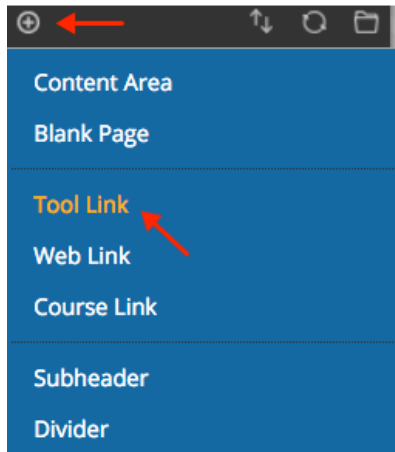


ADD A QUESTIONS FORUM

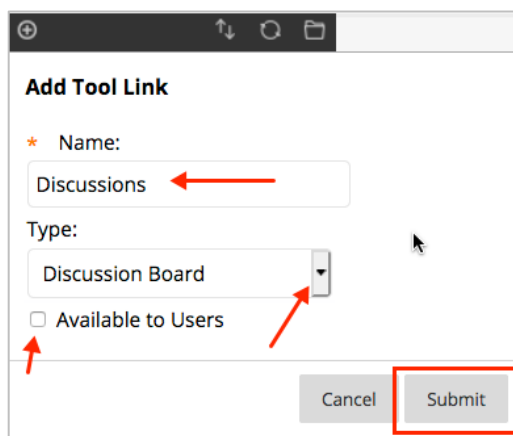
Instructors can add a Questions forum to the course left menu for commonly asked questions from students.

Instructions

1. Go to your ulearn course and click on the Add Menu Item icon (+). Select **Tool Link** from the menu that appears.



2. Enter a **name** "Discussions" and from the Type menu choose **Discussion Board**. If desired, make it **available to users** (especially if you want it to be a shortcut to the Discussion board). Click **Submit**.

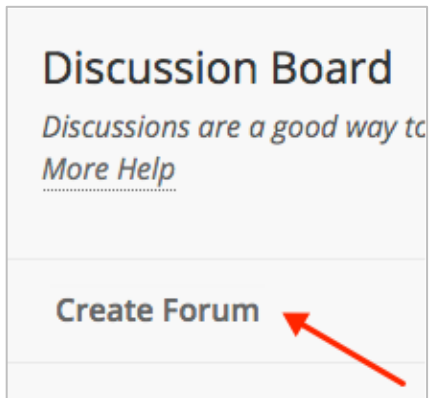
A screenshot of a form titled "Add Tool Link". The form has a white background and a dark header. It contains the following fields and controls: a text input field for "Name" with the value "Discussions" and a red arrow pointing to it; a dropdown menu for "Type" with "Discussion Board" selected and a red arrow pointing to it; a checkbox for "Available to Users" which is unchecked and has a red arrow pointing to it; and two buttons at the bottom: "Cancel" and "Submit" (which is highlighted with a red border).

3. Locate and **click** on the Discussions tool link you just created.

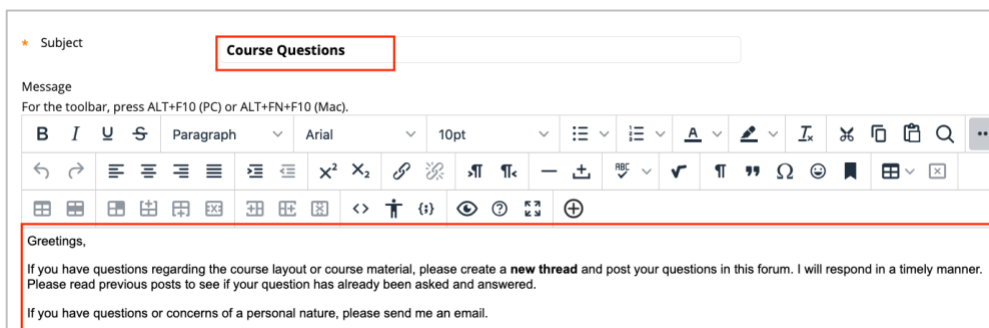
ADD A QUESTIONS FORUM



4. Click on Create Forum.



5. Provide a **name** and enter a **description** in the box on how you plan to use the forum.



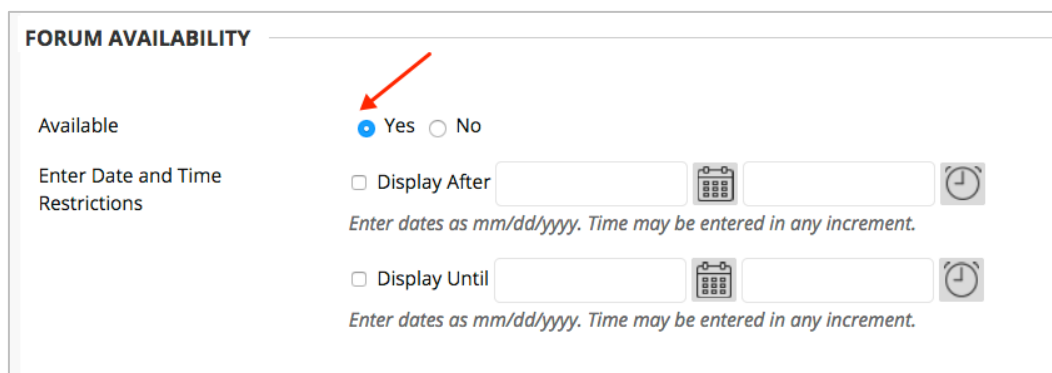
* Subject

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

B I U Paragraph Arial 10pt

Greetings,
If you have questions regarding the course layout or course material, please create a **new thread** and post your questions in this forum. I will respond in a timely manner. Please read previous posts to see if your question has already been asked and answered.
If you have questions or concerns of a personal nature, please send me an email.

