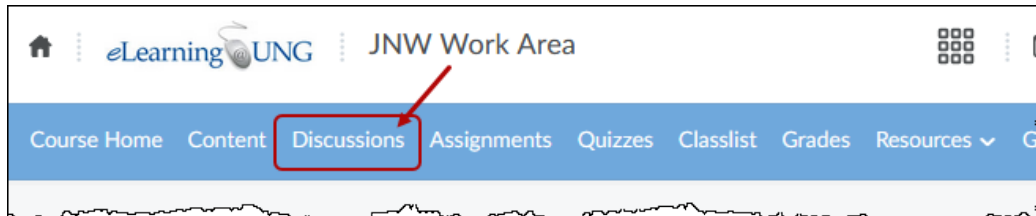


Discussions – Adding or Creating a Forum

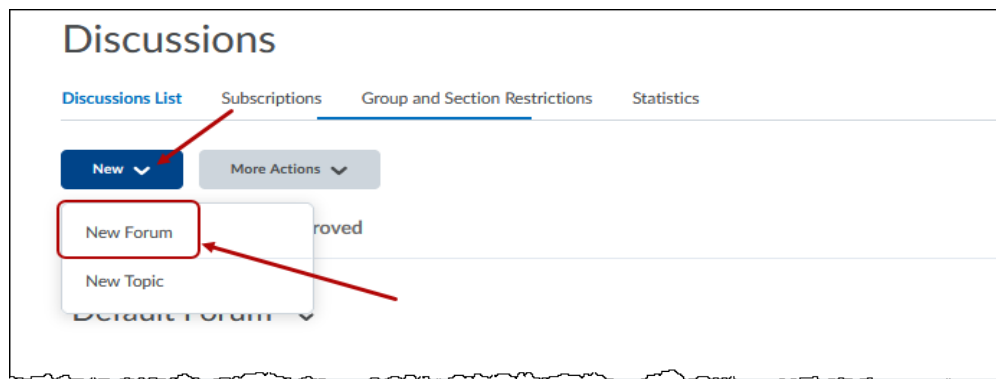
Discussions are made up of Forums and Topics in eLearning (D2L). Forums are similar to categories where topics for discussions are added or created. A course needs to have at least one Forum created in order to have topics for discussion. Discussions take place in Topics, not Forums.

Creating/Adding a Forum

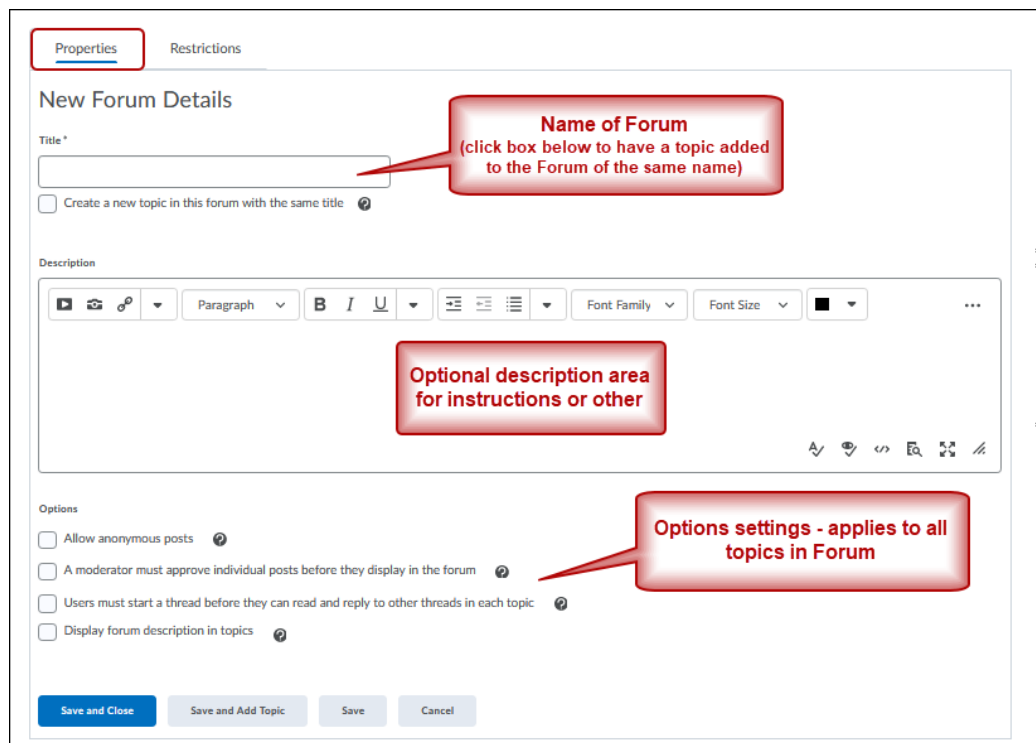
1. Access the Discussion Tool:



2. Click on the **New** button and select **New Forum**:



3. Fill in Properties and Restrictions for the new Forum

A screenshot of the 'New Forum Details' form. The form has two tabs: 'Properties' and 'Restrictions'. The 'Properties' tab is active. The form contains the following fields and options:

- Title***: A text input field. A red callout box points to it with the text: 'Name of Forum (click box below to have a topic added to the Forum of the same name)'. Below the input field is a checkbox labeled 'Create a new topic in this forum with the same title'.
- Description**: A rich text editor with a toolbar containing icons for video, image, link, paragraph, bold, italic, underline, list, font family, and font size. A red callout box points to the text area with the text: 'Optional description area for instructions or other'.
- Options**: A section with four checkboxes:
 - Allow anonymous posts
 - A moderator must approve individual posts before they display in the forum
 - Users must start a thread before they can read and reply to other threads in each topic
 - Display forum description in topicsA red callout box points to this section with the text: 'Options settings - applies to all topics in Forum'.

At the bottom of the form are four buttons: 'Save and Close', 'Save and Add Topic', 'Save', and 'Cancel'.

Edit Forum - new

Properties

Restrictions

Hide from Users

Availability

Has Start Date

3/22/2021

4:52 PM

Now

United States - New York

Has End Date

3/29/2021

8:52 PM

Now

United States - New York

Display in Calendar

Locking Options

Unlock forum

Lock forum

Unlock forum for a specific date range

Has Start Date

3/22/2021

4:52 PM

Now

United States - New York

Has End Date

3/29/2021

8:52 PM

Now

United States - New York

Display in Calendar

Release Conditions

Attach Existing

Create and Attach



Remove All Conditions

There are no conditions attached to this item.

Comment Section Restrictions

Creates time window for viewability

These settings apply to all topics in the Forum

Limits the time for posting to topics that are in the forum - Unlock means can post

Add Release Conditions

Set Group Restrictions