

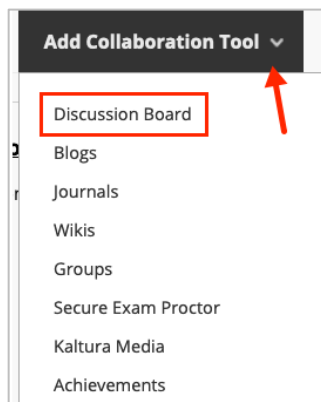
# POST FIRST DISCUSSION THREAD

The Post First Discussion setting requires students to create a thread prior to reading any other posts in the discussion forum. Use this feature if you want students to post their individual response to a discussion question before reading and responding to other posts. Consider explaining to students in the discussion prompt or syllabus that they need to post before they can see others' posts.

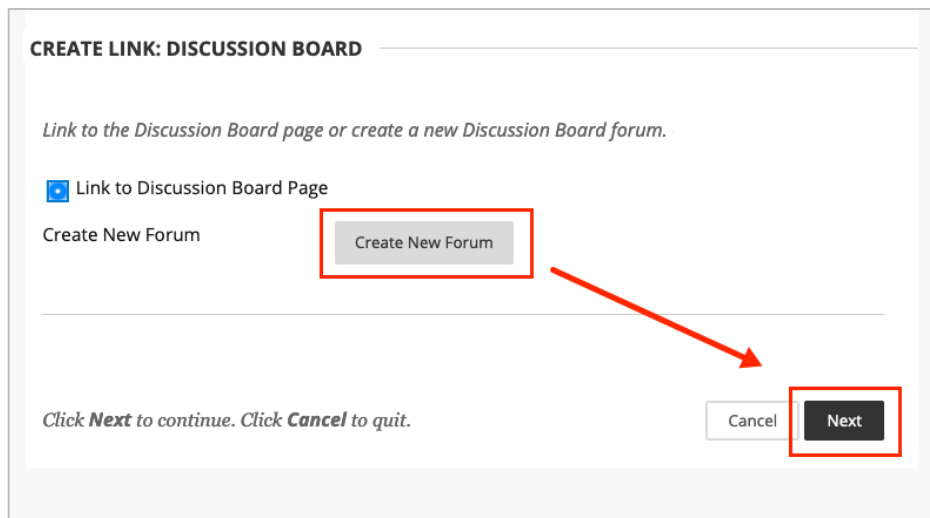
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## Instructions

1. Within a course [content area](#) (i.e., Week 1), click on **Discussion Board** under the **Add Collaboration Tool** tab.

