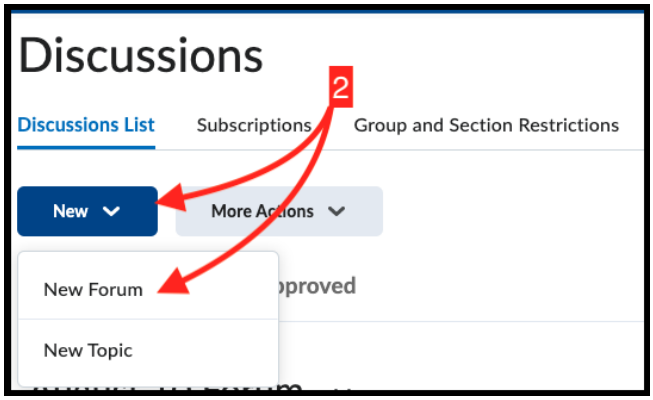
CREATING A DISCUSSION FORUM

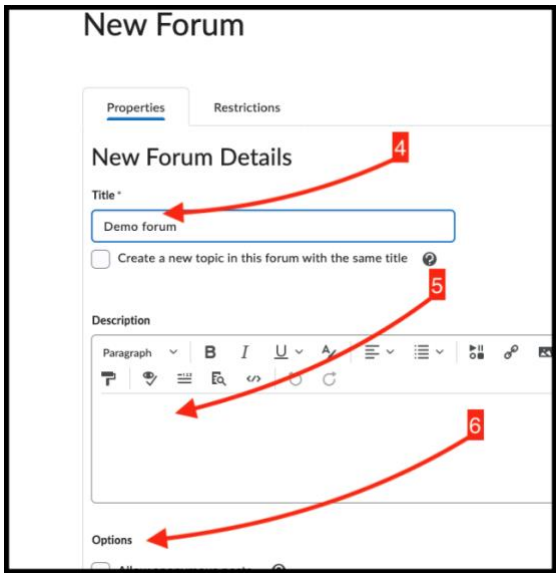
To create a discussion forum, follow this order. Note that your navbar may or may not include a direct link to discussions. If not, discussions can be found under **Course Tools**, **Course Admin, or Course Tools**

Working **from your navbar**:

1. Click on **Discussions** to access your discussions list
2. **Click New** and **Chose New** forum



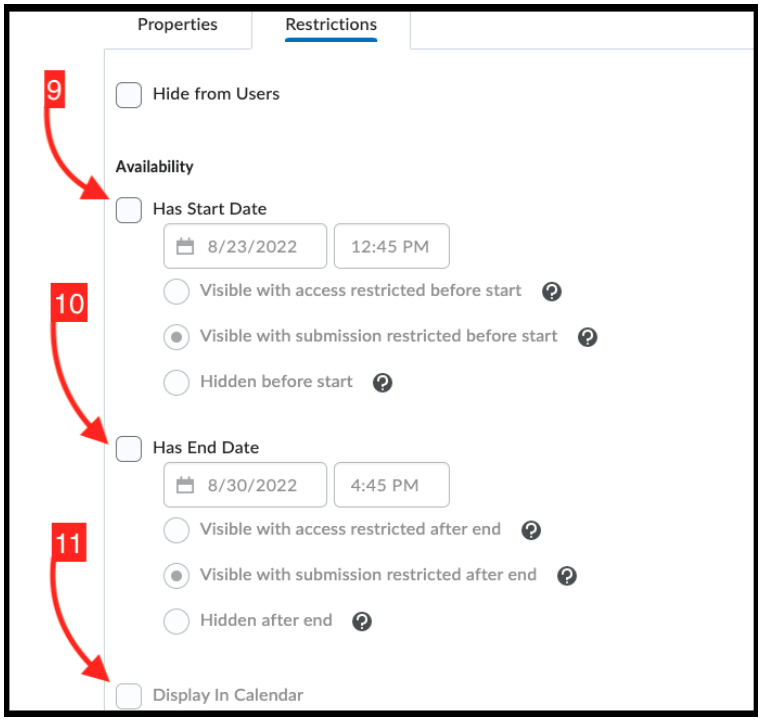
3. In the resulting view you will see two tabs. You have landed in the **Properties tab**
4. **Enter title** in the box
    a. Optional: if you are familiar with the system, you can check the box underneath to create a topic with the same title (see documentation on creating a topic)
5. **Add your description** in the text box
6. **Under options**, you have the following choices:
    a. Allow anonymous posts
    b. Require users to start a thread before seeing see or reply to others
    c. Require moderator approval before post becomes visible to others
    d. Display the forum description you created in step 5 to the topic(s) you will later create and house within this module



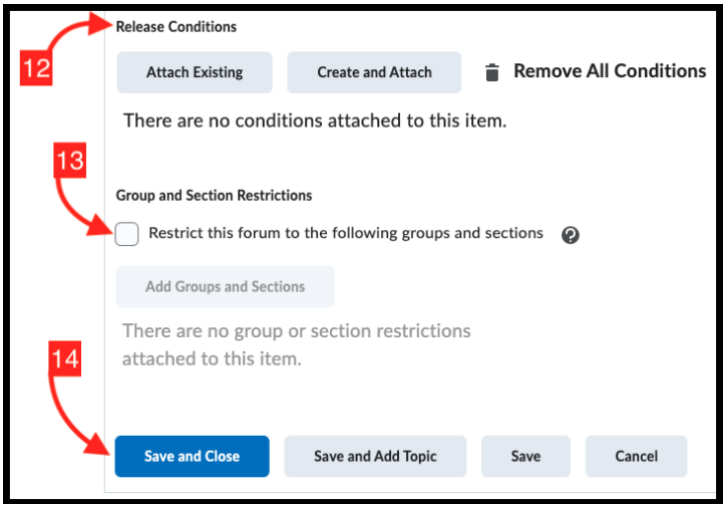
7. **Click on Restrictions tab**
8. Check the box if you wish to **Hide this Forum** from users
9. Set **Start Date** and options
    a. Check the **Has Start Date** box
    b. Click the calendar to add a date
    c. Click the clock and scroll through to set a time
    d. Set Visibility options:
        i. Visibility option 1: **choose visible with access restricted before start** if you want to student to see the forum exists, but not be able to enter it or do anything with it
        ii. Visibility option 2: **choose visible with submission restricted** If you want students to be able to read descriptions or instructions before start, but not be able to submit
        iii. Visibility option 3: **click hidden before start** to keep the forum invisible to students before the start date
10. Set **End Dates** and options
    a. Check the **Has End Date** box
    b. Click the calendar to add a date
    c. Click the clock and scroll through to set a time
    d. Set visibility options:
        i. Visibility option 1: **choose visible with access restricted before after end** if you want to student to see the forum exists, but not be able to enter it or do anything with it

ii. Visibility option 2: **choose visible with submission restricted after end** If you want students to be able to read forum after end, but not be able to submit
iii. Visibility option 3: **click hidden before start** to keep the forum invisible to students after the end date

11. Click **Display in Calendar** if you want this forum added to course calendar
    a. NOTE: To add to the calendar from here you need to have added either a start date or an end date



12. Optionally, add or create **Release Conditions** (see Illuminations documentation for details for this advanced topic)
13. Optionally, set group or **Section Restrictions** (see Illuminations documentation for details for this advanced topic)
14. When you are done creating your forum, **Click Save and Close** to leave the page, OR click **Save and Add Topic** to move on to topic creation


12
Release Conditions
Attach Existing
Create and Attach
Remove All Conditions
There are no conditions attached to this item.
13
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.
14
Save and Close
Save and Add Topic
Save
Cancel