



Creating a New Forum for Discussion

Discussion component in D2L allows us to create engaging conversation, and to improve online participation. In this tutorial we will learn how to make a new forum in discussion for CHAD 401. Forums are like categories which collect multiple topics. In order to create a topic you should first create a forum. This will be very important when we want to create and organize our topics

Step 1. Navigating to New Forum



1A. First, click on the discussion tab located on the navigation bar.



1B. Next, click on the "New Forum" button.

Step 2. Setting Up a Forum

New Forum Details

• Title:

2A. We will then be asked to add a title to our forum.

Create a new topic in this forum with the same title

Description:



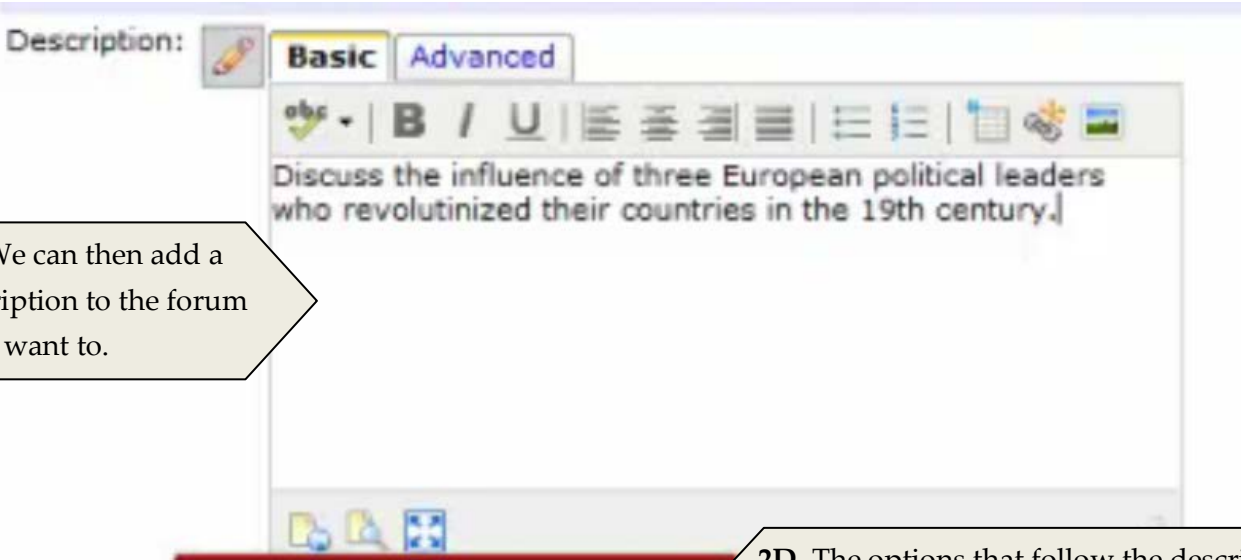
New Forum Details

Title:

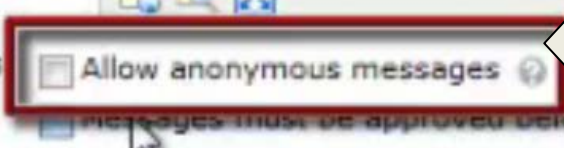
Create a new topic in this forum with the same title

2B. Below the title box, you will see a check box to create a new topic in this forum with the same title.

Checking this box will save you some time if you are planning to create topics with the same titles as the forum such as student introductions, questions and comments about the course, or cyber café.



2C. We can then add a description to the forum if we want to.



2D. The options that follow the description box enable us to allow anonymous messages

2E. and the ability to read the message before it is displayed to the entire class.



For instance, if you are planning to create a discussion forum about a controversial topic you may prefer to make the messages anonymous, or if you believe that your students may post inappropriate messages you may choose to read them before the entire class does.

Step 3 Availability and Locking Options

Our next step is to setup the availability and locking options.

