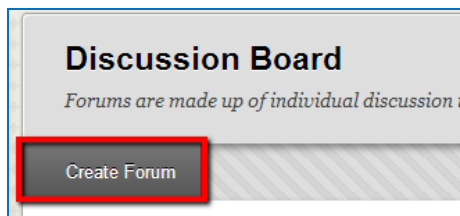




Creating Forums in Discussion Board

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.



On the Discussion Board page, the new forum appears at the bottom of the list. You can drag the new forum up and down in the list.

