

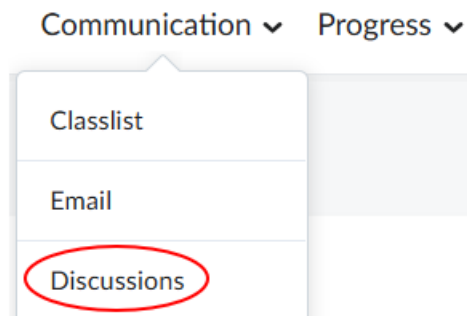


Create a New Forum – Discussion Tool

Workflow Steps:

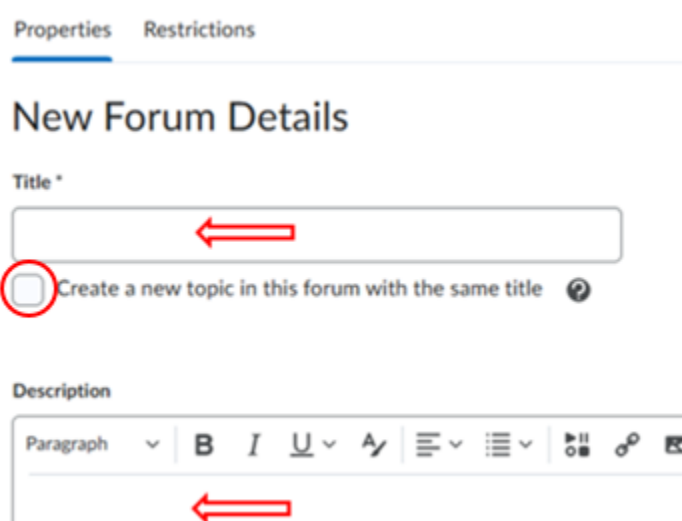
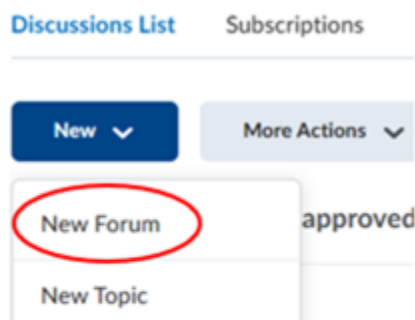
Step one:

Click the **Communication** tab in the navbar, then select **Discussions**.



Step two:

Click **New**, then select **New Forum**. Enter a **Title**. Check the box to **Create a new topic in this forum with the same title**, and add a **Description**.



Step three:

Optional: you can choose from the following settings:

- **Allow anonymous posts:** Students can post anonymously. This is not recommended unless it is part of a learning process that it would be necessary for the student to remain anonymous.
- **Users must start a thread before they can read and reply to other threads in each topic:** The student must create their original thread with their reply to the topic prior before they can read and reply to others.
- **Moderator approval:** When a student posts it will not go public until you or an assigned moderator has read the post and approved it.
- **Display forum description in topics:** if you have given a description for the forum, this setting will display it with the topic description as well.

Options

- Allow anonymous posts ?
- Users must start a thread before they can read and reply to other threads in each topic
- A moderator must approve individual posts before they display in the forum ?
- Display forum description in topics ?

Step four:

Navigate to the **Restrictions** tab. Apply **Availability** settings. Choose whether to **Hide from Users** and whether to **Display in Calendar** by selecting or leaving each option unchecked.

Edit Forum - Title Hide from Users

Properties Restrictions

Availability

Has Start Date

Visible with access restricted before start ?

Visible with submission restricted before start ?

Hidden before start ?

Has End Date

Visible with access restricted after end ?

Visible with submission restricted after end ?

Hidden after end ?

Display In Calendar

Step five:

To set restrictions, select **Group and Section Restrictions**, then choose a category from the dropdown and click **Add**. **Release conditions:** Hide the forum until students complete specific tasks. **Group restrictions:** Limit forum access to selected groups.

Group and Section Restrictions

Restrict this forum to the following groups and sections

Add Groups and Sections

There are no group or section restrictions attached to this item.

Add Groups and Sections

Groups or Sections to Add

Group or Section Category

-- No Category --

No items found.

Add

Cancel

Note:

If you set any of the optional settings in the Forum, they will apply to all topics in the Forum. If you anticipate running topics differently, skip the optional settings here. There will be the option to apply those settings in individual Topics.

