

## How to Create a Discussion Forum

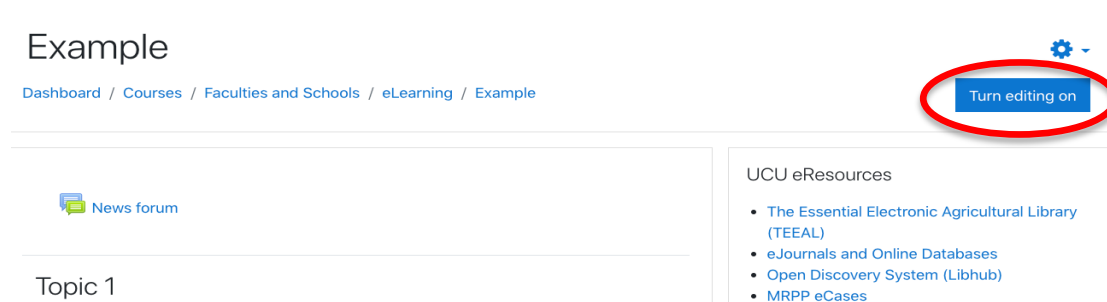
Creating a discussion forum has two steps.

### Step 1

1. Go to your course.
2. Click the **Turn Editing On**.

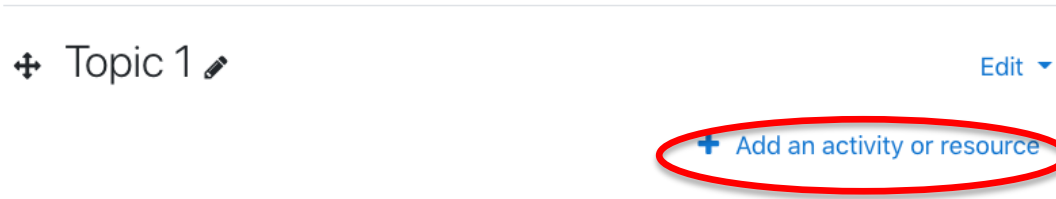
### Example

Dashboard / Courses / Faculties and Schools / eLearning / Example



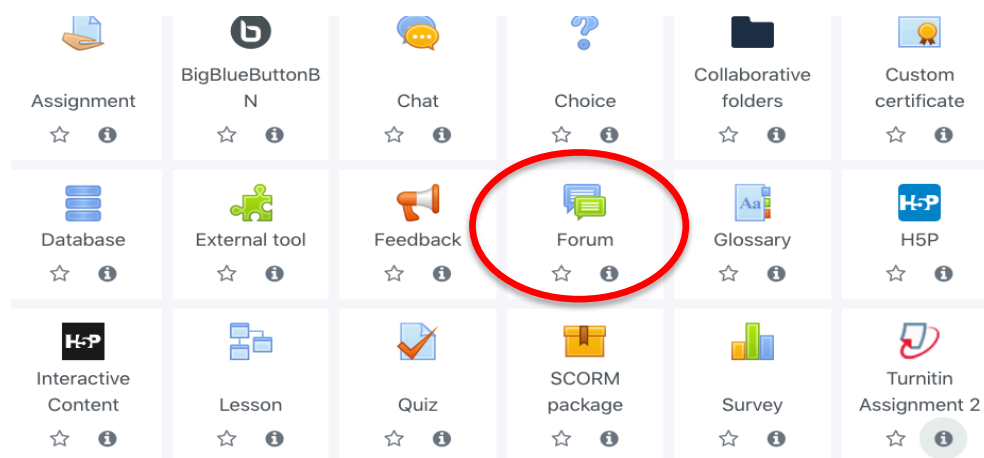
The screenshot shows a course page with a navigation breadcrumb: Dashboard / Courses / Faculties and Schools / eLearning / Example. In the top right corner, there is a gear icon and a blue button labeled "Turn editing on", which is circled in red. Below the breadcrumb, there is a "News forum" section and a "UCU eResources" section with a list of links: The Essential Electronic Agricultural Library (TEEAL), eJournals and Online Databases, Open Discovery System (Libhub), and MRPP eCases.

3. Go to specific section/topic where you would like to add the Discussion Forum.
4. Click the **Add an activity or resource** link.



The screenshot shows a topic page titled "Topic 1" with an "Edit" button. Below the title, there is a blue link labeled "+ Add an activity or resource", which is circled in red.

5. In the Activity tab, click on **Forum**. To see more information about a Forum or any Activity, click the information icon (i).



The screenshot shows a grid of activity options. The "Forum" activity is circled in red. Each activity has an icon, a name, and a star and information icon. The activities are: Assignment, BigBlueButton, Chat, Choice, Collaborative folders, Custom certificate, Database, External tool, Feedback, Forum, Glossary, H5P, Interactive Content, Lesson, Quiz, SCORM package, Survey, and Turnitin Assignment 2.

6. You get to the window like the one below. Add a title in the **Forum**

**name** field, and a description of your expectations for the discussion in the forum.

## Adding a new Forum to Topic 1

▶ Expand all

### General

Forum name !

Description

↕ A ▾ B I ☰ ☰ 🔗 🔗

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Display description on course page ?

7. Click on other settings within the forum. As needed, then click **Save and Display**, which allow you to add the topic of discussion to the forum.

## Add the topic of the discussion

8. Click the **Add a new discussion topic** button.

### Test Forum ⚙️ ▾

**Add a new discussion topic**

(There are no discussion topics yet in this forum)

◀ News forum

Jump to... ▾

Outline ▶

9. Complete the **Subject** field to give the topic a name.
10. Complete the **Message** field to explain the topic to be discussed.

Subject ! Management of government resources

Message !

↵
A ▾
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I
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☰
🔗
🔗

🖼️
📎
🎤
📺
📄
H-P

The government of Uganda has done its best in managing government resources

Post to forum
Cancel
Advanced

There are required fields in this form marked ! .

(There are no discussion topics yet in this forum)

11. Click the **Post to Forum** button. The forum is now available for discussion.

## Test Forum ⚙️ ▾

[Add a new discussion topic](#)

Discussion	Started by	Last post ↓	Replies	Subscr
<span style="color: blue;">☆</span> <a href="#">Management of government resources</a>	Dorothy Mukasa 11 Sep 2020	Dorothy Mukasa 11 Sep 2020	0	<input checked="" type="checkbox"/>


# Test Forum

## Management of government resources

 [Settings](#) ▾

Display replies in nested form ▾

Move this discussion to ... ▾ [Move](#)



**Management of government resources**  
by [Dorothy Mukasa](#) - Friday, 11 September 2020, 9:04 AM

The government of Uganda has done its best in managing government resources

[Permalink](#) [Edit](#) [Delete](#) [Reply](#)

12. Click on **Reply** to discuss. Click on **Edit** to edit your discussion topic, or click **Delete** to delete the topic.

**NB:** Students will only see the reply button; they cannot edit or delete the topic.