

Discussion Forum

How to Create a Discussion Forum

1. Click on the **Lessons** tab
2. Go where you want the discussion forum
3. Click on **Add Content**
4. Click on the **Discussion Forum** link under **Create an Item**
5. Type a **Title** for the Discussion Forum (required)
6. Add instructions in the **Directions** text box
7. Click **Save**

How to Restrict Access

1. Click on the **settings** link
2. Click in the circle next to **Advanced**
3. Click on the **Access** tab
4. Choose a **Start Date** and/or **End Date**
5. Check the **box** next to the date and time to save
6. Click **Save**

How to Change Post Permissions Settings

1. Click on the **settings** link
2. Click in the circle next to **Advanced**
3. Click on the **Post Permissions** tab
4. Check/uncheck **Read, New Post, Reply** boxes
5. Click **Save**

How to Select a Discussion Forum Type

1. Click on the **settings** link
2. Click in the circle next to **Advanced**
3. Click on the **Interaction** tab
4. Click on the dropdown menu under **Mode**
5. Click **Save**

How to Add a Maximum Rating Score

1. Click on the **settings** link
2. Click in the circle next to **Advanced**
3. Click on the **Interaction** tab
4. Type the number you want in the **Maximum Rating Score** box
5. Click **Save**

How to Enable Peer Review of Postings

1. Click on the **settings** link
2. Click in the circle next to **Advanced**
3. Click on the **Interaction** tab
4. Check the **Enable peer rating** box under **Peer Rating**
5. Click **Save**

How to Set up Discussion Moderation

1. Click on the **settings** link
2. Click in the circle next to **Advanced**
3. Click on the **Interaction** tab
4. Select **Moderators must approve** all messages from drop-down menu next to **Discussion Moderation**
5. Click **Save**

How to Set a Milestone

1. Click on the **settings** link
2. Click on the **Assignments** tab
3. Click on the drop-down menu next to **Task Type**
4. Choose **Manual** for student to mark completion
5. Choose **Item Completion** if based on viewing, grading, or submittal
6. Click **Save**

How to Edit Gradebook Settings

1. Click on the **settings** link
2. Click on the **Assignments** tab
3. Click on the **Edit** button next to **Assignment**
4. Make changes
5. **Click Save**

How to Set up a Scoring Rubric

1. Click on the **settings** link
2. Click on the **Assignments** tab
3. Add the desired **criteria** and **criteria operators**
4. Click **Save**

How to Grade Discussion Postings

1. Go to the **Discussion Forum** you want to grade
2. Click on the **title link** of the first message
3. Decide the **quality score** for the message
4. Click on the **dashed line** next to student name to **enter score** in pop-up score window
5. Click **Save**
6. Return to the **Post List**
7. Continue rating each student's postings
8. Click on **utilities** link under the discussion forum title
9. Click on **Grade forum**
10. Determine final grade and enter under **Gradebook Grade** column
11. Add feedback under **Comments**
12. Click **Submit grades**