

# DISCUSSIONS – CREATE A FORUM

Use discussion forums and topics to increase communication and collaboration in your course. This tutorial shows how to create a discussion forum.

Discussions are your course message boards, which are organized into forums and topics. All discussion topics must belong to a forum. To create a new forum;

## Step 1.

On your **Discussions tool**, navigate to the **Discussions List** tab.

## Step 2.

Click **New** and select **New Forum**.

## Step 3.

Enter a **name** for the new forum.

## Step 4.

Enter a **description**, if desired, to provide learners with details about the information to be covered in the forum.

## Step 5.

Select the **options** you want to apply to the forum, such as allowing anonymous posts or requiring a moderator to review the comments learners make prior to posting them.

## Step 6.

Click **Show forum visibility** options to set visibility and availability times for your forum.

## Step 7.

You can also add a **Locking Options** to unlock or lock a forum and set the unlocked availability range. Forums that are locked will still be visible to users.

## Step 8.

When you are ready click **Save and Close**.

If you still require assistance on the matter, CITL offers support for your online course issues.  
Please contact our Support Centre at <https://citl.mun.ca/support/>