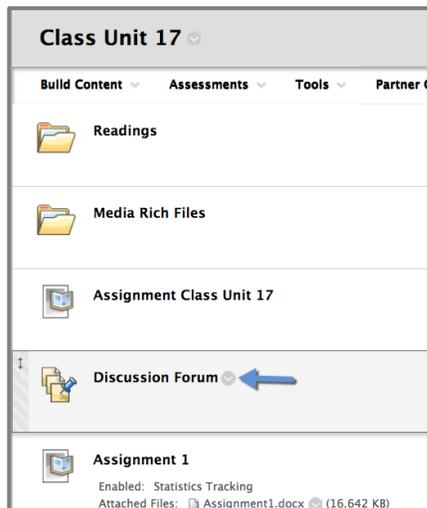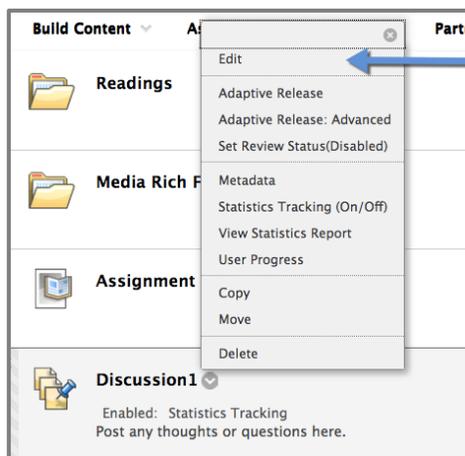# Using the Discussion Board

1. Setting Up the Discussion Board

1. Select the **Unit** you are adding your **Discussion Forum** to and click on the **Action Link** next to the **Discussion Forum**.
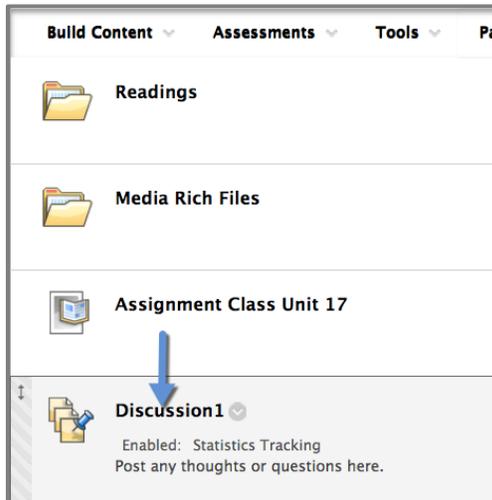

2. Click **Edit** on the menu that pops up**.**

3. Enter the **Discussion Name** in the **Link Name** line (field)

4. In the **Text Box**, enter the description for the **Discussion** that will appear on the **Unit Page**. You will put the basic information about the discussion topic here.

5. By default, the discussion board is made **Available** to students**.** If you need to hide the **Discussion Board** from the students you can select **No**.

6. Change **Track Number of Views** to **Yes**. If this is not switched to yes, then you will not will be able to get data/reports on the discussion board later on. You also have the option to limit the forum availability to students by entering date and time restrictions.
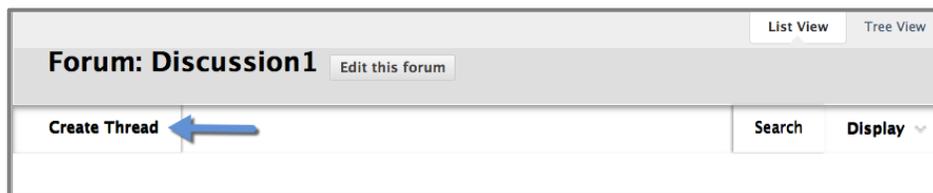

7. Click **Submit**.
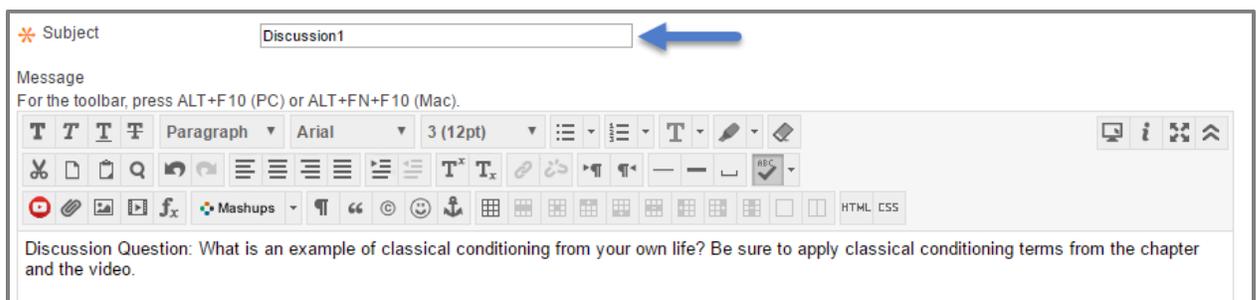
2. Creating a Thread

1. The **Discussion Board** is now available. The next step is to create a **Thread**. Click on the **Discussion Board**.
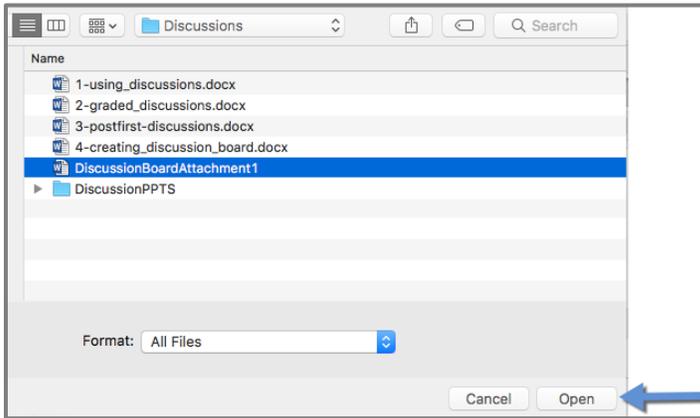

2. Click on **Create Thread**.

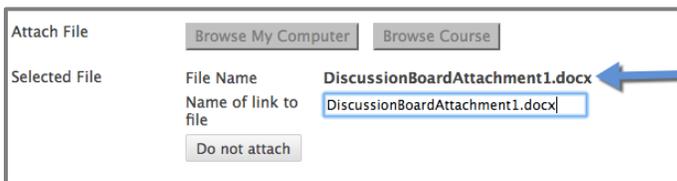3. Type a **Subject** for your thread and provide directions for the students in the **Message**.

4. Click on **Browse My Computer** to attach a file (if needed).

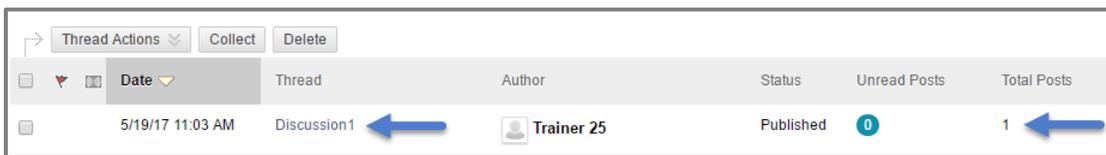5. Select the **Document** you want to attach and click **Open**.

6. When the file is attached, you will see it listed next to **File Name.**

7. Click **Submit**.

8. Your thread will now appear and you will see it has one (1) **Total Post** (the post you just made). You can click on the **Thread Title** to **View** your **Post**.

9. Now you can see the **Post**. You can **Edit,** or **Delete** your post if necessary.