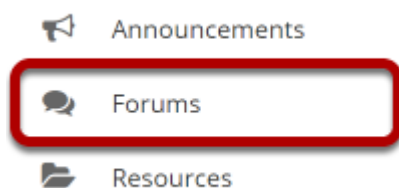# How do I create a new forum?

The **Forum** tool is organized by **Forums**, **Topics**, and **Conversations**.

- A **Forum** is a mandatory category or grouping for topics. There may be more than one Forum in the course or project site.
- **Topics** are required within Forums in order for site participants to be able to post, read, and reply to messages.
- **Conversations** are messages or threads of discussion posted within a Topic.

This article covers the process for creating a new Forum.

Forums are useful for grouping several similar topics together, such as graded discussions, or group topics. They can also be used to specify the default topic settings for all topics within the forum. All new topics will inherit the forum settings by default.

Go to Forums.

Select the **Forums** tool from the Tool Menu.

Click New Forum.

FORUMS

| New Forum | Organize | Template Settings | Statistics & Grading | Watch |

Forums

Use **Forum Settings** and **Topic Settings** to change the title and other details of this forum.
New forums and topics can only be created by you or someone with your level of access.
Use **Template Settings** to set up a template for all new forums.

TEST 003 015 Summer 2020 Forum   New Topic | Forum Settings | More ▾

General Discussion   0 unread of 0 messages   Topic Settings | More ▾

By default, new sites are populated with a single forum titled after the name of the site, and containing one topic for General Discussion. The default forum and topic may be edited for posting messages, adding more topics to the existing forum, or adding a new forum.

Click **New Forum** to add a new forum.

Title the Forum

Forum Settings

Required items marked with *

* Forum Title

Case Studies

Forum titles are required. Name the forum a title to easily identify the types of topics expected within it. Remember that users post messages within topics, not forums. Forums are a grouping or classification of topics.

Enter a short description.

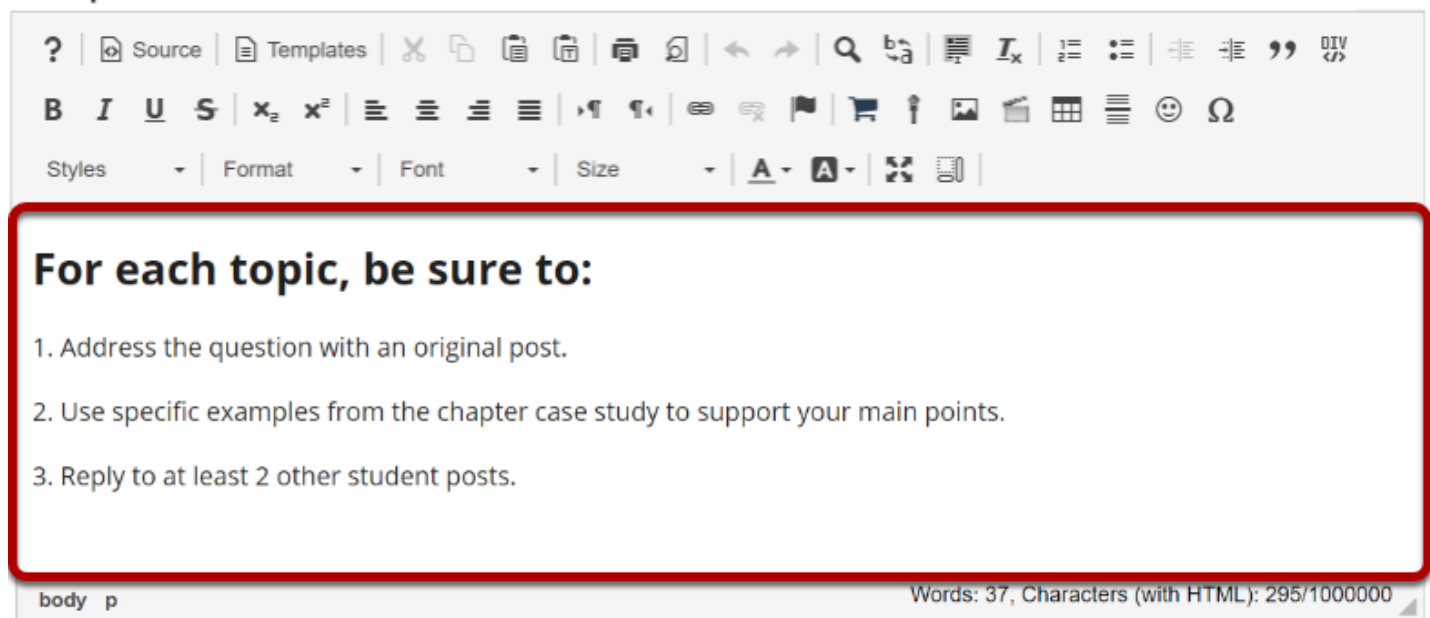Short Description (255 characters max)   182 chars remain

