Forums	**Forums** is the tool for course discussion. Participants "post" comments/questions to others. Students can be assessed on the quantity or quality of their comments. Your site is already presenting an initial forum/topic area. You may edit or delete this as you desire (Forum Settings/Topic Settings).
New Forum	Go to **New Forum** at the top. Enter the **Forum Title** (required). You may enter a short description. The **Forum Description** for an overview of any discussion(s) that may be posted in the **Forum**. Multiple **Topics** may be posted in the **Forum**. *Students will not see a **Forum** until a **Topic** is posted.*
	Select the **Forum Options** and **Permissions**. Send grades to the **Gradebook** in a **Gradebook Item** previously prepared. Under Permissions, select the role and the level of permission. ***Be careful, you can delete your own permissions!***
	Availability-choose the dates you want the Forum/Topic to be viewable by the students
	Under **Gradebook Item**, connect the **Forum** grade to an item you have prepared in the **Gradebook**.
	Save as a draft or **Save Settings & Add Topic.** Or you may delete the item. There must be a topic under your forum for students to see the forum at all.
	Save Setting & Add Topic Enter the Topic Title. You may enter a short description and/or an attached file. Choose the topic options and permissions. You may Save Settings, Save Draft, or Save Settings & Add Topic. Save Settings will move you to the opening **Forums** page.
	Permissions allows you to customize what participants in the Forum/Topic can do.
Organize	**Organize** to change the order the forums/topics are viewed. Save Settings. By default, items in Forums are displayed with the most recent item on top. Renumber your items to show in the correct order.
Template Settings	Set defaults for all forums in the site. These defaults can be overridden in the individual forum.
Statistics & Grading	Allows you to track participation by members of the site. Or you can track activity on the topic
Watch	Select how/if you are notified when items are posted on Forums
Assessing the	To review student submissions, click on the title of the Topic. You will see the Threads started by the students with

Forum	students responding to each other. When you click on the Thread title, you will see the remarks made. Here you can Respond to, Grade, Edit, or Delete the remark above the remarks.
Grade Forum Message	Select Grade. Select the Gradebook item that is matched with the comment. Enter the points for the grade and any comments you want to make. Click **Submit Grade**.
Delete	Lets you directly edit or delete the student-submitted text.
	Edit Forums/Topics by selecting Forum Settings/Topic Settings