

Seaport 3: Create a New Discussion Forum Topic

Discussion Forums are one way to create instructors unique “presence” in the course, they can be used to build a learning community within the course, and can easily be accessed and graded. Discussion threads (posts) can be responded to by the instructor or fellow students.

Create a New Discussion Forum

1. After logging in and selecting your course, click **Discussion Forums** in the left navigation menu (Figure 1).

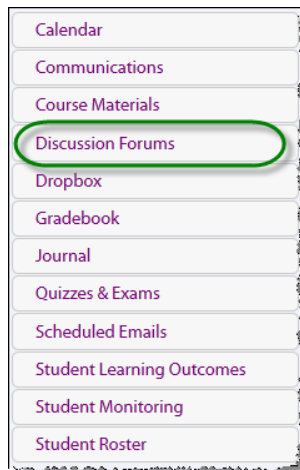


Figure 1

2. Click **Add New Thread** (Figure 2).

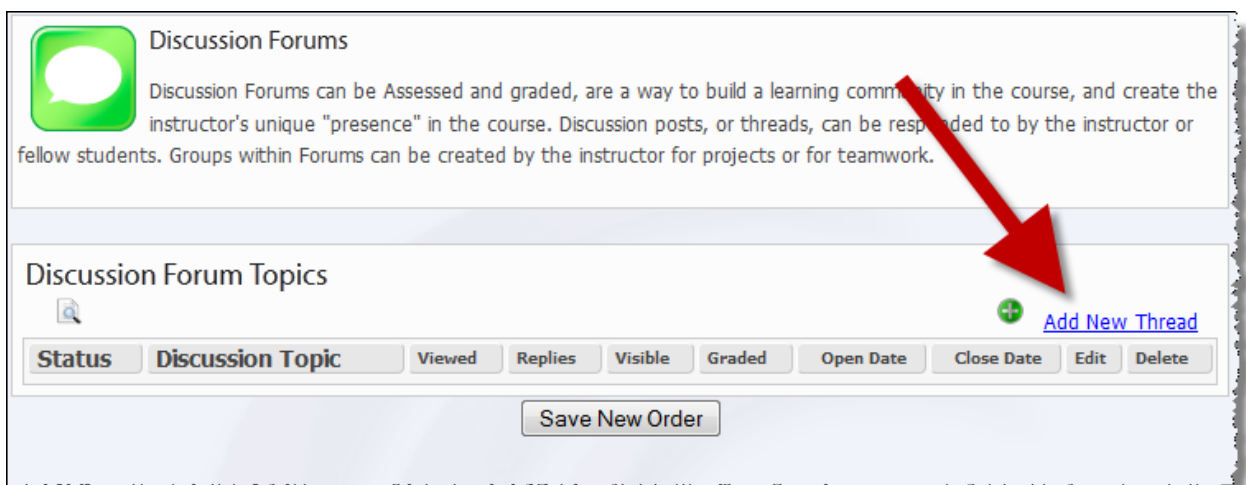


Figure 2

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3. From the Edit Forum Thread window, enter the following:
 - a. In the **Message Title** textbox, enter the name of the forum (Figure 3a). Give each Discussion Thread a unique name.
 - b. In the **Message Content** textbox, enter the message (Figure 3b). Describe to the students what you expect in their responses to your post, whether you want them to post to other students, what should be in their responses to other students, and if this is a graded activity.
 - c. You have the option to have Discussion Forums open and close so that students can only respond during the open dates. The **Open Date** and the **Close Date** are already populated with a default date. To change the dates click inside the date text field. A calendar will open into which you may click on the desired date and time or else type in the date and time (Figure 3c).
 - Before the Open Date students can't open the forum. They only see the forum thread title.
 - Once the form Close Date has passed, students can open the forum to view the thread but they can't post a new message or edit an existing message.
 - d. By default, each Discussion Thread is always visible (Figure 3d). If you do not want a forum thread visible, uncheck the **Visible** check box. If a forum is NOT visible, the students can't see the topic in the list of discussion forum topics.
 - e. The **Graded** box will indicate if this is a graded assignment and connected the Gradebook (Figure 3e). The Graded status cannot be changed in this screen. This is done by connecting a forum to a specific assessment in the Gradebook. Refer to the Seaport 3 How-to document titled, "Setting up Assessments List."
4. When finished click **Save** (Figure 3f).

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Discussion Forum Description

Note: Required fields are marked with an asterisk (*)

Edit Forum Thread

a MessageTitle*: Student Introductions
Message Title is required.

Message Content*:

Source [Icons]

Styles [Dropdown] Font [Dropdown] A [Dropdown] A [Dropdown] B I X₂ X² [List Icons] [List Icons] [List Icons] [List Icons]

Welcome to class! Use this area to introduce yourself to the class. Please include the following:

- Why you are taking this course?
- What do you hope to accomplish after taking this course?
- What are your educational goals?

b

This is a graded activity. Please refer to the Course Syllabus and the Student Summary for details on grading guidelines and point values.

Please enter your message content

c Open Date*: 01/30/2012 12:00 AM

Close Date*: 05/30/2012 12:00 AM

d Visible*:

Graded*: (No) **e**
(the drop box needs to be linked to an assessment in order for the score to be automatically entered in the gradebook. Link it via the Tool Title menu in the appropriate assessment unit (Assessments List)*)

f Cancel Save

Figure 3