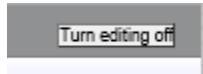


## Faculty Forum Guide

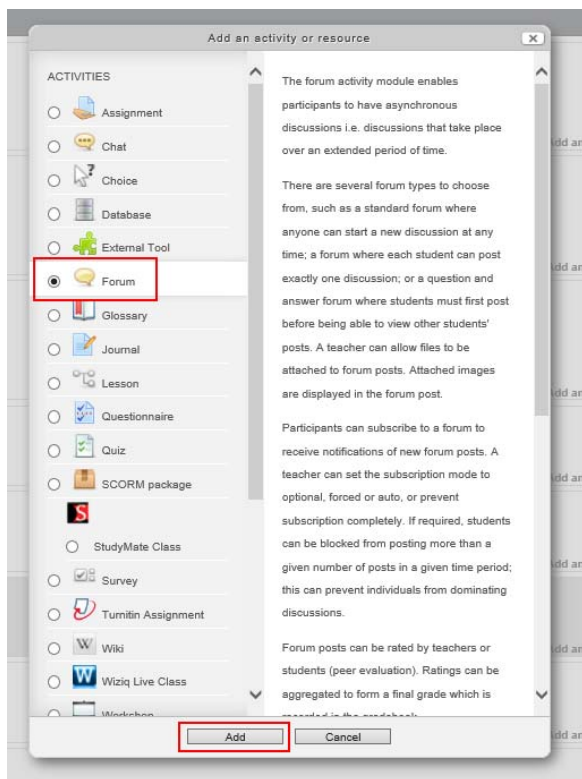
To create a forum, go to your course. Make sure editing is turned on by clicking [Turn editing on](#) in the top right hand corner.



Once editing is turned on, go to the week you wish to put the forum in and click [Add an activity or resource](#).



When you see the pop up box you can either double click on the Forum option, or select it and click **Add** at the bottom of the box.



Be sure to name your forum.

General

Forum name\* Demo Forums

Description\* Show editing tools  
Demo Forums

Display description on course page

Forum type ? Standard forum for general use

Make sure that your **Forum Type** is set to **Standard forum for general use**.

General

Forum name\* Demo Forums

Description\* Show editing tools  
Demo Forums

Display description on course page

Forum type ? Standard forum for general use

Be sure and go through all of the settings to make sure everything is as it should be.

- ▶ Attachments and word count
- ▶ Subscription and tracking
- ▶ Post threshold for blocking
- ▶ Grade
- ▶ Ratings
- ▶ Common module settings
- ▶ Restrict access
- ▶ Activity completion

When you have finished, click on **Save and return to course** or **Save and display**.