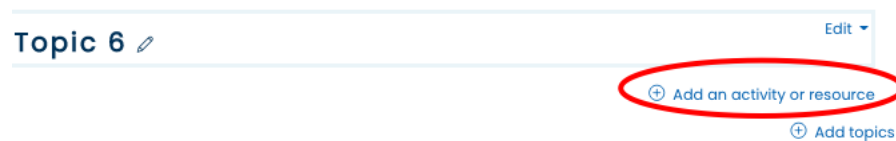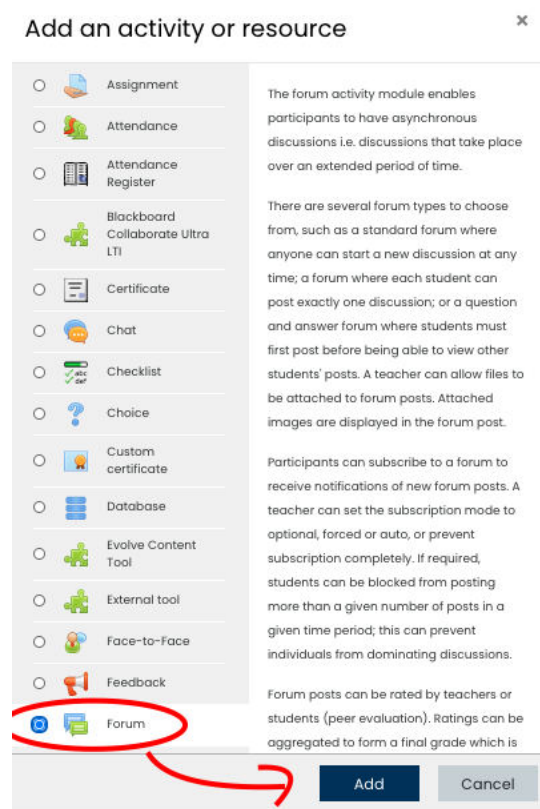# Setting Up a Discussion Forum

Summary

- "Turn editing on"
- "Add an activity or resource", select "Forum", and hit "Add"
- Enter *Forum name* and *Description*
- Ensure *Forum type* is "Standard forum for general use"
- Hit "Save and return to course"

Instructions

1. Click on the cogwheel icon in the top right corner and select "Turn editing on".
2. Go to the section where you want to add the Discussion Forum and click on "Add an activity or resource".

3. A window pops up with a list of activities and resources in alphabetical order. Scroll down and select "Forum". Press the "Add" button.

4. The *Adding a new Forum* page opens. Enter a title for the forum in the *Forum name* box. Enter clear instructions on how participants are to engage the discussion forum activity in the *Description* box. Be sure that the *Forum type* pull-down menu has the "Standard forum for general use" option selected.

CDE Online Demo Classroom for Course Participants

Home   My courses   CDE Online Demo Classroom Demo   Adding a new Forum to Topic 6

Adding a new Forum to Topic 6 ⓘ

Title of Forum

General

Forum name   ① Week 6 Example Forum

Description

Should be clear instruction on how to respond.

Click on the Post below. Read the post and the instructions, and click on **Reply** to respond to the posting.

☐ Display description on course page ⓘ

Standard Forum is most common

Forum type   ⓘ Standard forum for general use ⬍

▸ Availability

5. At the bottom of the page, click "Save and return to course". The new *Discussion Forum* link will appear in the section to which it was added.

✛   Topic 6 ✎

✛ 🗐 Week 6 Example Forum ✎

6. When course participants want to participate in the discussion forum activity, they will click on the *Discussion Forum* link and then "Add a new discussion topic" (if they want to start a new thread) or they will click on another participant's initial post and then hit "Reply" (if they want to respond to that participant's post).
7. When course participants want to peruse the discussion forum contributions, they will click on the *Discussion Forum* link and then on any participant's initial post to view the entire thread associated with that post.