

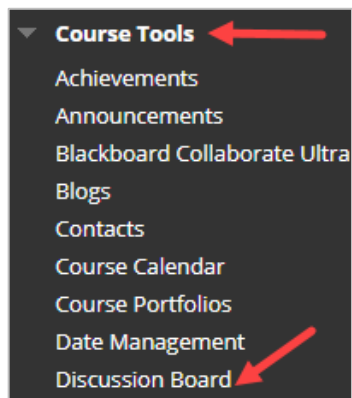
# EDIT DISCUSSION FORUM SETTINGS

Follow the steps below to edit the settings of a discussion forum in ulearn. Common reasons to edit the settings include setting it to be graded so that a grade column is created, adding/changing a due date, editing other settings, etc.,

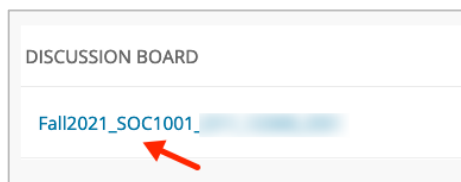
---

## Instructions

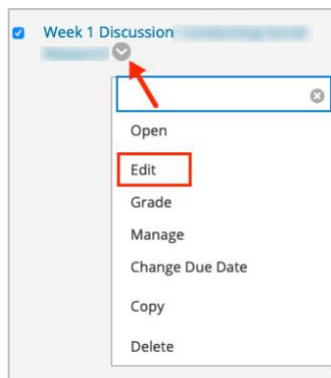
1. To edit a discussion forum, select **Course Tools** for the left menu and click on **Discussion Board**.



2. Select the **course name and ID** from the Discussion Board page.



3. Click the **down arrow** next to the forum name and select **Edit**.



# EDIT DISCUSSION FORUM SETTINGS

4. Edit forum settings as needed on the page (grading, due date, [adding a rubric](#), etc.,). When done, click **Submit**.

### 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.*

Grade

No Grading in Forum

**Grade Discussion Forum:** Points possible:




Grade-Threads

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

Name	Type	Date Last Edited	Show Rubric to Students
 <b>Discussion Board Rubric</b>	 Used for Grading	Jul 30, 2021 4:50:46 PM	 Yes (With Rubric Scores)

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

*Click **Submit** to proceed.*