

Creating Discussion Forums and Topics

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Purpose

This training material highlights creating discussions and forums within eCourseware.

Audience

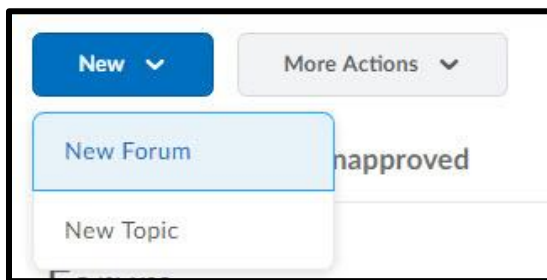
This training material is designed for University staff and faculty using eCourseware.

Creating Discussion Forums and Topics

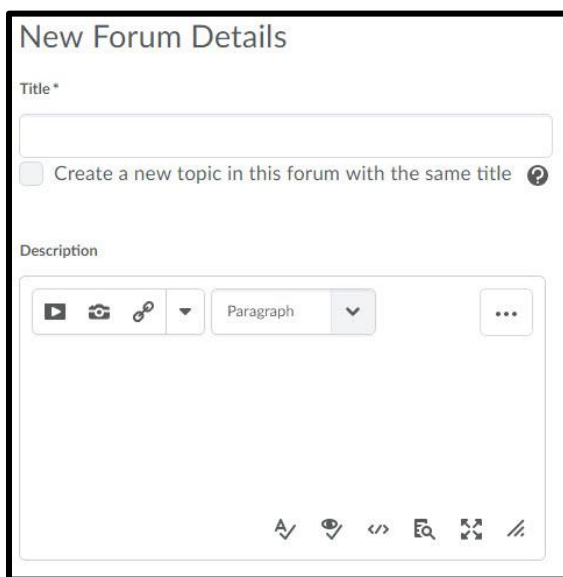
Create a New Forum

Use forums to organize your discussion topics into categories. Your course can have multiple forums and topics, but you must create a forum before you can create a topic since all topics belong to forums.

1. On the Discussions List page, click New, and choose New Forum from drop-down menu.



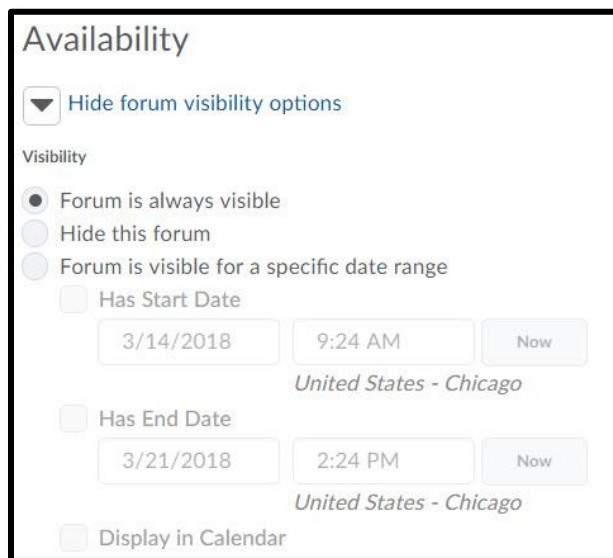
2. Enter a Title and Description for your forum.
3. Select the Create a new topic in this forum with the same title check box to automatically create a topic in the forum with the same name.

A screenshot of a 'New Forum Details' form. The form has a title field labeled 'Title *' and a checkbox labeled 'Create a new topic in this forum with the same title' with a help icon. Below the title field is a 'Description' section with a rich text editor. The rich text editor includes icons for video, image, link, and a dropdown menu currently set to 'Paragraph'. At the bottom of the rich text editor are icons for bold, italic, link, unlink, and other formatting options.

4. Options section options:

- Select the Allow anonymous posts check box to enable anonymous posting to topics in the forum.
- *Note: You cannot evaluate anonymous posts.*
- Select the “A moderator must approve individual posts before they display in the forum” check box to require moderators approve posts before they appear in forum topics.
- Select the “Users must start a thread before they can read and reply to other threads in each topic” check box if you want users to start a thread before they can read and respond to other threads in each topic.

5. Select a Visibility option for your forum.



Availability

☐ Hide forum visibility options

Visibility

☒ Forum is always visible

☐ Hide this forum

☐ Forum is visible for a specific date range

☐ Has Start Date

3/14/2018 9:24 AM Now

United States - Chicago

☐ Has End Date

3/21/2018 2:24 PM Now

United States - Chicago

☐ Display in Calendar

After clicking “Show forum visibility options” select from the options.

Note: If you select Forum is visible for a specific date range, select the Has Start Date and Has End Date check boxes to set your availability. You can also have dates Display in Calendar.

