

Discussion Board “crib” Sheet

1. Create the Forum

- * Discussion Board #1
- * Provide directions, e.g., “Review the assignment and post your responses to the Thread.

2. Select Options

- * Select Options
 - Display “after” and “until” dates and times
 - Select “Standard View”
 - Select “Grade Discussions from Forum”/ select required number of posts (1, 2 or more) before an “alert” is sent to the Grade Center
 - Do not allow “Subscriptions”
 - De-select “Allow Members to Create New Threads”
 - De-select “Allow File Attachments”
 - De-select “Allow Users to Reply With Quote”

3. Click “Submit”

4. Click name of Forum

5. Create Thread

- * Name the thread (Ex: “Two Truths & a Lie”)
- * Always place the directions and questions to be answered in the Thread

**** Provide students with a Discussion Board Rubric; insert it into Course Documents or the Weekly Folder in which the assignment is due.**