6. Make sure that **Yes** is the selected option for Available. You can enter dates if you wish, such as a display until date for end of the semester.



FORUM AVAILABILITY

Available Yes No

Enter Date and Time Restrictions

Display After

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

Display Until

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

ADD A QUESTIONS FORUM

7. In the Forum Settings area of the page, make sure **Standard View** is the default and that there is **No Grading in 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, 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

8. In the Subscribe section, ensure that members can subscribe to the forum (they will be emailed when their question is answered in the forum if they subscribe). Choose the checked default options. When done, click **Submit**.

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

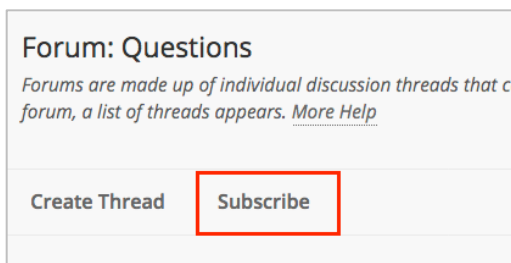
Click **Submit** to proceed.

ADD A QUESTIONS FORUM

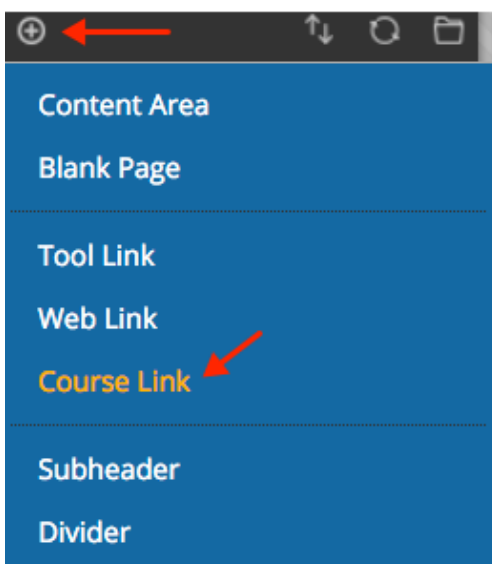
9. The forum has been created. **Click** on it.

Delete			
<input type="checkbox"/>	FORUM	DESCRIPTION	TOTAL POSTS
<input type="checkbox"/>	Questions	Use this forum to ask general course questions. Questions of a personal nature, please email your professor.	0

10. Click **Subscribe**. When students post in the forum, you will get an email from ulearn. You will need to get into the forum to read their question or post.

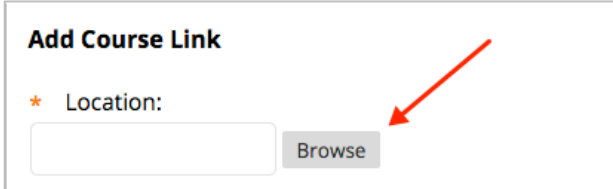


11. Now go back to the course menu and click the Add Menu Item icon (+). Click on **Course Link**.



12. Next to the Location box, click the **Browse** button.

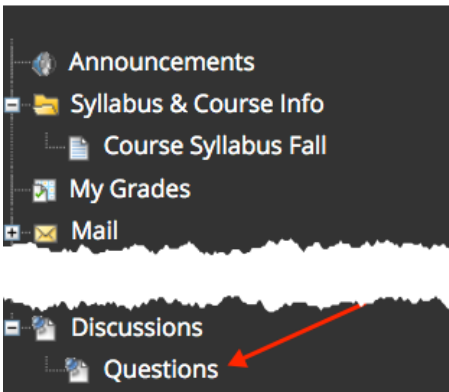
ADD A QUESTIONS FORUM



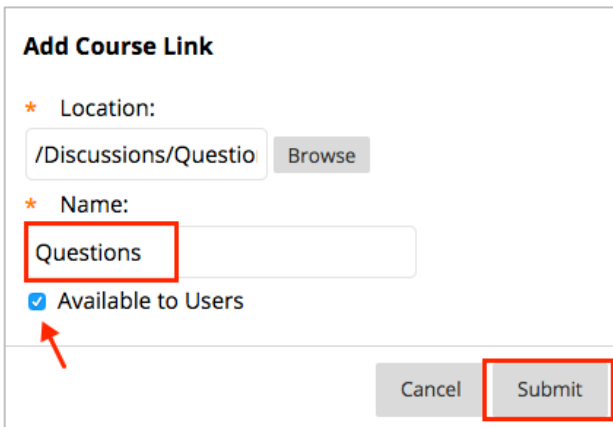
Add Course Link

* Location:

13. A menu window appears. Scroll all the way down and click on the **Questions** forum you created earlier (you must click the name of the particular forum and not on “Discussions”).



14. Provide a **name**, “Questions”. Make sure **Available to Users** has a check in the box and then click **Submit**.



Add Course Link

* Location:

* Name:

Available to Users

15. The Questions forum has been created and will take the students directly to that particular forum.

