Managing the Discussion Board Once It’s Created

2. Enter the course with the Discussion Board you would like to manage.
3. Locate the Forum you created.
4. Click the down arrow next to the Forum you would like to manage.

**Selecting Open…**
This will open the Forum. Here you can see what students have posted and commented as well as create your own discussion board entry.

**Selecting Edit…**
This will bring up the Forum settings where you can add instructions, change the grading options, etc.

**Selecting Grade…**
This will bring up a list of the Forum’s participants and show how many posts they’ve made. From here, you can click Grade to the right of a student to grade what they’ve done.

**Selecting Manage…**
This will bring up a list of the Forum’s participants and show you their role in the forum. From here, you can change a student to a Moderator (someone who can remove inappropriate posts).

**Selecting Copy…**
This will allow you to copy the Forum in to a Group or another section of the class.

**Selecting Delete…**
This will delete the Forum and all of its contents.

Deleting a Discussion Board Post…

1. Enter the Forum.
2. Find the response you’d like to delete.
3. Click the down arrow next to the subject of the forum response.
4. Select Delete.

*Please Note:* Deleted Discussion Boards are unable to be recovered.

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