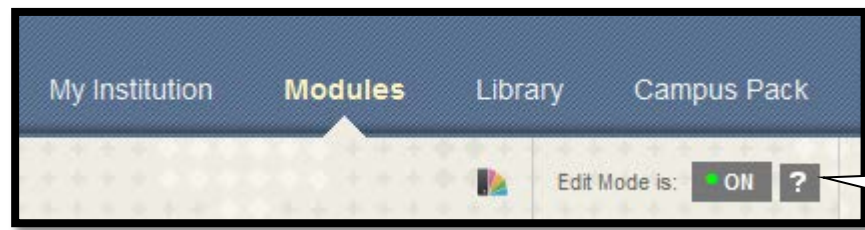
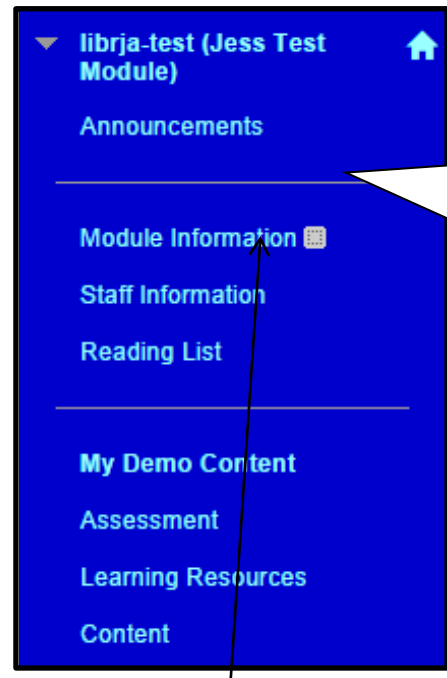




1 Type in this web address:
<https://unilearn.hud.ac.uk>
and log in.



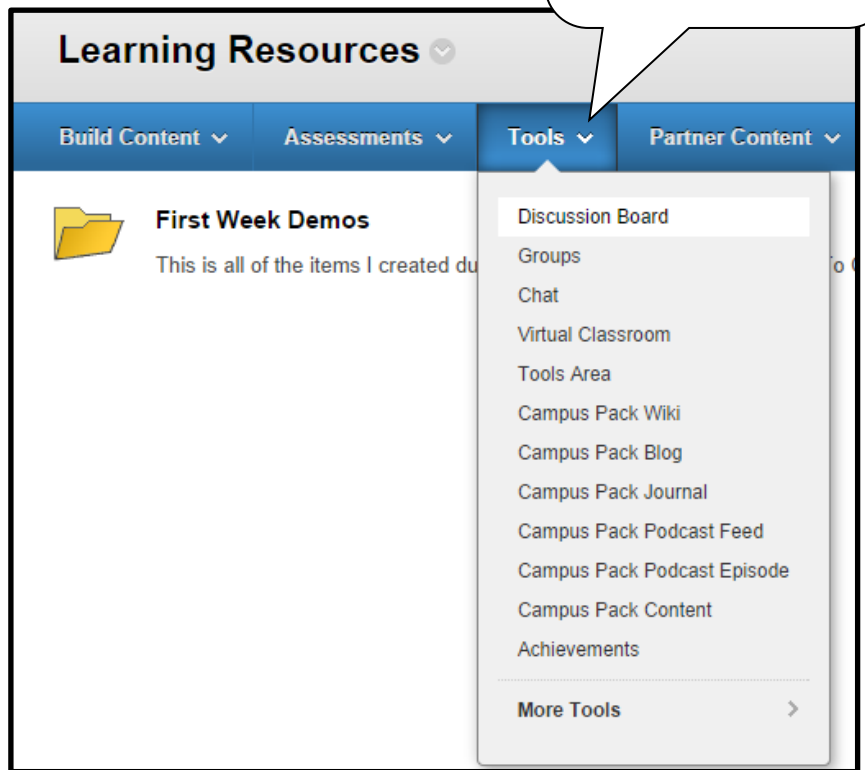
2 Make sure the edit mode is ON (top right of the screen).



