

# AT A GLANCE: DISCUSSION BOARD

## WHAT IS A DISCUSSION BOARD?

A Discussion board is a tool in Connect where students communicate with each other, and with you. It consists of forums and threads, and is usually organized by topic. You can create forums and threads to organize discussions into units or topics relevant to your course. The Discussion Board often becomes the online gathering place, as students demonstrate their grasp of the material, exchange ideas, debate topics, ask questions, and work in groups.

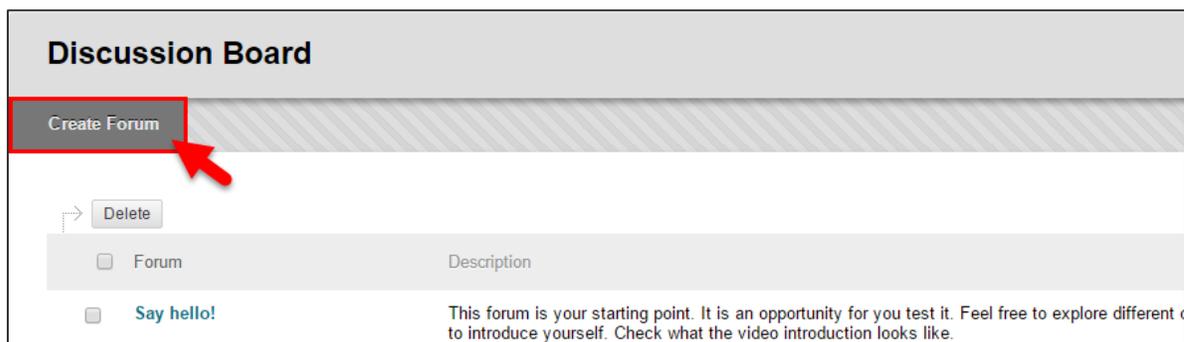
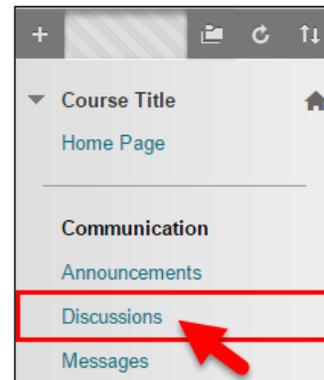
## KEY FEATURES

- **Grading and assessment options:** Moderate, evaluate, and even grade Discussion Board posts
- **Subscription options:** Enable email subscription so students can receive email alerts for new posts or replies. You can allow students to subscribe to an entire forum or to specific threads within a forum by activating the Subscribe option when creating the Discussion Board.
- **Date restricted discussion board forums:** Restrict your discussion board forums to specific time periods in the course.

## GETTING STARTED

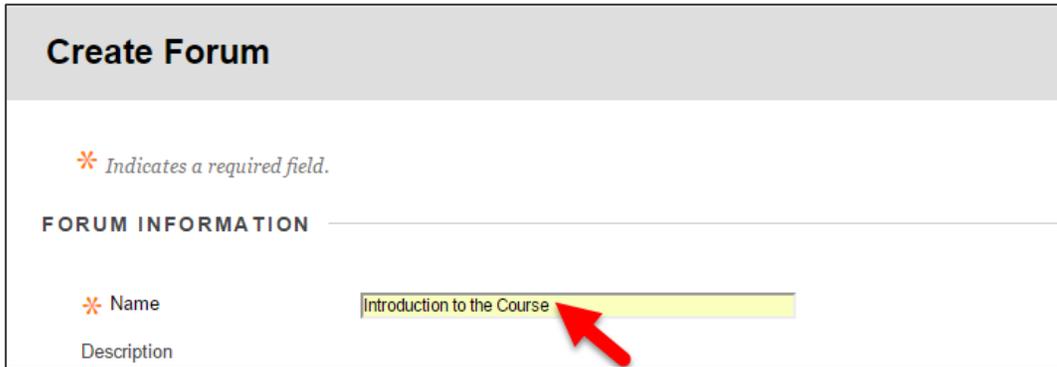
A link to the Discussions tool should be visible when you first open the course shell. You must create a forum before it can be used by your students.

1. **Access the Discussion Board.** From the Connect course shell, click Discussions on the left-hand side menu. The Discussion Board should already be visible in the Communication section when you first open your course shell.
2. **Create a Forum.** On the Discussion Board page, click Create Forum on the Action Bar to start creating your forum. A discussion board forum is an area where participants discuss a topic or a group of related topics (e.g. Say Hello! Or General Course Queries).



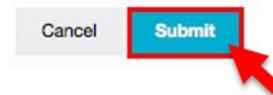
Within each forum, users can create threads. A thread includes the initial post and all replies to it. You can create forums and threads to organize discussions into units or topics relevant to your course.

3. **Provide the Forum information and specify the settings.** In the Create Forum page, type a name and optional instructions or a description. On the main discussion board page, the description follows the forum name.

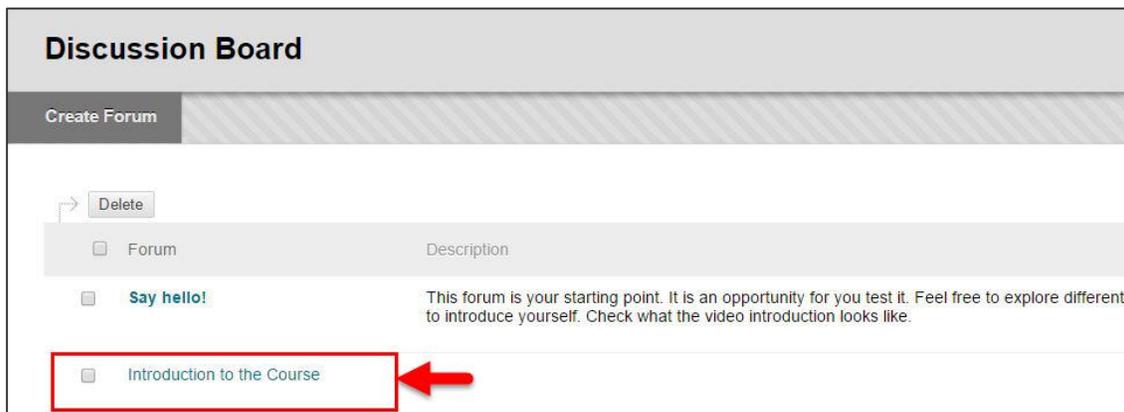


4. Define the Forum Settings and Availability options.

5. Click Submit to save your changes.



You should now be able to see your newly created discussion board in Connect. Click on the board title to view the threads within the forum and start creating new threads!



For more information on how to create and organize a discussion forum and how to adjust the forum settings, please refer to our "How to Use Discussion Forums" Quicksheet.