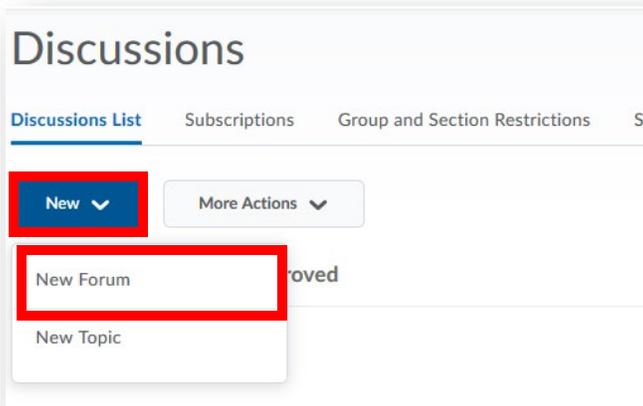




Create a Discussion Forum

A discussion forum is the place where students can discuss various topics in a particular course.

- From the **“Discussions”** section in your course, click the **“New”** button and select **“New Forum”**



- This will bring you to the **“Properties”** tab of the forum
- Enter a **“Title”** for your forum:

Title *

- Enter a **“Description”** for your forum:

Description

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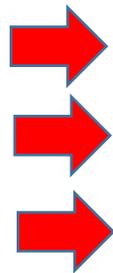
- Choose your discussion “options”:

Options

- Allow anonymous posts ?
- A moderator must approve individual posts before they display in the forum ?
- Users must start a thread before they can read and reply to other threads in each topic ?
- Display forum description in topics ?

Note: You can choose more than one option

- Click the “Restrictions” tab to choose the “Visibility” of a forum to students
 - Select one of the three options:
 - If you select “Forum is visible for a specific date range”, enter the dates in the appropriate text boxes and display this in your calendar:



Properties Restrictions

- Hide from Users

Availability

- Has Start Date
 - 2/5/2020 10:35 AM Now
 - United States - Chicago
- Has End Date
 - 2/12/2020 4:35 PM Now
 - United States - Chicago
- Display In Calendar



You also have **“Locking Options”** for the forum. Select the following options:

“Unlock forum”: Users can post to a discussion

“Lock forum”: Users can view the discussion but do not have the ability to post

“Unlock forum for a specific date range”: Allows users the ability to post to a discussion for a period of time

Locking Options

Unlock forum

Lock forum

Unlock forum for a specific date range

Has Start Date

2/5/2020 10:35 AM Now
United States - Chicago

Has End Date

2/12/2020 4:35 PM Now
United States - Chicago

Display in Calendar

You can also add release conditions to the forum using the **“Attach Existing”** and **“Create and Attach”** buttons:

Release Conditions

Attach Existing **Create and Attach**



You can also limit the forum to groups and sections by clicking the **“Restrict this forum to the following groups and sections”** checkbox:

Group and Section Restrictions

Restrict this forum to the following groups and sections

Then use the **“Add Groups and Sections”** button to add the group or section name:

Add Groups and Sections

- When you have the forum set, click the **“Save and Close”** button:

Save and Close