

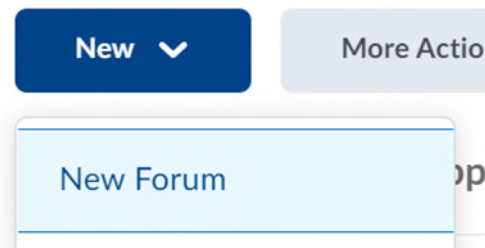
Using Discussion Forums in the FCS Template

The following help sheet will show you how to create and edit “**Discussion Forums**” in the FCS Course Template. Although this will mainly focus on the boards that are already available, please feel welcome to create boards for course.

Part 1: Creating a Discussion Forum

Discussion Forums will be created by you to house different Topics. Students will then be able to reply to these topics in the form of Threads and be able to reply to other student’s threads.

1. To create a new forum, go to the “**New**” dropdown menu and select “**New Forum**”.



2. Then, add a “**Title**” and “**Description**” for your forum.

Title *

Homework Questions

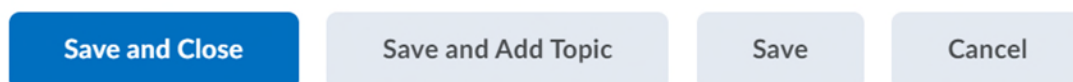
Description

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In this Forum, you will be able to post questions about assignments, labs, or other homework for the course to get help from me, the TAs, or your fellow students. Please post your threads under the corresponding topics.

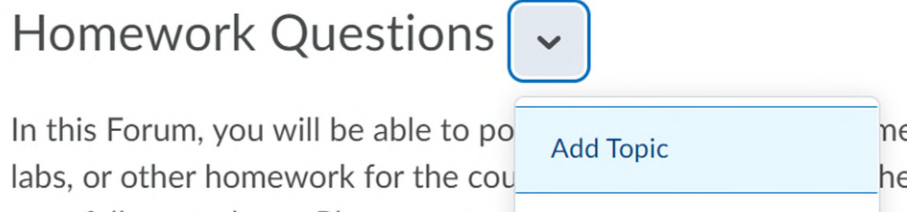
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3. When you are finished, click “**Save and Close**”. If you want to immediately start making topics under this forum, click “**Save and Add Topic**”.



Part 2: Creating Topics

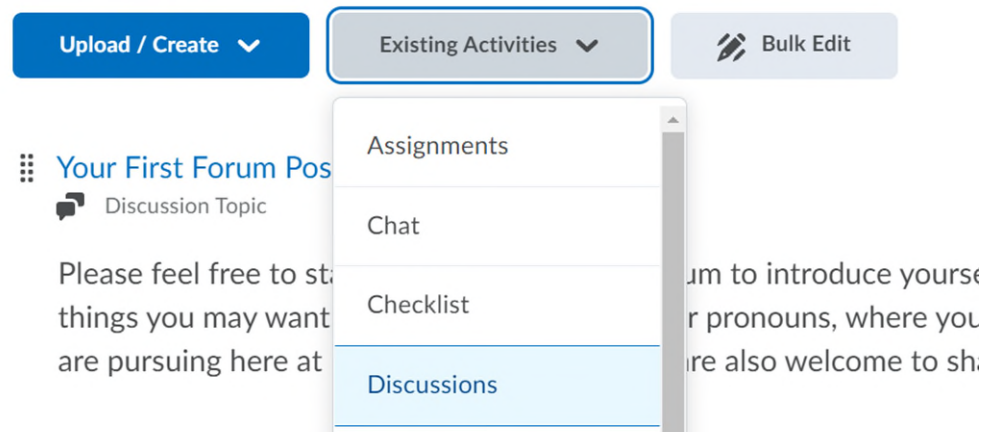
1. To create a topic, find the Forum you want to create a topic in and click on the dropdown arrow beside the title. Then select **"Add Topic"**



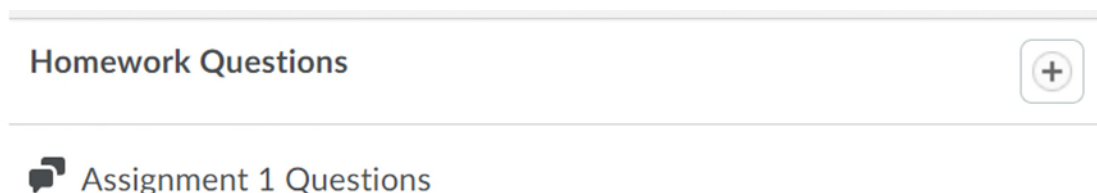
2. Then, go through and edit your topic details accordingly. This may include adding a title, description, release dates, or assessment objectives.
3. Once you have finished editing the details, you can look at your topic and wait for replies.

Part 3: Adding your Discussion to Modules

1. Navigate to the module where you want to have the discussion forum or topic. This could be under a corresponding assignment or unit module.
2. Under the “**Existing Activities**” dropdown menu, select “**Discussions**”



3. Then, find and select the forum or topic you want to insert. If you want to insert the whole forum, click the plus button beside the forum name. Otherwise, you can just select the topic to insert by clicking on it.



4. Finally, check your module to see if it is displayed how you want. Adjust accordingly.