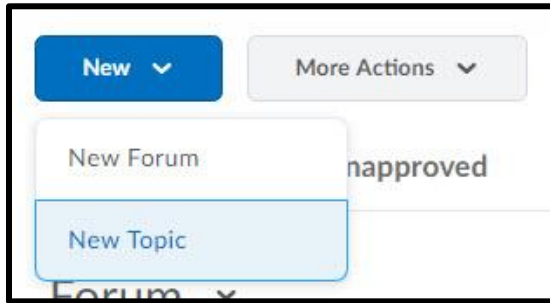
6. Select forum locking option:

- Select Lock forum to the lock the forum upon creation. It remains locked until you select Unlock forum.
- Select Unlock forum for a specific date range to open the forum within a date range. Select the Has Start Date and Has End Date check boxes to set your forum availability.

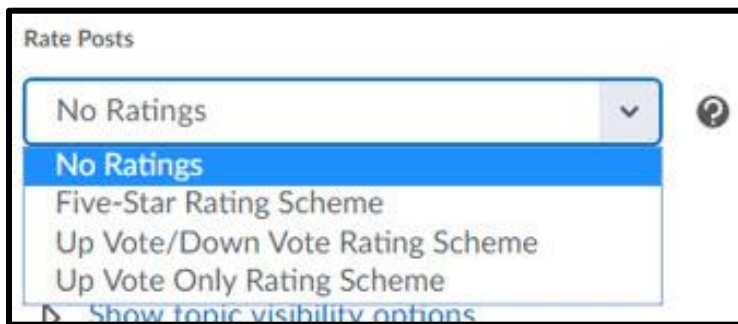
7. Click Save and Close or Save and Add Topic.

Create a New Topic

1. On the Discussions List page, click New Topic from the New button.



2. Select the Forum you want to place your topic in from the drop-down list. Click New Forum if you want to create a new forum for your topic.
3. Enter a Title and Description for your topic.
4. In the Options section:
 - Select the Allow anonymous posts check box to enable anonymous posting to the topic.
 - *Note: You cannot evaluate anonymous posts.*
 - Select the A moderator must approve individual posts before they display in the forum check box to require moderators approve posts before they appear in the topic.
 - Select the Users must start a thread before they can read and reply to other threads check box if you want users to start a thread before they can read and respond to other threads in the topic.
5. Select a rating scheme from the Rating Scheme drop-down list:

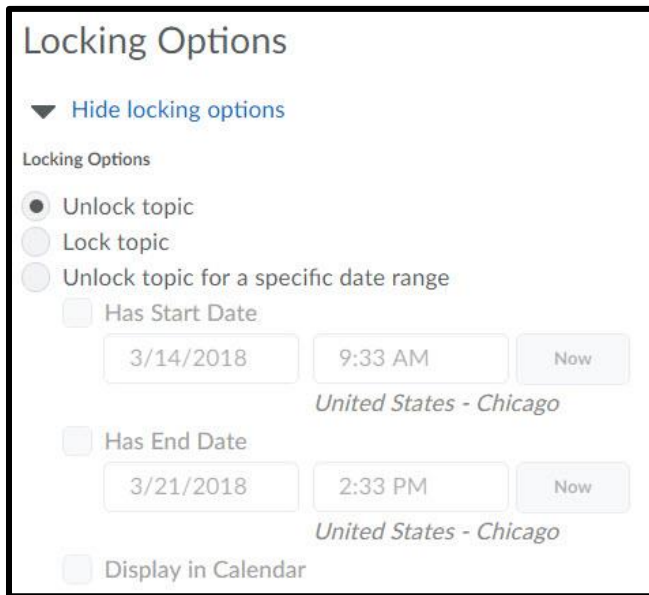


- No Ratings Hides all rating controls from users.
- Five-Star Rating Scheme Allows users to assign each post a score out of five.
- Up Vote/Down Vote Rating Scheme Allows users to push posts up or down in rank.
- Up Vote Only Rating Scheme Allows users to push posts upwards in rank.

6. Select a Visibility option for your topic.

Note: If you select Topic is visible for a specific date range, select the Has Start Date and Has End Date check boxes to set your availability. You can also have dates Display in Calendar.

7. Select topic Locking Options:



- Select Lock topic to the lock the forum when it is created. It remains locked until you select Unlock topic.
- Select Unlock topic for a specific date range to open the topic within a date range. Select the Has Start Date and Has End Date check boxes to set your topic availability.

8. Click Save and Close or Save and New.

Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
 - [Here is a link to our service desk ticketing system](#)
 - After logging in, choose the link **Request Help or Services**.
 - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
 - Monday - Friday 8:00 am - 8:00 pm
 - Saturday 10:00 am - 2:00 pm
 - Sunday 1:00 pm - 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)