How to Create & Edit Forums

Instructors have the ability to change or make additions to the Forums by clicking the Edit feather at the top of the page. When editing a forum, the page will split into two frames. The upper frame displays the contents of the page with Edit and New icons and the bottom frame is used to make corresponding changes.

Create a Forum

1. Log in to WebStudy, access your course, and click the Forum tab.
2. Click **Show Edit** at the top of the screen.
3. Click **New** to add a new Forum. The New button appears above any existing forums.
4. Enter details of the forum by completing the fields.
   a. enter a forum title
   b. select a forum type (entire class or team only)
   c. enter the points value, if desired
   d. select Yes or No to include un gradebook
   e. link forum to Timeline session
   f. enter an activation date
   g. select whether users can edit messages or being new threads (messages).
   h. enter a brief summary of the Forum, then a more detailed description.

5. Click **Post It**

6. After creating a forum, it is recommended that you post an initial message to spur conversation and provide a model response.
Edit a Forum

1. Log in to WebStudy, access your course, and click the Forum tab.
2. Click **Show Edit** at the top of the screen.

3. Click **Edit** associated with the desired forum. The lower frame will display completed options and text boxes corresponding to the selected Forum.
4. Change details of the forum by editing the fields.
   a. change the forum title
   b. modify the forum type (entire class or team only)
   c. change the points value, if desired
   d. select Yes or No to include un gradebook
   e. link forum to Timeline session
   f. change the activation date
   g. select whether users can edit messages or being new threads (messages).
   h. modify the summary or the more detailed description.

5. Click **Post It**