



HOW TO CREATE DISCUSSION BOARDS

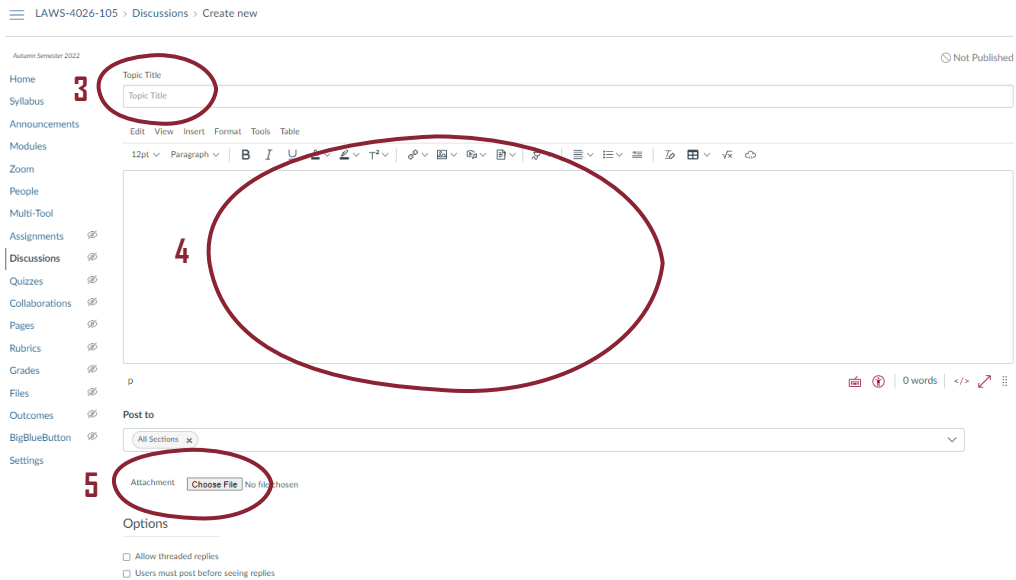
ADD NEW DISCUSSION TO YOUR COURSE

- 1 Click on the **'Discussion'** tab in the navigation bar (lefthand side of the screen).
- 2 Click on the **' +Discussion'** button in the upper right-hand corner.

The screenshot shows a course page for 'LAWS-4026-105' with a navigation bar on the left and a discussion board on the right. The navigation bar includes 'Home', 'Syllabus', 'Announcements', 'Modules', 'Zoom', 'People', 'Multi-Tool', 'Discussions', 'Collaborations', 'Pages', 'Rubrics', 'Grades', 'Files', 'Outcomes', 'BigBlueButton', and 'Settings'. The 'Discussions' tab is circled in red with a '1'. The top right corner of the discussion board has a '+Discussion' button circled in red with a '2'. The main content area is divided into three sections: 'Pinned Discussions' (empty), 'Discussions' (containing three items: 'Discussion 1', 'Discussion TEMPLATE', and 'Discussion TEMPLATE'), and 'Closed for Comments' (empty). Each section has a message indicating that there are no pinned discussions or closed comments.

ENTER DISCUSSION DETAILS

- 3** Title your discussion in the **'Topic Title'** box.
- 4** Include any discussion instructions in the main **text box**.
- 5** If your discussion includes consulting additional documents, you can attach them by clicking on the **'Choose File'** button below the text box.)



CONFIGURE DISCUSSION SETTINGS

- 6** Tick any of the options in the **'Options'** section that you wish to apply to your discussion.
- 7** Identify how long the discussion will be accessible to students in the **'Available From'** and **'Until'** boxes.

