Minerva Discussion Forums

Create a new forum
1. Navigate to the content area in your module where you would like to add a discussion board
2. Select Discussion Board from the Tools Menu

3. Click **Create New Forum**

**Create Link: Discussion Board**

*Link to the Discussion Board page or create a new Discussion Board.*

- Link to Discussion Board Page
- Create New Forum

4. Fill in the **Name** and **description** properties.
   1. **Forum Information**
      - **Name**: Project 1 ideas exchange
      - **Description**: Use this forum to exchange ideas for the module project.

5. Configure the forum via the options in the **Create Forum interface**
   - **Availability**
     - Make the Forum Available now, so that you don't forget later. Apply date restrictions if desired

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o **Viewing Threads/Replies**
Choose standard view to show posts to participants without restrictions. Choose 'Participants must create a thread' to restrict viewing to participants who have participated. This is the best option for discussion forums requiring an original contribution from each student. They will have to post before they can see other students' posts to the discussion.

o **Grade**
If you are grading the Forum, change the settings here. This will create a Grade Centre column, you can grade on screen whilst viewing a student's posts. How to access what needs grading is described in the [Grade Centre](#) guide.

o **Subscription**
Allow users to subscribe to forum updates.

o **Create and Edit**.
Settings which regulate how forum participants can edit and post, including moderation.

o **Additional Options**
Post tagging and ratings settings: tagging allows users to tag posts in a special view called a collection, to make reading large threads more flexible and easier to print. Ratings will allow users to rate each other's posts and will display an aggregated 5 star 'score'.

6. When you have selected all your options, click the **Submit** button.

7. Now you must add the link to the new forum.

   o **Select a Discussion Board Forum**

   Select a Discussion Board Forum

   |----Select forum below---- |
   | Project 1 ideas exchange |

   o Select the forum you just created from the list, and click **next**.
   o On the next screen you will be given an opportunity to add a link description. This text will be displayed in the content area where you placed the link.
   o Set any tracking or date restriction options for the link if you wish and then click **Submit**.

More information, including managing and modifying the forum, can be found in the [online guide](#).