Availability

Show forum visibility options

Locking Options

Show locking options

Cancel

3A. If you do not see any options you need to click Show forum visibility options and locking options.

Hide forum visibility options

Visibility: Forum is always visible

Hide this forum

Forum is visible for a specific date range

Has Start Date

September 30 2010 3 23 PM Now
United States - Chicago

Has End Date

October 7 2010 4 23 PM Now
United States - Chicago

Display in Schedule

Locking Options

Hide locking options

Locking Options: Unlock forum

Lock forum

Unlock forum for a specific date range

Has Start Date

September 30 2010 3 23 PM Now
United States - Chicago

Has End Date

October 7 2010 4 23 PM Now
United States - Chicago

Display in Schedule

Cancel Save & Add Topic Save

3B. Depending on the selection, you may make the forum invisible and locked permanently, visible and unlocked for a certain period of time, or in some cases you may choose to make them visible and unlocked all the time.

 [Hide forum visibility options](#)

Visibility:

Forum is always visible

Hide this forum

Forum is visible for a specific date range

Has Start Date

September 30 2010

3 23 PM

United States - Chicago

Has End Date

October 7 2010

4 23 PM

United States - Chicago

Display in Schedule

3C. If you have forums such as questions and comments about the course we recommend you keep them visible and unlocked all the time.

Locking Options

 [Hide locking options](#)

Locking Options:

Unlock forum

Lock forum

Unlock forum for a specific date range

Has Start Date

Visibility: Forum is always visible
 Hide this forum
 Forum is visible for a specific date range

Has Start Date

September 30 2010

3 23 PM

United States - Chicago

Has End Date

October 7 2010

4 23 PM

United States - Chicago

Display in Schedule

3D. If you have forums which you are planning to add more information or are unfinished you may prefer to hide or lock it.

Locking Options

 [Hide locking options](#)

Locking Options: Unlock forum

Lock forum

Unlock forum for a specific date range

Has Start Date

Visibility: Forum is always visible
 Hide this forum
 Forum is visible for a specific date range

Has Start Date
September 3 2010 PM Chicago Now

Has End Date
October 4 2010 PM Chicago Now

Display in Schedule

Locking Options
[Hide locking options](#)

Locking Options: Unlock forum
 Lock forum
 Unlock forum for a specific date range

Has Start Date
September 3 2010 PM Chicago Now

Has End Date
August 7 2010 PM Chicago Now

Display in Schedule

Cancel Save & Add Topic Save

3E. You may want to make your forum visible for a certain period of time if you do not want your students to refer to this particular discussion forum during the completion of their assignments.

In addition, you may consider unlocking the forum for a certain period of time if you are planning to grade the participation and keep all your students participating into the forum at the same time.

[Hide forum visibility options](#)

Visibility:

- Forum is always visible
- Hide this forum
- Forum is visible for a specific date range

Has Start Date

September 30 2010
3 23 PM
United States - Chicago

Has End Date

October 7 2010
4 23 PM
United States - Chicago

Display in Schedule

Locking Options

[Hide locking options](#)

Locking Options:

