# Quick Start: Discussion Board - Part 1 of 2

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| Creating Discussion Board Forums | 1. Within the Course Menu, click **Tools**, and then click **Discussion Board**.  
2. Click **Create Forum**.  
3. Enter a **Name**.  
4. *(Optional)* Enter a Description and Availability date and time.  
5. *(Optional)* Select forum settings.  
6. Click **Submit**. | **Due Date Option:** If a Due Date is set, submissions are accepted after this date, but are marked late. |
| Creating a Forum Thread | 1. Within the Course Menu, click **Tools**, and then click **Discussion Board**.  
2. Click the name of the forum under the **Forum** column.  
3. Click **Create Thread**.  
4. Enter a **Subject**.  
5. *(Optional)* Enter a **Message**.  
6. Click **Submit**. | A thread must be created first for users to reply to a forum. |
| Replying to Discussion Board Threads | 1. Within the Course Menu, click **Tools**, and then click **Discussion Board**.  
2. Click the **forum name** of the desired forum.  
3. Click the **thread name** of the desired thread.  
4. Click **Reply**, located below a student’s post.  
5. Enter a **Message** and click **Submit**. | |
| Creating a Discussion Board Tool Link | 1. Above the Course Menu, click the **Add Menu Item** (`+`).  
2. Select **Tool Link**.  
3. Enter a **Name** (i.e. Discussion Board).  
4. Select **Discussion Board** from the **Type** drop down.  
5. Click **Available to Users**.  
6. Click **Submit**. | *(Optional)* The link will appear at the bottom of the Course Menu. To reposition it, click and hold the up/down arrow next to the name of the new tool link. Drag to desired position, and then release. |

*Click [here](#) to launch a video demonstration*