

## **How to Create a Discussion**

1. Navigate to the Discussions area of the course.
2. Click on "Create Forum."
3. On the "Create Forum" page, fill out the "Forum Information" area including name and instructions. Enter the discussion prompt directly into the "Description" text box.
4. Be sure to configure "Forum Availability" and if you prefer, you can enter date and time restrictions.
5. In the "Forum Settings" area, there are many options to choose from. Usually, the default selections will suffice, but you might choose to add or remove additional setting options. If you will be grading the forum, you can also choose "Points possible" in this area and choose to add a rubric as well. When you are satisfied with your selections, click "Submit."
6. You should now see your forum in the Discussions area. If your prompt is somewhat lengthy, you should consider entering the forum and posting the prompt as the first thread as well. This way, students can see and respond to your thread once they enter the forum.