**The Forum Portlet**

The Forums portlet can be used as a discussion area for course or group participants. Message topics are posted for all members of the course or group to view and responses can be sent. A threaded discussion can continue on the topic with input from all participants.

By default, you will find the forums portlet on the **Collaboration** page of your course. This page can be accessed on the left menu. The highest level of grouping displayed in a forum is called a **Category**. Each Category can have multiple

**Topics** associated with it. You will be able to view several components:

􀂃 Topic (click on it to display all messages related to that topic)

􀂃 The author who created the topic (click on the header to sort by author)

􀂃 The number of threads created for a topic

􀂃 The number of messages associated with a topic (includes all threads)

􀂃 The number of times the topic has been viewed

􀂃 The number of replies to the topic

􀂃 The date of the last posting

**Note**: You can add as many categories and topics under those categories as you want. To add a

category or topic drag your mouse across the manage menu at the top of the screen. A drop down

will appear, simply select the action you would like to complete.

**Adding a new Category:**

**1.** Logon MyCC with your faculty ID/PIN

**2.** Click the Faculty tab on the top menu

**3.** Locate the “**All My Courses”** and select a course that you want to work on

**4.** Click on the **Collaboration** link on the left menu. (See figure )

**Figure 3.1**

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**5.** Click the **Forums** link to maximize it. Alternatively, you can click on the **Forums** portlet on the main page.

**6.** Move your mouse over the Manage tag, and click **Add Category** from the drop down menu (See figure 3.2)

**Figure 3.2**

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**7.** Enter a category name

**8.** Enter a brief description for this category

**9.** Select the Position from the drop down menu (See figure 3.3)

**Figure 3.3**

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**10.** Click on the icon to expand your user view and select the checkbox next to the roles or users that will be able to view your new category (See figure 3.4)

**Figure 3.4**

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**11.** Click the **Save** button when done

**Creating a discussion topic**

**1.** Within the current course page

**2.** Click the **Forum** portlet

**3.** Select the **Manage** tag and click **Add a Topic** from the drop down list (See figure 3.4)

**Figure 3.4**

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**4.** Enter the heading of your discussion topic

**5.** In the description area write your question that you would like students to respond to

**6.** Next you will choose which category you would like the topic to appear under (see instruction to setup categories)

**Figure 3.5**

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**7.** Click on the icon to expand your user view and select the checkbox next to the roles or users that will be able to view your new topic

**8.** Once you have set your parameters, save the new topic. You will now see your new category and topic on the forums page (See figure 3.6)

**Figure 3.6**

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**Tip:** You can set the topic up so that students can only post between specific dates. You can also

choose what you would like to do with the topic once the end date has been reached. You can choose

to make it a read only forum so that students can go back and look over the discussions, or you can

choose to delete the discussion.