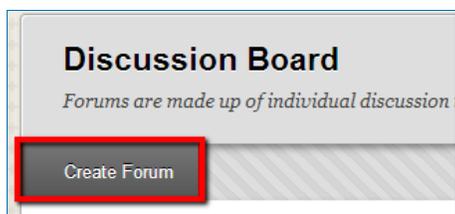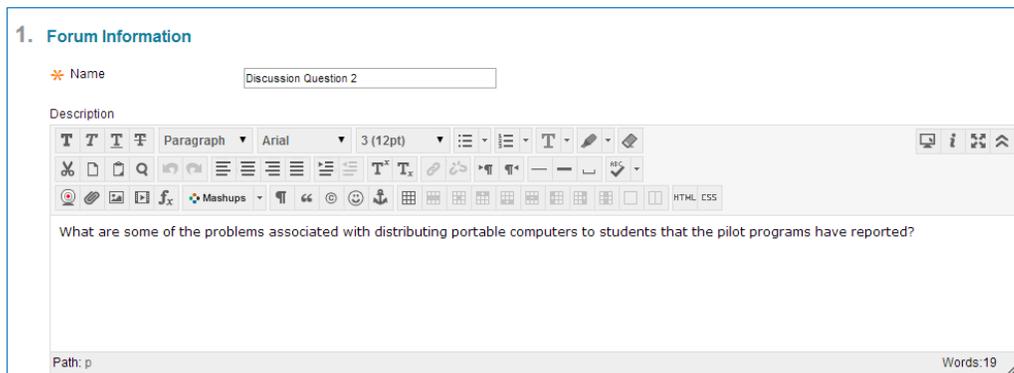# Creating Forums in Discussion Board

In a course's main Discussion Board, only Instructors may create new forums. Students may create threads on a forum. Group Discussions Boards can be set up to allow students in a group to create forums. (*See the tutorials on Group Discussion Boards.*)

1. Open the main Discussion Board via a Course Menu link or the Course Tools section of the Control Panel.

2. On the Discussion Board page, click **Create Forum** on the action bar.

3. On the Create Forum page, type a Name. Choose a descriptive and unique name, because users click this name to access the forum.

4. Optionally, type instructions or a description in the Description box. You can use the text editor functions to format the text and include files, images, web links, multimedia, and Mashups. Any files you upload from your computer are saved in Course Files or the Content Collection in the top-level folder. Attachments you upload using the content editor can be launched in a new window and can include alternate text to describe the attachment. The Description appears below the forum name on the Discussion Board page.

5. In the Forum Availability section, select **Yes** to make the forum available to users.

(***NOTE:** You can create forums ahead of time and set the availability to **No** until the discussion is ready to start.*)

6. For Enter Date and Time Restrictions, you can set forums to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** checkboxes to enable the date and time selections. Use the pop-up Date Selection Calendar and Time Selection Menu to select dates and times, or type dates and times in the boxes. Display restrictions do not affect the forum's availability, but only the time frame during which it appears.

7. Select the Forum Settings based on your specific needs. For example, if you are grading posts and want to retain the posts as they were at the time of grading, clear the checkbox for **Allow Author to Edit Own Published Posts**. (To learn more about how you can use forum settings to meet your requirements, see the tutorial on *Forum Settings*).

8. Click **Submit**.

On the Discussion Board page, the new forum appears at the bottom of the list.