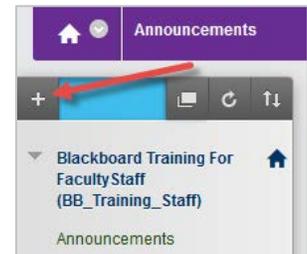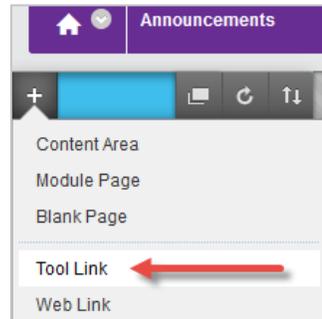# HOW TO CREATE AND MANAGE DISCUSSION BOARDS

CREATING A DISCUSSION BOARD

1. Select the **ADD MENU** Item icon above the course title to access the menu.
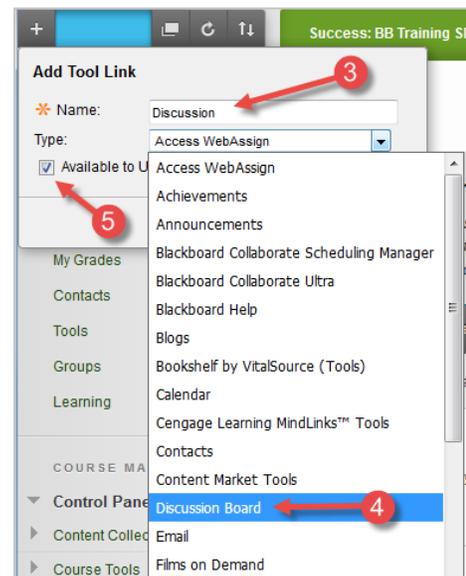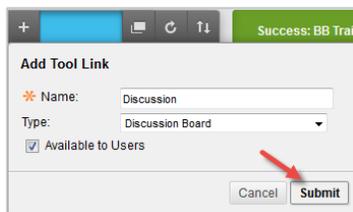
2. Select **TOOL** Link.

3. Type a **NAME** for the link.
4. From the **TYPE** menu, select **DISCUSSION BOARD**.
5. Select the **AVAILABLE TO USERS** check box.
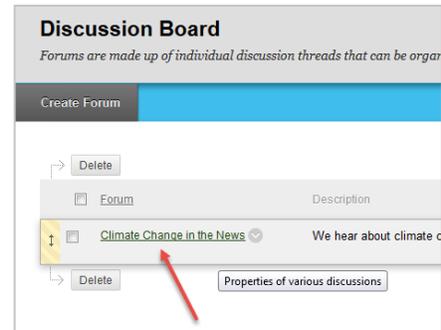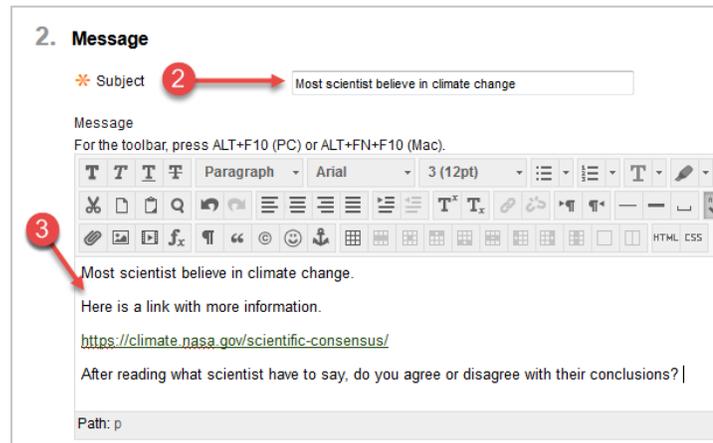
6. Select **SUBMIT**.

CREATING A FORUM ON THE DISCUSSION BOARD

Topics, or groups of related topics, are discussed within a forum.

