

Academic Technology Services

Overview

The Discussion Board is a communication medium for posting and responding to messages. It is designed for asynchronous use, meaning users are not present at the time to converse on-line. An advantage of the Discussion Board is that conversations are logged and organized. Conversations are grouped in threads that contain a main posting and all related replies.

Forums are used to organize discussions and discussion topics and may be added or modified by accessing the Add Forum page or the Modify Forum page. While Instructors must create new forums, they can enable other users to manage a forum once it is created. The fields on the Add Forum page and the Modify Forum page are the same and the two pages function in a similar manner. The difference being, the Add Forum page opens with empty fields while the Modify Forum page opens with populated fields.

Adding a Forum

1. Open the **Control Panel**.
2. Click **Discussion Board** in the Course Tools area.
3. Click **Add Forum**.
4. Enter the forum's title. This title will appear as the name of the Discussion Board forum to all users.
5. Enter a description of the forum.
6. Select forum settings
 1. Allow anonymous posts
 2. Allow author to edit message after posting
 3. Allow author to remove own messages
 4. Allow file attachments
 5. Allow new threads
7. Select forum user settings:

Highlight a user and click the appropriate button to assign Forum User Settings.

Normal:	Users are automatically assigned Normal settings. Changing a Forum Administrator's privileges to Normal will revoke their administrator settings.
Admin:	Assigns forum administrator privileges to a selected user. Permanent Forum Administrator - the person creating the forum, no one can take away these privileges. Forum Administrator privileges - assigned by the Permanent Forum Administrator. Instructors can create a forum and then enable another user to manage the forum through the Forum Administrator privileges.
Block:	Blocks a user from posting to the Discussion Board forum. Only the Forum Administrator or the Permanent Forum Administrator can block a user.
Unblock:	Unblocks a user that was formerly blocked from posting to the Discussion Board forum.