3 Under the module tab (top left) select the required folder to create a discussion board in.
(Do this by clicking the actual text)

4 The selected folder page will then open.
Hover over the 'Tool' tab and select 'Discussion Board'.

This icon next to a menu indicates that the page is empty and the menu will not appear to students.



Create Link: Discussion Board

Adding a link to a Discussion Board forum places the forum in the content area. This creates a streamlined experience where users interact with each other in the same area where they discover content. A link can connect to an existing forum or a new forum can be created and linked. [More Help](#)

Cancel

Next

1. Create Link: Discussion Board

Link to the Discussion Board page or create a new Discussion Board forum. Creating a link to a forum here and making it hidden will make the forum hidden as well.

Link to Discussion Board Page

Create New Forum

Create New Forum

2. Submit

Click Next to continue. Click Cancel to quit.

Cancel

Next

5

Click on the 'Create New Forum' button to create the discussion board.

Create Forum

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

* Indicates a required field.

Cancel

Submit

1. Forum Information

* Name

Description

Text Editor is: ON

Normal 3 Arial | B I U abc x₂ x² | [List Icons] | [Image Icons]

6

Add the name of your discussion board here, It's also useful to add a description about the discussion board and any instructions to set.

Path: body

2. Forum Availability

Available Yes No

Enter Date and Time Restrictions Display After
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

7 Choose 'Yes' or 'No' to set the availability of the discussion board to students.

8 To restrict the availability for a certain time period, tick the checkbox and then select the date and time.

This option here is quite important, if you tick this your students won't be able to see what other people have posted until they themselves have posted. This reduces the risks of people copying or purposefully repeating what others have said.

3. Forum Settings

If a Due Date is set, submissions accepted after this date, but are marked 'late'.

Viewing Threads/Replies Standard View
 Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, t

Grade No Marking in Forum
 Grade Discussion Forum: Points possible:
 Grade Threads

Subscribe Do not allow subscriptions
 Allow members to subscribe to threads
 Allow members to subscribe to forum
 Include body of post in the email
 Include link to post

Members can 'Subscribe', to be updated through email of any new threads or replies in a discussion board.

10

Create and Edit

- Allow Anonymous Posts
- Allow Author to Delete Own Posts
- Allow Author to Edit Own Published
- Allow Members to Create New Threads
- Allow File Attachments
- Allow Users to Reply with Quote
- Force Moderation of Posts

Additional Options

- Allow Post Tagging
- Allow Members to Rate Posts

'Force moderation of posts' allows the tutor/moderator to control the content and language of the posts. 'Rating the post' allows students to know how popular the post is.

11

Once you have selected and completed all the appropriate settings, click on submit.

12

Success: Forum Discussion created. X

Create Link: Discussion Board

Adding a link to a Discussion Board forum places the forum in the content area. This creates a streamlined experience for other in the same area where they discover content. A link can connect to an existing forum or a new forum can be created.

Cancel
Next

1. Create Link: Discussion Board

Link to the Discussion Board page, link to a specific Discussion Board forum or create a new Discussion Board forum. Creating a link to a forum here and making it hidden will make the forum hidden as well.

Link to Discussion Board Page
 Select a Discussion Board Forum

Select a Discussion Board Forum

Discussion

2. Submit

Click Next to continue. Click Cancel to quit.

Cancel
Next

13

Create Link: Discussion Board

* Indicates a required field.

Cancel Submit

1. Link Information

* Link Name:

Colour of Name:

Link: Discussion Board: Discussion

Text

Post your aims and aspirations..

Path: body

2. Options

Available: Yes No

Track Number of Views: Yes No

Date Restrictions

Display After

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Add the name of your forum here, It's also useful to add a description about the forum and any instructions to set.

14

To restrict the forum availability for a certain time period, tick the checkbox and then select the date and time.

15

When completed, click on Submit. This will then add the discussion board to the content area within the module.

16