option if they want the students to see the dates they can post within their course calendar.
• Press the “Save and Close” button.