- Unlock forum
- Lock forum
- Unlock forum for a specific date range

Has Start Date

September 30 2010
3 23 PM
United States - Chicago

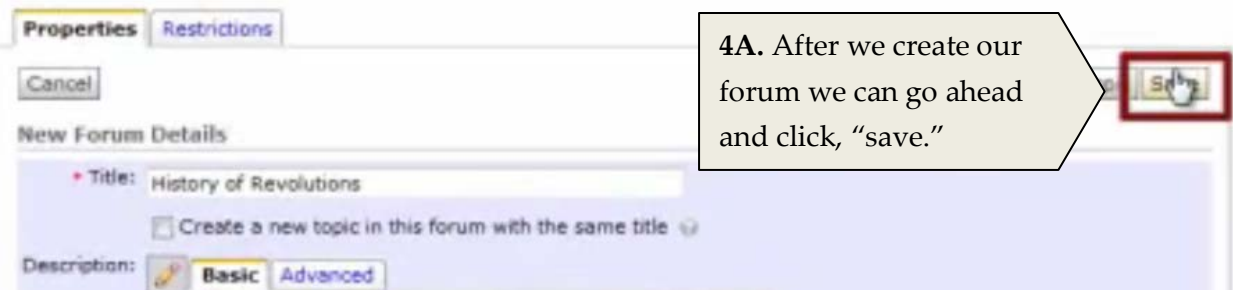
Has End Date

August 30 2010
4 23 PM
United States - Chicago

Display in Schedule

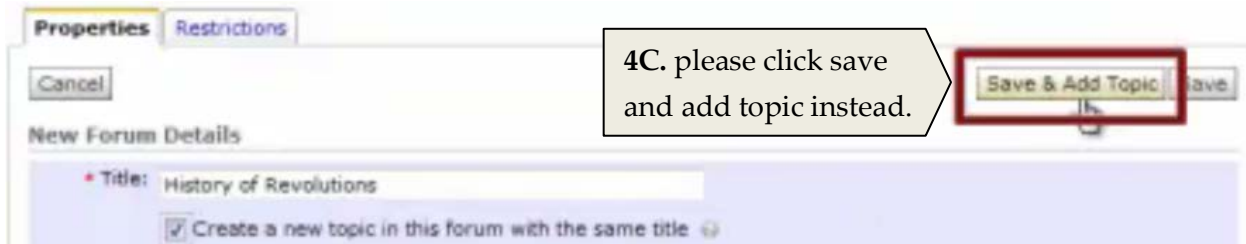
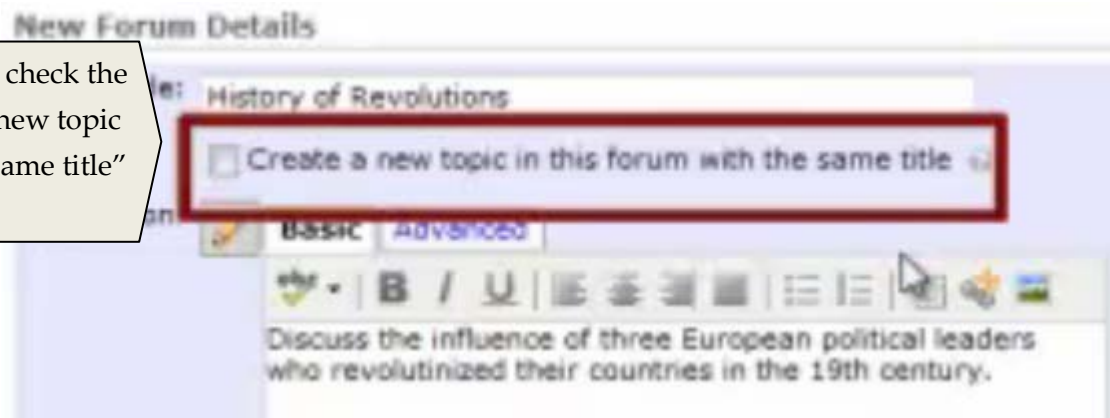
3F. After you make the forum visible and unlocked for a certain period of time you can also add the deadlines of this forum by checking the display in schedule box.

Step 4. Finalizing the Forum

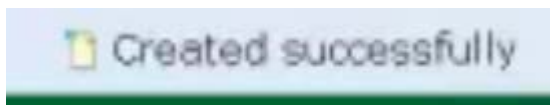


4A. After we create our forum we can go ahead and click, "save."

4B. If you check the "create a new topic with the same title" at the top



4C. please click save and add topic instead.



4D. After you save your forum successfully you will see a, "created successfully message" at the top of the page.



4E. To see the new forum click on the Forums & Topics List located in the upper left part of the screen.

If you follow these instructions you will be able to create a new forum for your D2L course.