

Setting up a Discussion Forum

1

Once you are in the module of choice, click on Module Admin from the module navigation bar.

Content Communication ▾ Key Items ▾ Tools ▾ Grades **Module Admin**

2

Then click on Discussions.

Communication

Announcements

Chat

Intelligent Agents

Discussions

3

You will then be directed to the discussions page. Here, you can see all the discussion forums that have been created, along with their own topics. To create a new forum, click on the blue New button and then choose New Forum.

Discussions

Settings Help

Discussions List Subscriptions Group and Section Restrictions Statistics

New ▾


More Actions ▾

New Forum **approved**

New Topic

Hide All Topics

Test Forum ▾

Topic	Threads	Posts	Last Post
Test Topic Link ▾ Includes assessment.	3	6	 Ryandeep Mann 17 January at 9:55 AM
Test For Rubric ▾ Includes assessment.	0	0	
Test For Existing Rubric ▾ Includes assessment.	0	0	
test 2 ▾	0	0	

4

You will need to give the forum a title.

If you want to create a topic for this forum with the same title, make sure this option is ticked.

The text editor can be used to create a description.

Within Options, you can add additional features to the forum. If you want to use any of the options, make sure they are ticked.

Within Availability, you are able to make the forum always visible, hide the forum or even make the forum visible from a specific date range. For the final option, you will need to add a start and end date.

Within Locking, you are able to unlock the forum, lock the forum or even unlock the forum from a specific date range. For the final option, you will need to add a start and end date.

The screenshot shows the 'New Forum Details' page in Brightspace. At the top, there are tabs for 'Properties' and 'Restrictions'. The main heading is 'New Forum Details'. Below this, there is a 'Title' field, a checkbox for 'Create a new topic in this forum with the same title', and a 'Description' field with a rich text editor. The 'Options' section includes checkboxes for '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', and 'Display forum description in topics'. The 'Availability' section has a dropdown for 'Hide forum visibility options' and three radio button options: 'Forum is always visible', 'Hide this forum', and 'Forum is visible for a specific date range'. The 'Locking Options' section has a dropdown for 'Hide locking options' and three radio button options: 'Unlock forum', 'Lock forum', and 'Unlock forum for a specific date range'. Each date range option includes fields for 'Has Start Date' and 'Has End Date' with 'Now' buttons.

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Then go back to the top of the page and click on the Restrictions tab for the forum.



6

You can then attach Release Conditions to the forum if you only want specific users to be able to see the forum.

If you want to restrict the forum to specific groups or sections. Make sure this option is ticked and then add the groups or sections.

The screenshot shows the 'Restrictions' tab of a forum configuration page. It is divided into two sections: 'Release Conditions' and 'Group and Section Restrictions'. In the 'Release Conditions' section, there are buttons for 'Attach Existing', 'Create and Attach', and 'Remove All Conditions'. Below these buttons, it states 'There are no conditions attached to this item.' In the 'Group and Section Restrictions' section, there is a checkbox labeled 'Restrict this forum to the following groups and sections' which is currently unchecked. Below this checkbox is a button labeled 'Add Groups and Sections'. The text below this section states 'There are no group or section restrictions attached to this item.'

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Finally, click on Save and Close at the bottom of the page once you are done.

Save and Close

Save and Add Topic

Save

Cancel