

Collaboration using NOW discussion forums

Using NOW discussion forum is a good way to facilitate peer review and communication of ideas between students.

You need to add topics to your discussion and optionally threads. Using the steps below, you can add a new topic for students to discuss and associate that with a new forum.

Create a new topic

Navigate to the Learning Room Content Area and click **New > New Discussion**.

Enter a name for the topic that will appear as the link in the learning room (e.g. 'Week 1 Theme 1'), and optional instructions (e.g. 'You must post one response before reading and commenting on others').

To create a forum, click **New Forum** and enter a title for that forum (e.g. 'Week 1 Seminar') and an optional description. Click **Create**.

'Hide from Users' is ticked by default – you can release to students later when ready.

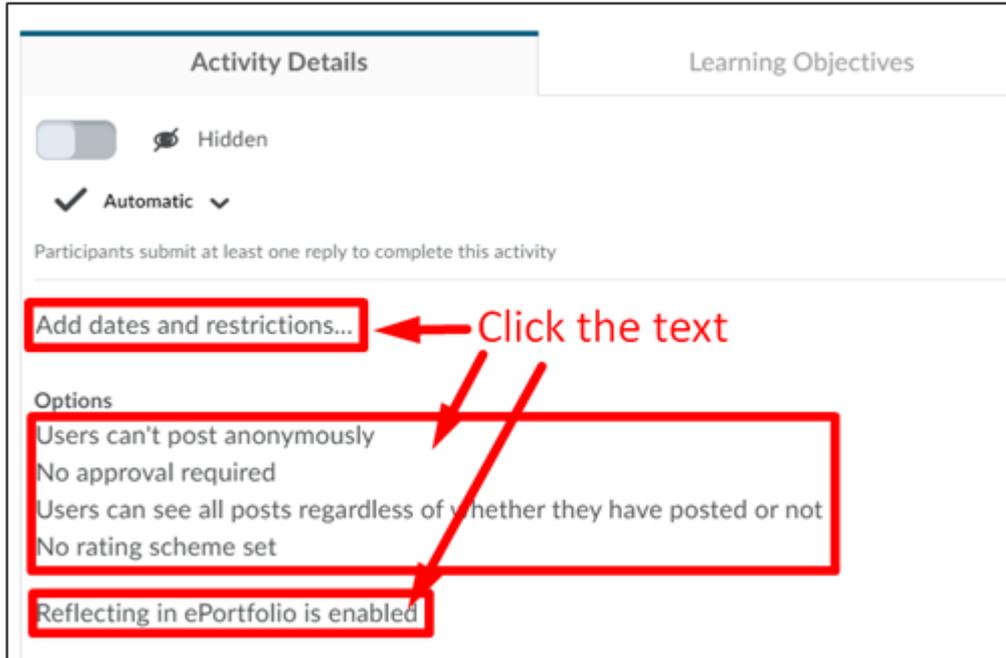
A screenshot of a web form for creating a forum. It includes a text input field labeled 'Enter a Title', a dropdown menu labeled 'Course Forum', and a 'New Forum' button. Below these is a checkbox labeled 'Hide from Users' which is checked. A red arrow points to the checkbox with the text 'Activity is hidden by default' in red.

At this point you've created a forum (a topic is automatically created); the next step, adding threads, is optional.

Adding threads to a forum

Click **Start a new Thread** and enter a title and the post content. Decide if this should be 'pinned' at the top (perhaps if it's a main introductory thread).

Scroll down and click the text beneath 'Options' to change how users can interact (there's no button, you must click the options text):



Add dates and restrictions

Set start, due, and end dates, and release conditions if applicable.

Allow anonymous posts

Allow students to post anonymously (but student names will be associated with threads).

A moderator must approve individual posts before they display in the forum

Replies won't be revealed to students until you approve them. You'll see a notification in the discussion activity when there are posts to approve.

Users must start a Thread before they can read and reply to others

Rate posts

Students will have the ability to rate or up and/or downvote other comments.

Reflecting in ePortfolio is enabled

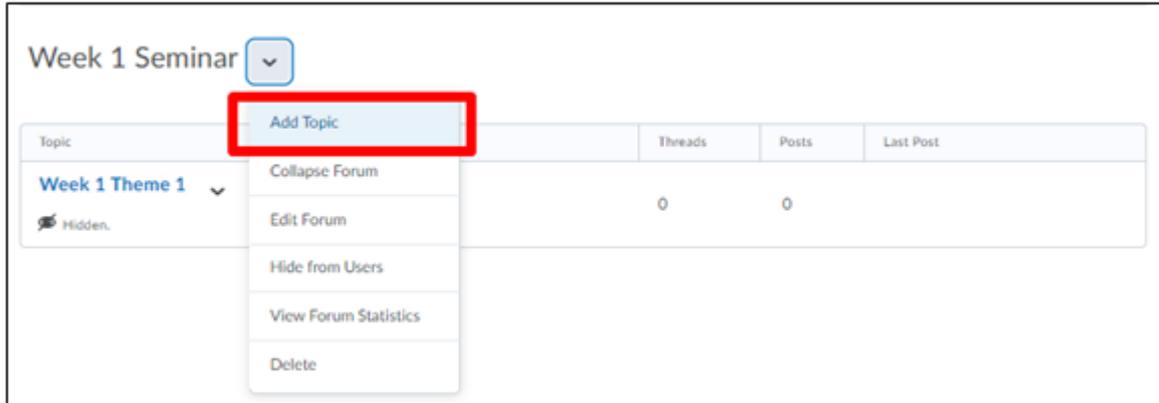
Suggest disabling this for simplicity.

Click here to access [a video illustrating the steps above](#).

Managing your forums

To manage your Forums, click **Edit Room > Discussion**.

If you wish to add additional Topics to the Forum, use the drop-down menu.



For more comprehensive guidance, refer to [NOW Central](#) and the [Brightspace](#) documentation.