



Discussion Boards



Adding a New Forum

1. Go to the Control Panel.
2. Click the Discussion Board link.
3. Click the Add Forum button. 
4. Fill in the title and description for your forum.
5. Notice the forum settings and make any changes that you need.
6. Click the submit button.

Adding a New Thread

1. Go to the Control Panel
2. Click the Discussion Board link.
3. Click the Name of the Discussion.
4. Click the Add New Thread button. 

Collecting All Responses to a Thread

1. Go to the Control Panel.
2. Click the Discussion Board link.
3. Click the Name of the Discussion Board.
4. Click the Show Options tab. 
5. Click the Select All button. 
6. Click the Collect button. 