

How do I post a discussion forum?

Forums may be added or modified by accessing the Add Forum page or Modify Forum page. Under Course Tool in Control Panel, the fields on the Add Folder page and Modify Folder page are the same. The Add Folder page and Modify Folder page function in a similar manner. The difference being, the Add Folder page opens with empty fields while the Modify Folder page opens with populated fields.

Add Forum page

Go to control panel, under course tools area, click Discussion Board. You will access to Add Forum button. Click Add Forum. The Add Forum page will appear as shown below.



Entry field The table below details the entry fields on this page.

| Forum Information | |
|-----------------------------|---|
| Title: | Enter the forum's title. |
| Description: | <p>Enter a description of the forum. Select a text type for the description from the following options:</p> <p style="padding-left: 40px;">Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text accepts HTML tags as well.</p> <p style="padding-left: 40px;">Plain Text: Displays text as written.</p> <p style="padding-left: 40px;">HTML: Displays text as coded using HTML tags. Please note that embedded images and Javascripts may not be used when posting a message to a discussion board.</p> |
| Forum Settings: | <p>Forum Options provides options to allow or disallow users to post anonymously, to allow or disallow editing of the message once it has been posted, to allow or disallow file attachments and to allow or disallow new messages. Check the appropriate check boxes to:</p> <ul style="list-style-type: none"> • Allow anonymous posts (Never select this one) • Allow author to edit message after posting (Not recommended) • Allow author to remove own messages (Not recommended) • Allow file attachments • Allow new messages. |
| Forum User Settings: | Highlight a user and click the appropriate button to assign forum user settings. |
| Normal Admin | <p>Revokes the forum administrator privileges to a selected user. Assigns forum administrator privileges to a selected user.</p> <p style="padding-left: 40px;">Permanent Forum Administrator – the person creating the forum, no one can take away these privileges.</p> <p style="padding-left: 40px;">Forum Administrator privileges are privileges assigned by the Permanent Forum Administrator.</p> |
| Block | Blocks a user from posting to the discussion board forum. The forum administrator or the permanent forum administrator can only block a user. |
| Unblock | Unblocks a user that was formerly blocked from posting to the discussion board forum. |