## **The Forums (Discussion) Feature**

Forums are organized by categories and sub-categories called topics. For example, the “Category” might be “Heart Disease”, and the topics in this category could be “Early Signs of HD”, “Acute Coronary Syndrome” etc. Students then post/respond within the individual topics in the category.

1. Select the page to add the Forum feature.
2. Click the menu tool, (wrench)… Add a new feature…” selecting the Forums from the list. (You might consider renaming this feature to “Week 1 Discussion, Diabetes Discussion”, etc.
3. Click “Back to…” to return to the page and the Forums feature displays.

### **Adding/Editing a Discussion Category and Topic(s)**

1. Click the Forum title bar. A default category (General) and topic (Open discussion) display.
2. Select "Edit Forum" link to add/edit a new category/topic. Save.
3. Edit/Add a Category, and/or Edit/Add a new topic. Save.

Repeat steps 1-2 to add/edit additional categories or topics.

### **YOU MUST….Grant Access to Students to Post/Edit own/Reply**

**By default, students CANNOT** post to Forums until the instructor has granted access. The access varies from *Adding a Post, Editing/Deleting their own Post*, and Replying to Posts

1. Select “Access” from the page menus (wrench).
2. Select “Students” from the list on the left.

Scroll down to the Discussion and select permissions accordingly.