WORK WITH FORUMS

Forums, or discussion boards, are great places for teachers and students to interact. These activities are built in to the two facilitated course templates, but can be created and inserted into any EasyCampus course.

Before You Begin

- Understand how to turn Editing off and on. If you don’t know how to do this, use the step guide titled Edit a Page to help you.
- Decide how the forum will be used and think about introductory text.

Begin

1. Display the course into which you want to add a forum. If you are using a facilitated course template, display the page that contains the forum link (e.g., Lessons/Week 1) and skip to Step 11.
2. Make sure editing is turned on
3. Click the Manage Activities tab.

Manage Activities tab

4. Select the Forum activity from the Add an Activity drop-down box at the top of the screen.
5. Type a name for your new forum.

Example: Introductions

6. Enter some introductory text in the Forum introduction box.

Example: Welcome to the course. Take a moment to introduce yourself! Create a new topic by click the Add a New Discussion Topic button. Use your name as the title and type a few paragraphs describing yourself and your interest in this course.

7. If you want, fill in the rest of the optional fields on the page. When you’re ready, scroll to the bottom of the page and then click the Save and Return to Course button.
8. Display the page in which you want to display your new forum.
9. Locate the drop-down box with “Add an Existing Activity” in it. From this box, select the name of your new forum.
10. The forum link will be displayed at the bottom of the middle column. If you want, use the small black arrow icons to move it around the page.
11. To add a topic, click the name of your forum on the course page. The screen will change and you will be able to add and/or reply to discussion topics.
12. Click the Add a New Discussion Topic button. The screen will change to help you enter your topic.
13. Type a Subject.

**Example: Question for Today**

14. Type a Message.

**Example: Comment on whether you find racial overtones in the book Huckleberry Finn. Take the time it was written into consideration. Comment on at least two other answers.**

15. When you're finished, scroll to the bottom and then click the Post to Forum button.
16. To reply to a topic, click the title of the topic. The screen will change and you'll see the contents of the topic.
17. Click the blue Reply link at the bottom right corner of the topic. Note that you can also edit or delete the topic from this page.
18. If you want, edit the Subject and then enter your reply in the Message box. When you're done, scroll to the bottom of the page and the click the Post to Forum button.