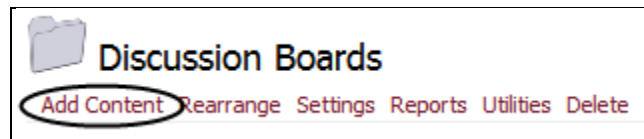
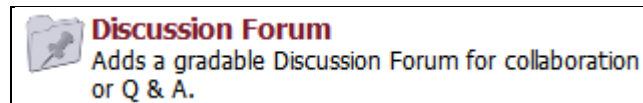


Create a Discussion Forum

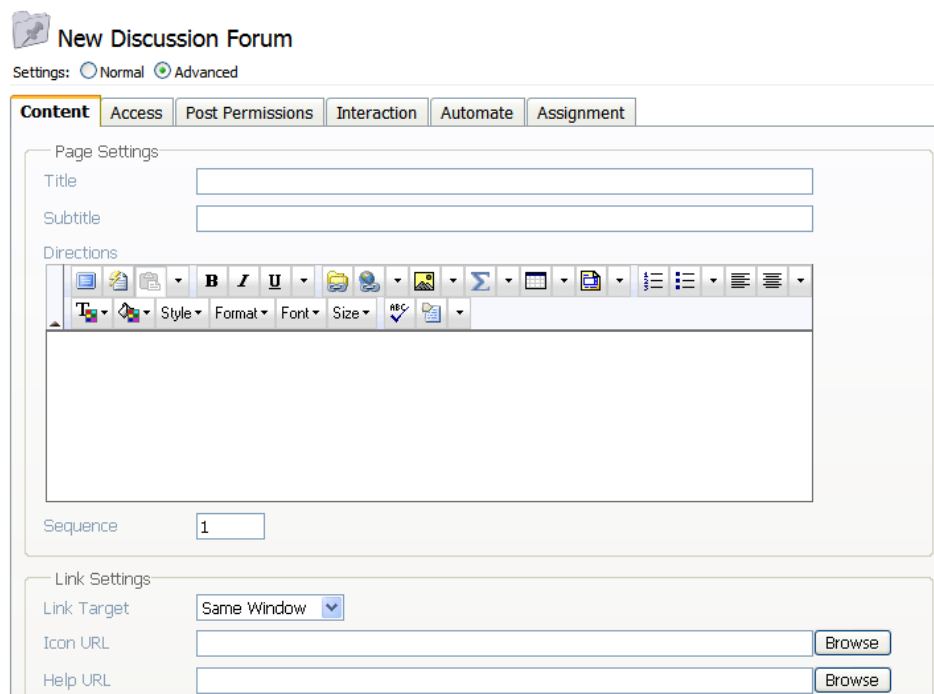
1. Select the **Discussion Board** link on the **Course Map**.
2. Choose **Add Content**.



3. From the **Add Content** page select **Discussion Forum**.



4. With the **Content** tab selected, add a title for the new forum in the **Title** field. You may also want to add a subtitle and directions under the appropriate fields.



A screenshot of the 'New Discussion Forum' form. At the top, there is a folder icon and the title 'New Discussion Forum'. Below the title are two radio buttons for 'Settings': 'Normal' and 'Advanced' (which is selected). There are six tabs: 'Content', 'Access', 'Post Permissions', 'Interaction', 'Automate', and 'Assignment'. The 'Content' tab is active. The form is divided into three sections: 'Page Settings', 'Directions', and 'Link Settings'.
 - **Page Settings:** Includes 'Title' and 'Subtitle' text input fields.
 - **Directions:** Includes a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, image, list, and other text formatting options. Below the editor is a 'Sequence' input field with the value '1'.
 - **Link Settings:** Includes a 'Link Target' dropdown menu set to 'Same Window', and two 'Browse' buttons for 'Icon URL' and 'Help URL'.

Advanced Settings

Advanced Options

Author Information

Entry Author:

Object Author:

5. Select **Save** to create the basic shell of the new forum and add it to the list of Discussion Board topics.
6. To finish setting up the new forum, hover your cursor over the title of the forum and select **Settings** from the available links. For our example we will use the forum titled **Trial and Error**. This will bring you back to the page where we can continue setting up the forum.



7. Select the **Interaction** tab to set discussion board options. Let's take a look at the **Interaction** tab and explore some of these options now.

Trial and Error

Settings: Normal Advanced

Content | Access | Post Permissions | **Interaction** | Automate | Assignment

Mode:

Discussion Views: Allow users to switch between views

Maximum Instructor Rating Score:

Allow Attachments: Allow Attachments

Anonymous Posts:

New Topic Posts:

Student Post Edit: Allow students to edit their existing posts

Enable User Profiles: Display user profiles

Peer Rating: Enable peer rating

Show/Hide Fields: Flag Posted
 Replies Author
 Score

Advanced settings

Discussion Moderation:

The screenshot shows a settings panel with the following sections:

- Task Notifications:** Three checkboxes: Unread Posts, Unscored Posts, and Unapproved Posts.
- Post Types:** A dropdown menu set to "None" and an "Edit / Create New" button.
- Instructor/Moderator Subject Colors:** A text input field and an edit icon.
- Reply Subject Lines:** A dropdown menu set to "Populated".

At the bottom of the panel are "Save" and "Cancel" buttons.

8. Use the **Discussion Moderation** dropdown list to determine if student posts must be approved by a moderator before they appear within the discussion, or if all posts are automatically approved.

***Note:** You can require specific student posts to be moderated by editing a student's permissions via the **Course Roster**.

- a. If you choose **Moderators must approve all messages** from the **Discussion Moderation** dropdown menu, two more fields will be available: **Moderator Rights** and **Team Moderation**.

The screenshot shows the following settings:

- Moderator Rights:**
 - Choose moderator(s) by rights level: Course Assistant (dropdown)
 - Choose specific moderators: Select / Edit Moderators (button)
- Team Moderation:**
 - Moderate all teams
 - Moderate specific teams

- i. Use the **Moderator Rights** option to choose moderators for this discussion either by rights level (for example, all course editors) or by choosing specific individuals, including students. Moderators can reject, delete or edit other users' posts.
- ii. Select a **Team Moderation** option to determine which teams will be moderated.

***Note:** If a student belongs to any team with moderation disabled, none of their posts will be moderated, even if that student belongs to another team that requires moderation.

9. Check any or all of the **Task Notifications** checkboxes to determine which information appears in your task notification list located on the Angel Home page under your course listings.



10. Use the **Post Types** dropdown list to select icons to represent different types of posts. Post Types can be items such as **Point** and **Counterpoint**. You can choose one of the two default Post Type sets, or create your own by selecting the **Edit/Create New** button.
11. Use the **Instructor/Moderator Subject Colors** option to pick a differentiating color for the subject line of instructor and/or moderator posts. This color can help students identify your posts more easily.
12. The **Reply Subject Lines** dropdown list controls how Angel pre-populates subject lines of reply posts. Choose one of the following options.
13. Select **Save**.