Creating a New Discussion Forum

This reference guide describes how to set up a New Discussion Forum that can be accessed through a Catalogue Item

Step 1: Go to the hamburger menu (top right hand corner of the screen) and select Manage Learning.
Step 2: Select **Manage Learning Assets**.
Step 3: Select Add Learning Asset.
Step 4: Select **New Discussion Forum**.
Step 5: Type the discussion forum name in the **Name** dialogue box.

- The Identifier will be auto generated.

Step 6: Give a brief description and outline of this forum in the description text field

- Leave default settings.
Step 7: Tick **Enable Notifications**.

Step 8: Tick **Learners must post to complete**.

Step 9: Type minimum number of posts required.
Step 10: Select applicable staff member facilitating the forum by entering their email address from the User drop down.

Step 11: Select Facilitator role.

Step 12: Click Add button.

Step 13: Click Save Discussion button.

Select Add it now if you would like to add this asset to a Catalogue otherwise continue creating additional assets that will comprise your course.