Creating a Discussion Board

Create a Discussion Board

☐ **Step 1**
✓ Click **Discussions** in the main menu.
✓ Click the **Create Forum** button.

☐ **Step 2**
✓ Provide a name and optional description
✓ Scroll to item 3, **Forum Settings**, and check the box next to “Allow Author to Edit Own Published Posts.”
✓ Still in item 3, select the radio button for “Grade Discussion Forum: Points possible:” and enter **your desired number of points**.
✓ Click the **Submit** button after you complete the settings.
✓ Click your newly created forum to enter it.

☐ **Step 3**
✓ Click the **Create Thread** button.
✓ Give the thread a subject, and enter a question/topic in the message.
✓ Click Submit.
✓ **Optional:** Repeat step 3 to add additional questions/posts