1. Select the **CREATE FORUM** button from the action bar on the Discussion Board page.

2. Type a **NAME** for the forum, which will be used by users to access the forum.

3. Add optional instructions or a description in the **DESCRIPTION** text box.

4. In the **FORUM AVAILABILITY** section, select **YES.**

5. Select additional **FORUM SETTINGS**.

   NOTE: TO GRADE THE FORUM, THE GRADING OPTIONS NEED TO BE ENABLED UNDER FORUM SETTINGS.

6. Click **SUBMIT**.

CREATING A THREAD IN A FORUM

A thread is a conversation within a forum that includes the initial post and all replies to it.

1. On the **DISCUSSION BOARD** page, open a forum and select **CREATE THREAD.**
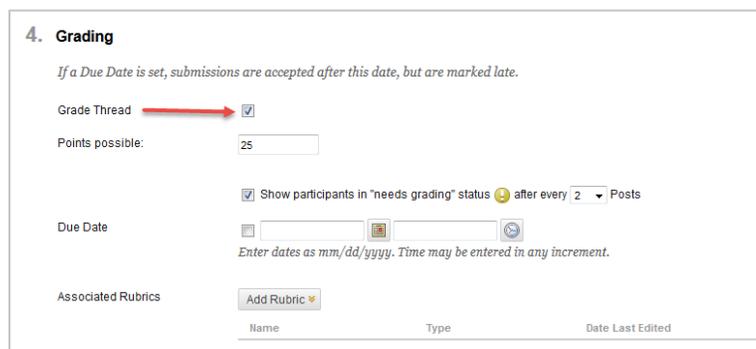
2. In the **CREATE THREAD** page, enter a m, **SUBJECT.**

3. Add instructions, a description, or a question in the **MESSAGE** text box.

4. You can attach a file in the **ATTACHMENTS** section 3, by either browsing your computer for the file or browsing the course repository.

5. If you chose to grade threads when you created the forum, you decide on a thread-by-thread basis whether to grade a thread and you'll see additional settings. In the **GRADING** section 4, select the check box for **GRADE THREAD** and type Points possible.

6. Select **SAVE DRAFT** to store a draft of the post or **SUBMIT** to create the thread.
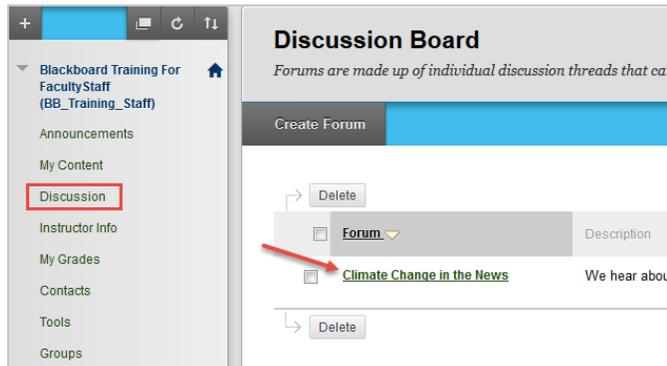
HOW TO GRADE A DISCUSSION BOARD

There are multiple ways to grade a discussion board. This handout assumes that the grading forum has already been set up for the discussion thread.

Forums are made up of individual discussion threads that can be organized around a particular subject, and will help organize your discussions.
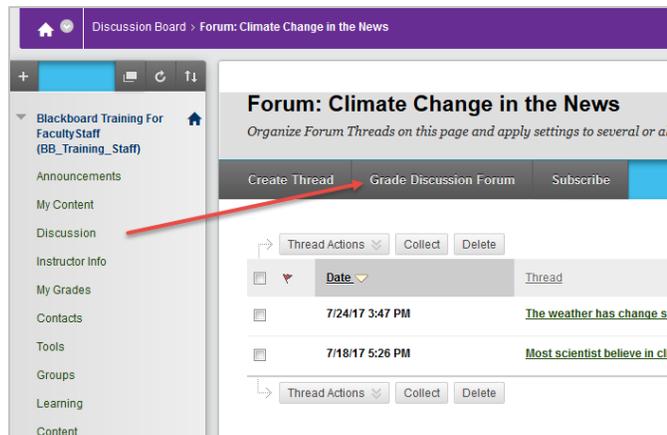
Grade settings appear on the **CREATE FORUM** and the **EDIT FORUM** pages.

