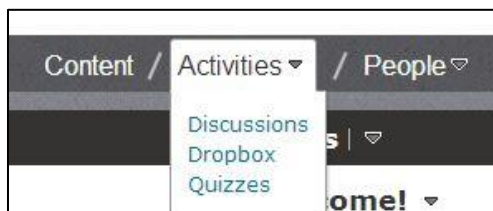


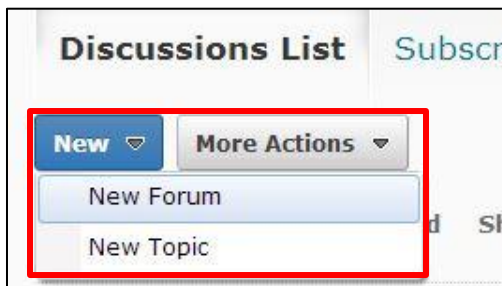
Create a Discussion Forum and Topic

This How-To will outline the steps needed to create a Discussion Forum and Topic. A Forum is a folder that holds Topics, such as Section 2. Topics are where questions can be asked of students and they can respond, such as “Please elaborate on your thoughts towards Six Sigma Black Belt Training and its influence in the corporate sector.”


1. Select **Activities** from the top navigation menu and then select **Discussions**.



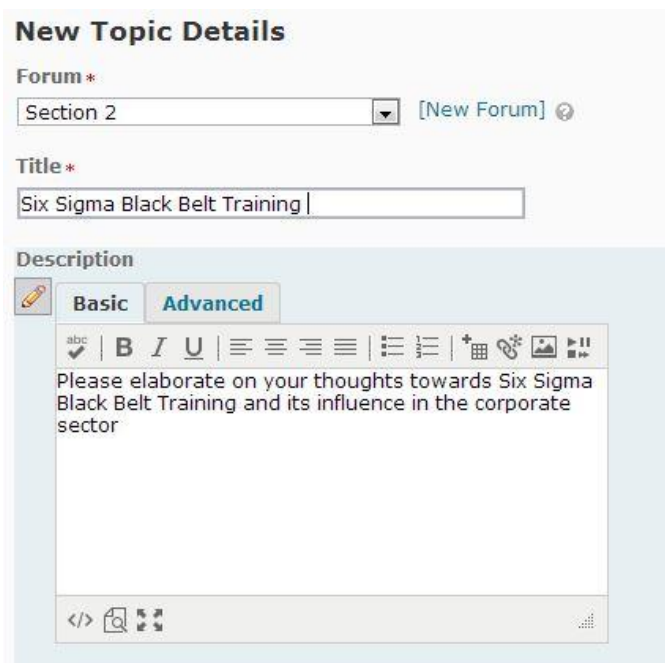
2. Select **New > New Forum**.



3. Give your new Forum a **Title**.
4. Select **Save & Add Topic**.

A screenshot of the 'New Forum' configuration page. The page has tabs for 'Properties' and 'Restrictions'. Under 'New Forum Details', there is a 'Title' field, a checkbox for 'Create a new topic in this forum with the same title', and a 'Description' text area. Below these are 'Options' with checkboxes for 'Allow anonymous messages' and 'Messages must be approved before being displayed'. There are also expandable sections for 'Availability' and 'Locking Options'. At the bottom, there are four buttons: 'Save and Close', 'Save & Add Topic', 'Save', and 'Cancel'. The 'Save & Add Topic' button is highlighted with a red box.

5. Give your new Topic a **Title** and type the question that you would like students to respond to in the **Description**.



New Topic Details

Forum *
Section 2 [New Forum]

Title *
Six Sigma Black Belt Training

Description

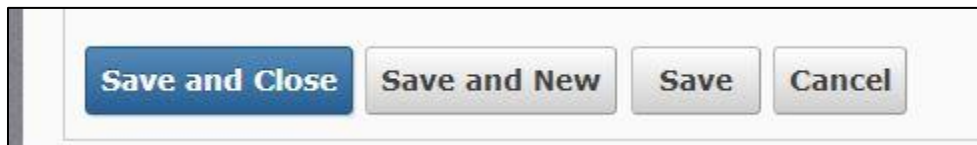
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Please elaborate on your thoughts towards Six Sigma Black Belt Training and its influence in the corporate sector

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6. Select Save and Close.



7. Your new Forum and Topic are now available for student responses.