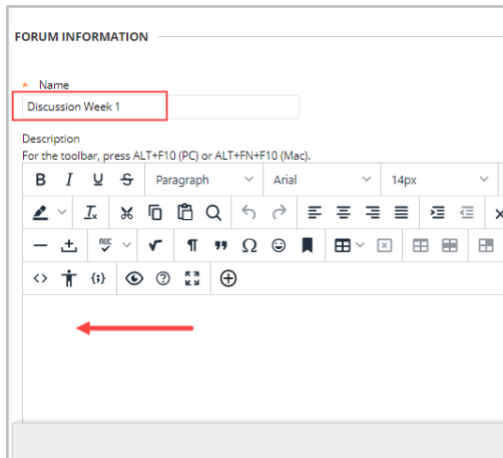


2. Select **Create New Forum** button. Then select **Next**.



# POST FIRST DISCUSSION THREAD

3. Provide a name and enter a description for your forum.



FORUM INFORMATION

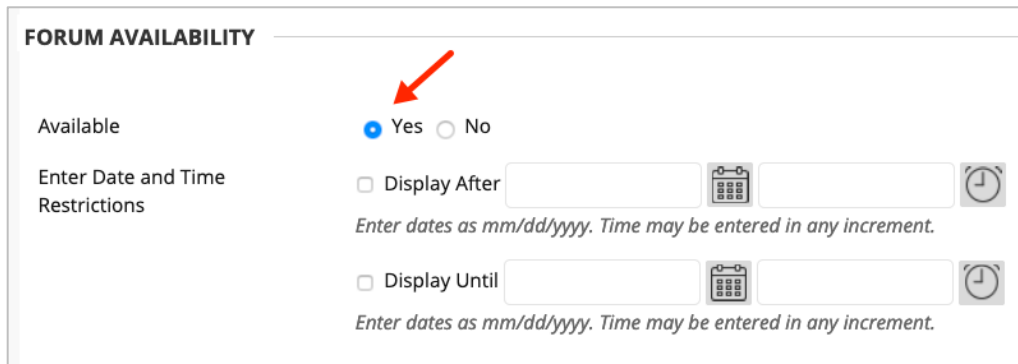
Name  
Discussion Week 1

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar: Bold, Italic, Underline, Paragraph, Arial, 14px, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, Table of Contents, Source Code, Help.

Red arrow points to the description text area.

4. In the Forum Availability section, leave Available set to Yes. It is not advisable to enter any date restrictions here. You can enter them later in another step.



FORUM AVAILABILITY

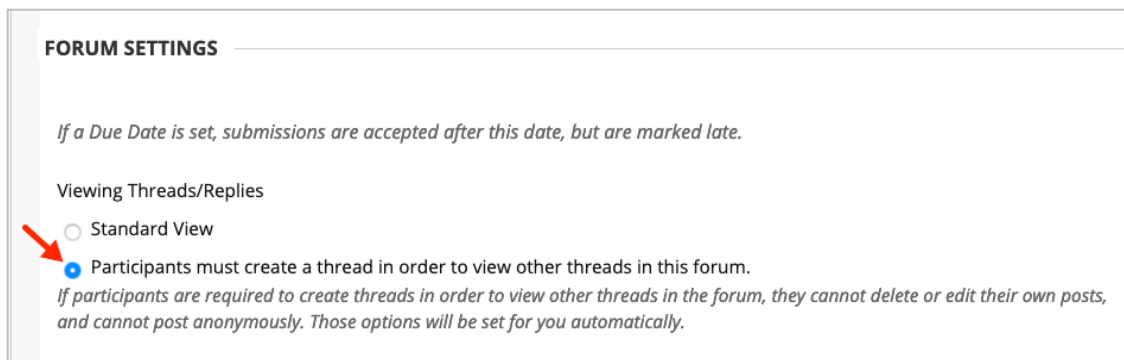
Available  Yes  No

Enter Date and Time Restrictions

Display After [calendar icon] [time icon]  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until [calendar icon] [time icon]  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

5. In the **Forum Settings** section under Viewing Threads/Replies, click the button next to **Participants must create a thread to view other threads in this forum.**



FORUM SETTINGS

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.  
*If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.*

6. In the Grade section, click **Grade Discussion Forum** and enter points possible. This will also create a grade center column for you to easily grade the discussion.

## POST FIRST DISCUSSION THREAD


Grade

No Grading in Forum



**Grade Discussion Forum:** Points possible:

Grade Threads

7. Make sure Show participants in “needs grading” status is set to at least **1 post**. Enter a **due date**. Add a [ulearn rubric](#) if you have one for the discussion. If you don’t have a rubric, return to this area later to [associate a rubric](#).

Show participants in "needs grading" status  after every  Posts

Due Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Associated Rubrics

8. Choose any other settings desired for the discussion. Accepting the defaults is fine in most cases. Click **Submit** when done.

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Create and Edit

Allow Anonymous Posts

Allow Author to Delete Own Posts

Allow Author to Edit Own Published Posts

Allow Members to Create New Threads

Allow File Attachments

Allow Users to Reply with Quote

Force Moderation of Posts

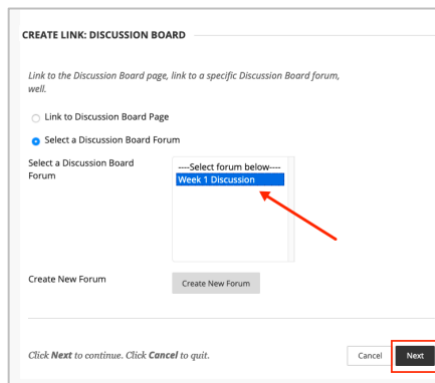
Additional Options

Allow Post Tagging

Allow Members to Rate Posts

9. On the Create Link page make sure the discussion you created is highlighted and then click **Next**.

# POST FIRST DISCUSSION THREAD



CREATE LINK: DISCUSSION BOARD

Link to the Discussion Board page, link to a specific Discussion Board forum, well.

