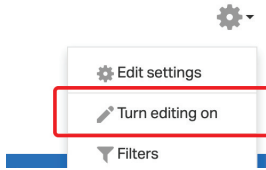
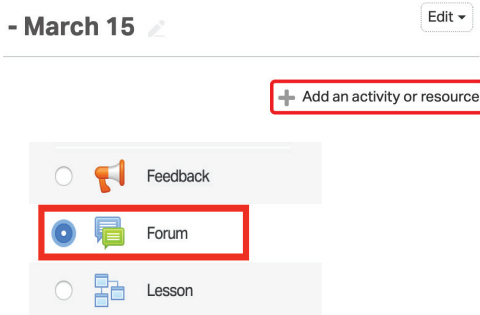


How to Create a Forum (Instructors)

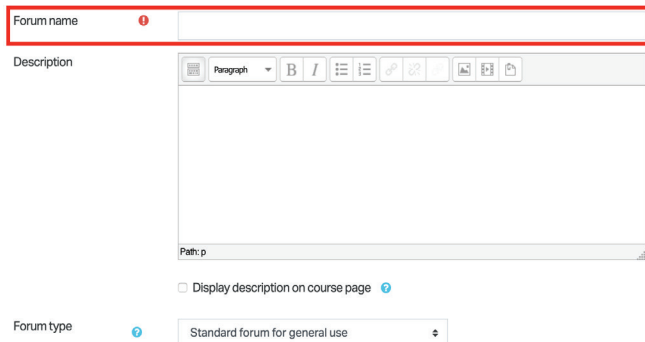
- a. Turn Editing On.



- b. Press Add an Activity or Resource, select Forum, and press Add.



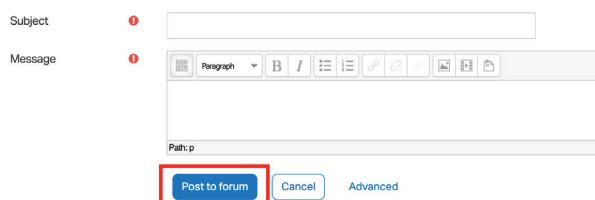
- c. Enter a name for your forum and confirm that the Forum Type is set to Standard forum for General Use.

A screenshot of the forum creation form. The 'Forum name' field is highlighted with a red box. Below it is a 'Description' field with a rich text editor toolbar. At the bottom, the 'Forum type' dropdown menu is set to 'Standard forum for general use'.

- d. Press Save and Return to Course.
e. Click on the title of the forum that you just created.
f. Click Add a new discussion topic.



- g. Enter a subject and a message for the topic, then press Post to Forum.

A screenshot of the 'Post to forum' form. It has a 'Subject' field and a 'Message' field with a rich text editor toolbar. At the bottom, there are three buttons: 'Post to forum' (highlighted with a red box), 'Cancel', and 'Advanced'.