The discussion board is a tool for sharing thoughts and ideas about class materials. The discussions may be graded.

**CREATE A FORUM**

1. Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. Click the Discussion Board item from the menu on the left and then click the Create Forum button.
2. Under **Forum Information**, type in a name and description. Using the content editor, you **may also add an image or links**, etc. to your description.

![Forum Information Form]

3. By default, the forum is available to users, but if you want the forum to be available during a specific date range, enter the date range in the availability section. **Select the desired forum settings by clicking in the checkboxes.**
4. In the **Forum Settings area**, select your desired options, including whether or not you want to include **Grading options**. If the Forum is graded, a **Grade Center column is created automatically**.

5. **Click the Submit button** to create the new forum.
CREATE A THREAD

Within a forum, **discussions can be organized into ‘threads’**. As the discussion manager, you will want to create threads with leading questions.

1. **Select the forum** in which you wish to add a thread.

![Discussion Board](image)
2. Click the Create Thread button

3. Add a Subject, Message, and file if desired. Be sure to click Submit.