



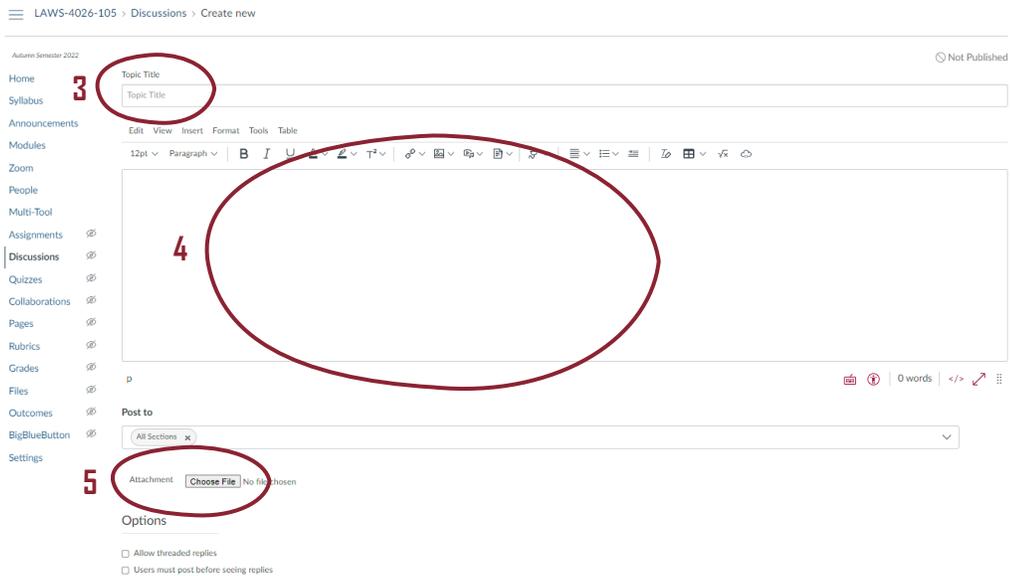
CREATING DISCUSSION BOARDS

ADD NEW DISCUSSION TO YOUR COURSE

- 1** Click on the **'Discussion'** tab in the navigation bar (lefthand side of the screen).
- 2** Click on the **' +Discussion'** button in the upper righthand corner.

ENTER DISCUSSION DETAILS

- 3** Title your discussion in the **'Topic Title'** box.
- 4** Include any discussion instructions in the main **text box**.
- 5** If your discussion includes consulting additional documents, you can attach them by clicking on the **'Choose File'** button below the text box.)



CONFIGURE DISCUSSION SETTINGS

- 6** Tick any of the options in the **'Options'** section that you wish to apply to your discussion.
- 7** Identify how long the discussion will be accessible to students in the **'Available From'** and **'Until'** boxes.