Link to Discussion Board Page

Select a Discussion Board Forum

Select a Discussion Board Forum

—Select forum below—

Week 1 Discussion

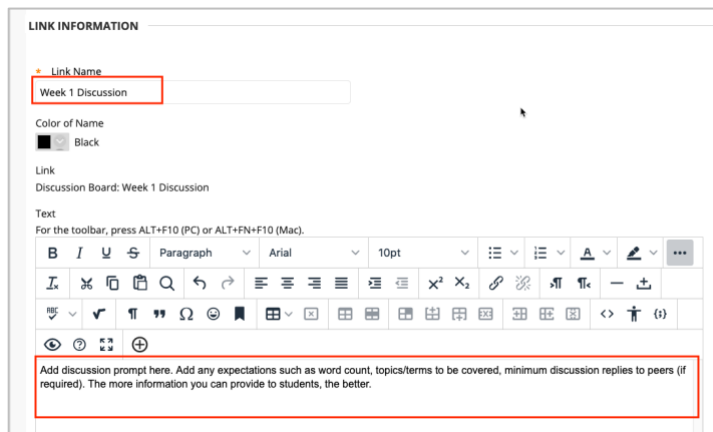
Create New Forum

Create New Forum

Click **Next** to continue. Click **Cancel** to quit.

Cancel **Next**

10. Provide a name and instructions. Be as clear as possible with any expectations in the instructions.



LINK INFORMATION

Link Name

Week 1 Discussion

Color of Name

Black

Link

Discussion Board: Week 1 Discussion

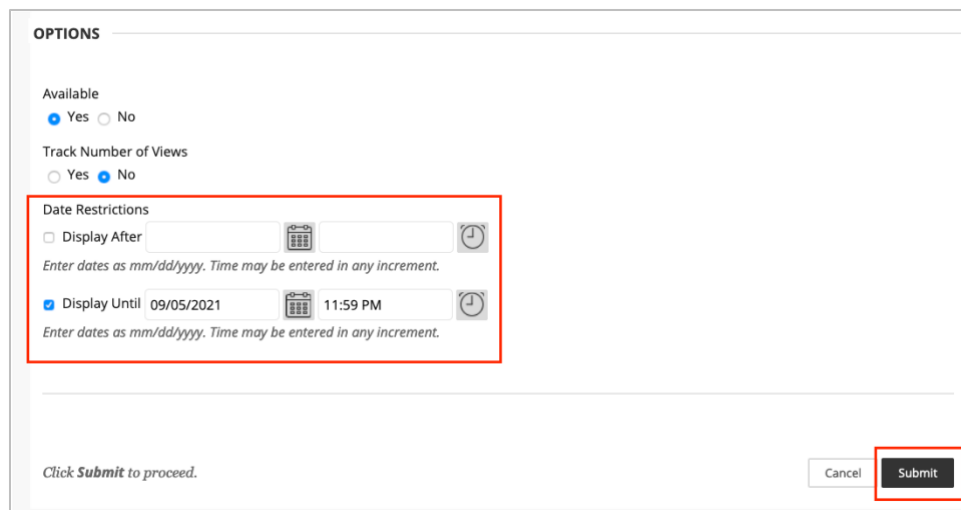
Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U Paragraph Arial 10pt

Add discussion prompt here. Add any expectations such as word count, topics/terms to be covered, minimum discussion replies to peers (if required). The more information you can provide to students, the better.

11. Under Options, make sure Available is set to Yes (especially if you have a Display After date set). Enter any Date Restrictions if desired. Click **Submit** when done.



OPTIONS

Available

Yes  No

Track Number of Views

Yes  No

Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 09/05/2021 11:59 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed.

Cancel **Submit**