Use this area to discuss case studies from each chapter of your textbook.

If desired, enter a description into the text box provided. The **Short Description** field only allows a maximum of 255 characters and does not allow formatting of text. This information is displayed to users when they view the Forum tool.

Enter a detailed description.

Description

For each topic, be sure to:

1. Address the question with an original post.

2. Use specific examples from the chapter case study to support your main points.

3. Reply to at least 2 other student posts.

body   p   Words: 37, Characters (with HTML): 295/1000000

To provide more detailed instructions about the items in this forum, use the **Description** area to enter the information. This area includes the [Rich Text Editor](#) and allows for more advanced formatting options.

Add attachments. (Optional)

Attachments

No attachments yet

ADD ATTACHMENTS

Optionally, you may attach files to the forum. Click the **Add attachments** button to browse for and select a file.

View Attachments

Attachments

Title		Size	Type
Discussion Guidelines.docx	Remove	11729	application/vnd.openxmlformats-officedocument.wordprocessingml.document

ADD MORE ATTACHMENTS

After a file is attached, the file name, file size, and file format will be displayed.

Select forum posting options.

Forum Posting

☐ Lock forum (disable forum postings)

☐ Moderate topics in forum

☐ Require users to post before reading

There are several forum posting options from which to choose. Remember, any settings selected here will apply to all of the topics within this forum by default. (However, these may be overridden by the settings on an individual topic if desired.)

- **Lock forum**: This option locks the forum so users can no longer post messages. However, they can continue to read existing messages.
- **Moderate topics in forum**: This option means all messages posted within topics in this forum must be approved by the instructor before other students can see them.

- **Require users to post before reading**: Selecting this option requires users to post their own response first before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.

Select availability.

Availability

○ Show immediately

○ Specify dates to open (show) and/or close (hide)

The default option is to **Show Immediately,** or you can choose to **Specify dates to open (show) and/or close (hide).**

Tip: Setting open and close dates at the forum level can be tricky because individual topics may also have specified dates. However, the forum must be visible in order for the topics within the forum to be available to students. Typically, instructors set open/close dates at the topic level only.

Select Read Options.

Mark All Messages in Conversations Read

☑ Automatically mark all messages in a conversation as read

The default option is unchecked, allowing the user to mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

Specify Gradebook item.

Grading

Gradebook item: [Select a Gradebook item ▼] This will be the default in this forum's topics. (More?)

When grading forum posts, select a specific Gradebook item for the grades to be included in the Gradebook calculations.

Note: You must first create the Gradebook item in Gradebook tool before you can select it to be associated with a forum or topic.

Tip: Similar to open/close dates, associating with the Gradebook at the forum level is not always ideal because individual topics may also be graded. Faculty may prefer to grade discussions at the topic level.

Permissions

In most cases, the default forum permissions are appropriate. By default, instructors are forum **Owners**, and all other site participants are **Contributors**. The forum owner may add and delete topics, modify permissions, edit the forum and topic descriptions, etc. Contributors may only read, post, and reply to messages.

To modify the default permissions, click **Customize** to expand the permission settings.

Modifying Permissions

1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e., Author, Contributor, None, Nonediting Author, Owner, Reviewer, Custom).
2. Forum permissions may be customized for different user roles, or for groups within the class. Click **Customize** to further expand the options for a particular role and define more granular custom permissions.

Note: Groups must already exist in order for group role permissions to display.

Click Save.

Once completed, scroll to the bottom of the page and select the **Save** button. (Alternately, if you would like to go directly to the screen to begin adding a new topic to the forum you just created, you may select **Save Settings & Add Topic** instead.)

Note: All forums need at least one topic in order to be active.