

## DISCUSSION BOARD: CREATE A FORUM

**New!** - Search box is now collapsed, Forums can now be view in Tree view , User can now subscribe to whole forums for email notifications, Reply can include the quote from the original message, The new tag feature allows instructors to create and apply text labels to messages in a forum, & As a result of the new "Read/Unread messages" feature all current messages in ongoing Discussion Boards are marked as unread.

<ol style="list-style-type: none"> <li>1. Provide a Forum <b>Name</b> (required).</li> <li>2. Provide a Forum <b>Description</b> (optional).</li> <li>3. Choose <b>Yes</b> or <b>No</b> to make the Forum <b>Available</b> and select dates the Forum will be viewable.</li> <li>4. Select <b>Forum Settings</b> (see below and right table).</li> <li>5. Click <b>Submit</b>.</li> </ol> <p><b>Forum Settings</b></p> <p><b>Allow Members to Rate Post:</b> Allows users to rate posts in the forum on a scale of one to five stars. When enabled, post rating can be used for peer review.</p> <p><b>Force Moderation of Post:</b> Moderating posts requires that all posts are reviewed by a responsible party before the content is shared with the class. <i>(not recommended)</i></p> <p><b>Grade:</b> Select <b>Grade Forum</b> and enter a point value to evaluate participants on performance throughout the forum. Select <b>Grade Threads</b> to evaluate participants on performance in each thread. Keep in mind that users cannot create new threads if <b>Grade Threads</b> is selected for the forum.</p>	<p><b>Forum Settings</b></p> <p><b>Allow Anonymous Post:</b> If turned off users are identified by their username when they post a reply. (Remember: If this feature is enabled, the forum cannot be graded.)</p> <p><b>Allow Authors to Remove Own Posts and Allow Author to Modify Own Published Posts:</b> Users are deterred from posting inappropriate content if they do not have control of the content once it is posted.</p> <p><b>Post Tagging:</b> If enabled instructors can create and apply text labels, after they have collected thread messages, to allow for grouping of messages independent of thread or thread status. Other Discussion Board users can read, filter, and search messages using the tags, but cannot create new ones.</p> <p><b>Allow Users to Reply with Quotes:</b> Reply can include the quote from the original message.</p> <p><b>Allow File Attachments:</b> Ability to attach a document to a post (recommended size less than 50MB).</p> <p><b>Allow Members to Create New Threads:</b> Allows users to start new thread conversations or if disabled helps focus their posts on one topic.</p> <p><b>Subscribe:</b> Allows users to receive email notification whenever a <b>forum thread</b> is updated or replied to. The email notification does not contain the actual contents of the posting. Notices are emailed only when an update or reply is made to a first level thread in a forum.</p>
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