

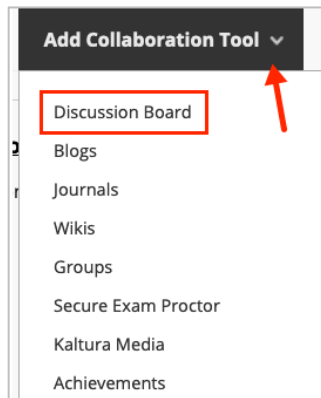
# CREATE A DISCUSSION FORUM

Discussion forums in ulearn provide a space for students to discuss various course topics. They can be used to supplement class discussion outside of class time. Follow the steps below to create a discussion forum in ulearn.

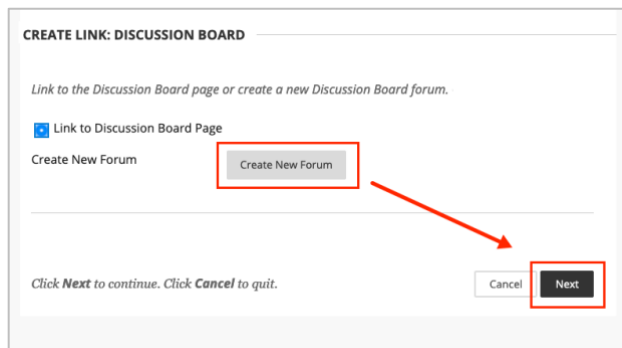
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## Instructions

1. Within a course [content area](#) (i.e., Week 1), click on **Discussion Board** under the **Add Collaboration Tool** tab.

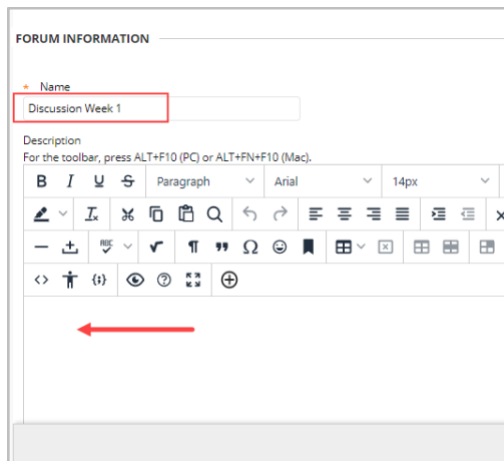


2. Click the **Create New Forum** button and then click **Next**.



3. Provide a **name** and enter a **description** for your forum.

# CREATE A DISCUSSION FORUM



**FORUM INFORMATION**

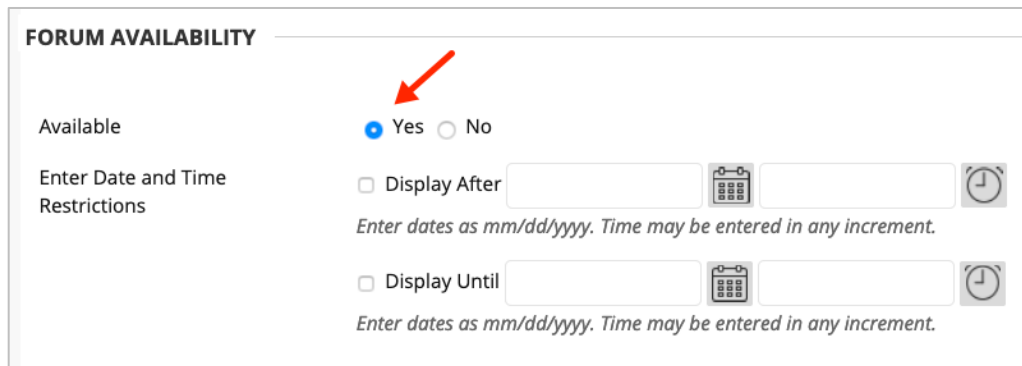
Name

Description  
 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with options for Bold, Italic, Underline, Paragraph, Arial, 14px, and various alignment and list options.

Red arrow pointing to the description text area.

- In the Forum Availability section, leave Available set to Yes. It is not advisable to enter any date restrictions here. You can enter them later in another step.



**FORUM AVAILABILITY**

Available  Yes  No

Enter Date and Time Restrictions

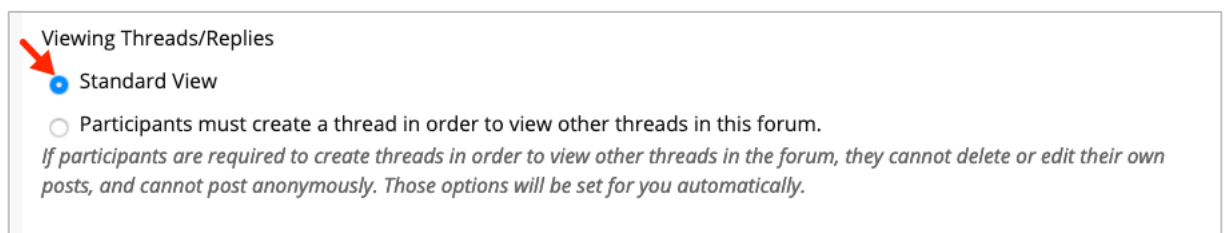
Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

- In the **Forum Settings** section under Viewing Threads/Replies select **Standard View** (students can see all threads in the forum as they are posted).



**Viewing Threads/Replies**

Standard View

Participants must create a thread in order to view other threads in this forum.  
*If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.*

- In the Grade section, click **Grade Discussion Forum** and enter points possible. This will also create a grade center column for you to easily grade the discussion.

# CREATE A DISCUSSION FORUM

Grade

No Grading in Forum

**Grade Discussion Forum:** Points possible:

Grade Threads

7. Make sure Show participants in “needs grading” status is set to at least **1 post**. Enter a **due date**. Add a [ulearn rubric](#) if you have one for the discussion. If you don’t have a rubric, return to this area later to [associate a rubric](#).

Show participants in "needs grading" status ⚠ after every  Posts

Due Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Associated Rubrics

8. Choose any other settings desired for the discussion. Accepting the defaults is fine in most cases. Click **Submit** when done.

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Create and Edit

Allow Anonymous Posts

Allow Author to Delete Own Posts

Allow Author to Edit Own Published Posts

Allow Members to Create New Threads

Allow File Attachments

Allow Users to Reply with Quote

Force Moderation of Posts

Additional Options

Allow Post Tagging

Allow Members to Rate Posts