Step 1: Add a Discussion link to the Course Menu
1. Click the + above the course menu, and then click Tool Link.
2. For the name, type Discussion Board.
3. For the type, select Discussion Board.
4. Check the box next to Available to Users.
5. Click Submit.

Step 2: Create a Forum
1. Access the Discussion Board from the course menu.
2. Click Create Forum.
3. Type a name for the forum and provide a description.
4. Click Yes next to available in the Forum Availability section.
5. Set date and time restrictions if applicable.
6. In the Viewing Threads/Replies section, there are two options available:
   a. Standard View – If this option is selected, students can view any thread without making an initial post.
   b. Participants must create a thread in order to view other threads in this forum – If this option is selected, students will be required to create an initial post before viewing other student posts or responses.
      • This can help prevent students from copying others’ responses.
      • It also allows students to express their original thoughts freely, without seeing what other students have already said.
7. In the Grade section, select Grade Discussion Forum, if desired.
8. Enter a possible point amount.
9. If Grade Discussion Forum is selected, the option to add a rubric will be enabled.
10. To add a rubric:
    a. In the Associated Rubrics section, click Add Rubric, Select Rubric.
    b. Once a rubric is chosen, click Submit.

IMPORTANT NOTE: In order for students to view the rubric, you must select Yes (With Rubric Scores) under Show Rubric to Students.
Other Features

- Subscribe – You have the option to set up e-mail alerts through forum subscription.
- Create and Edit – You can set what options the students have as far as adding additional posts, or editing or deleting their posts.
- Additional Options – This feature allows post tagging to create searchable keywords and the ability to rate other students’ posts out of five stars.

Step 3: Add a Link to a Course Area

1. Access the Content area in which you would like to add the discussion board link (such as the Week 1 folder).
2. On the action bar, click the **Tools** button.
3. In the drop-down menu, click **Discussion Board**.
4. Click **Select a Discussion Board Forum**, and choose a discussion board.
5. Click **Next**.
6. Give the link a name.
7. Provide a description if desired. It might be helpful to copy and paste the same directions that you gave when you created the discussion forum.
8. Select **Yes** next to Available.
9. Click **Submit**.