1. In the left hand navigation, click on Discussion, then select the **DISCUSSION BOARD** that you want to grade
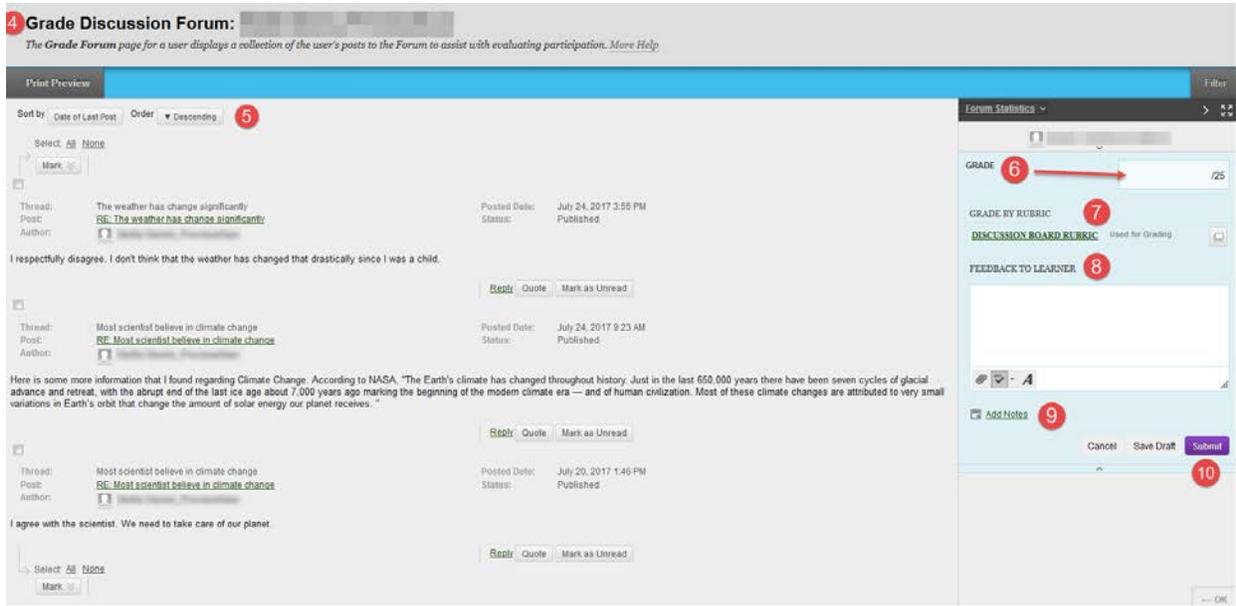
2. Click **GRADE DISCUSSION FORUM**.

   Please Note: if you do not see this option on the action bar of the forum you would like to grade, then grading has not been enabled for that forum. You will need to enable grading before you can proceed.

3. On the **GRADE DISCUSSION FORUM USERS PAGE**, select **GRADE** in a student's row. The student's posts are counted in the Posts column.

On the **GRADE DISCUSSION FORUM** page, the student's posts for this forum appear. Because you can assign a forum grade based on multiple threads, all messages posted by a student are included for review.

4. In the **CONTENT FRAME**, evaluate the currently selected student's posts. You can sort by Author's Last Name, Author's First Name, Subject, Date of Last Post, and Thread Order. You can also sort by Ascending or Descending order.

5. In the **GRADING SIDEBAR**, type a grade. If you associated a rubric for this forum, expand and complete the rubric.

6. If a rubric has been used, click on the **GRADING RUBRIC** link and grade according to level of accomplishment for each category. The total score will be automatically tabulated.

7. You may add comments for the student under **FEEDBACK.**

8. Enter notes under **ADD NOTES** (notes can only be seen by the course instructor)

9. Click **SUBMIT** to move to the next student**.**