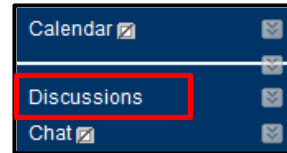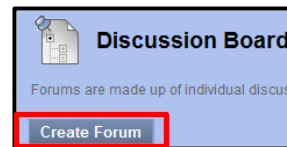# How to Add an "Introduce Yourself" Discussion to My Course

1. Open the course that you would like to add the discussion.

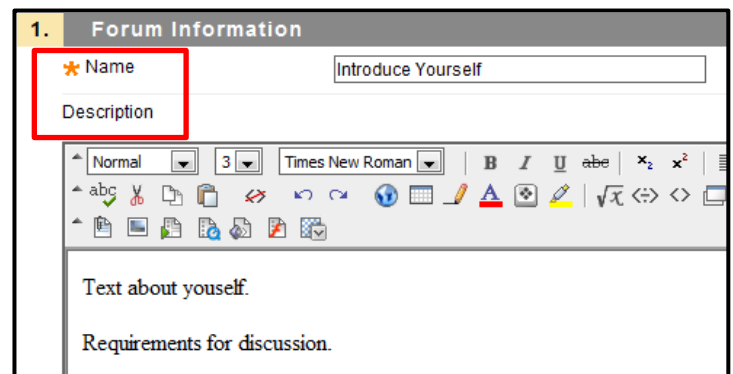2. Click **Discussions** in the menu bar on the left side.

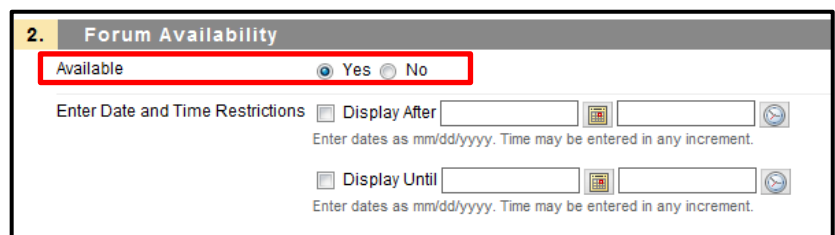3. Click **Create Forum** button to add a new discussion.

4. Type a **Name** in the text box, like "Introduce Yourself".

5. Type in some text about yourself and requirements for the discussion in the **Description** textbox.

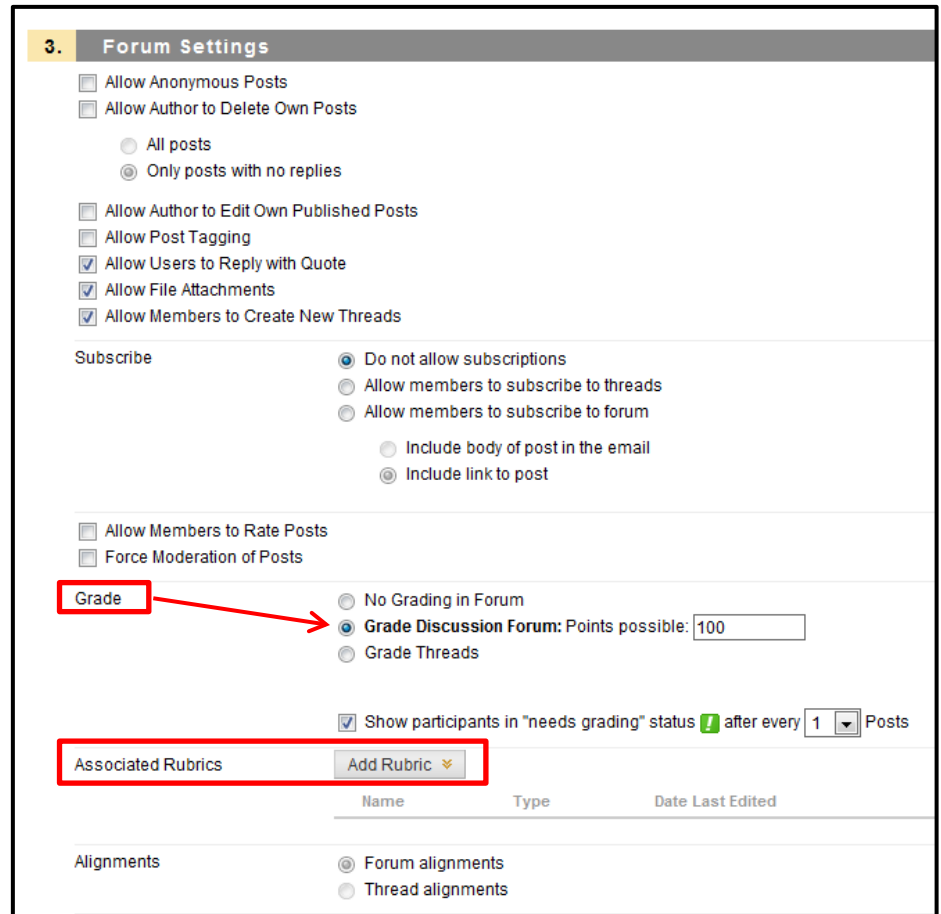6. Under **Forum Availability**, make sure you click **Yes** to make the forum available.
   a. You can choose to set a date and time restriction here as well.

# How to Add an "Introduce Yourself" Discussion to My Course

7. Under **Forum Settings**, you have several things you can choose here including allow anonymous posts, allow author to edit their own posts, allow file attachments, and allow members to create new threads.

   a. It is always good to give the students something by grading their posts. To grade posts, click **Grade Discussion Forum** and type in the number of points the discussion will be worth.

   b. If you have a rubric to upload to grade the discussion, there is a place to upload that.

8. Click **Submit**.

9. To check that the discussion was submitted correctly, put the course in Edit mode off (Click the **ON** button) → click on Discussion (if you left that area) → scroll to the bottom to see the new discussion board. You can move it to the top if you would like it there.
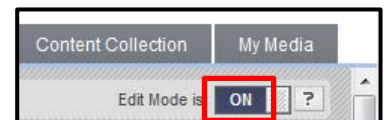
10. To make the Discussions link visible to students, make sure to click the **Show Link** item on the drop down menu.