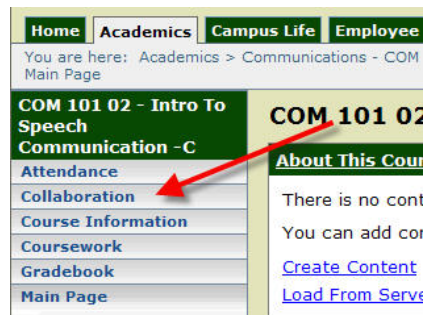
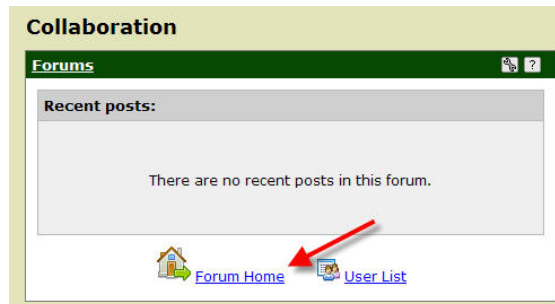


Faculty: Creating Forums

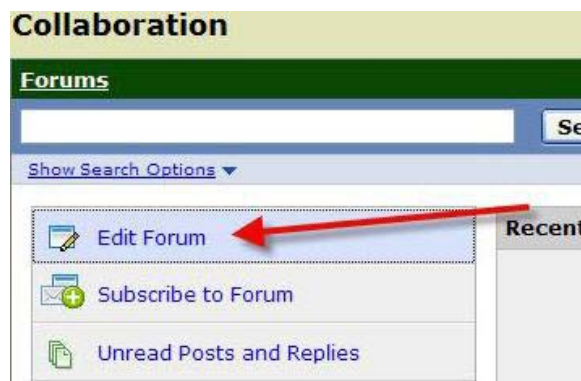
1. Login to OWLnet
2. Click on the “Academics” tab
3. Find your course by selecting “My Courses” on the left hand sidebar.
4. Click the title of the course you will be working with
5. From the left-hand side menu select “Collaboration”



6. Find the “Forums” portlet in the middle of your screen and click “Forum Home”

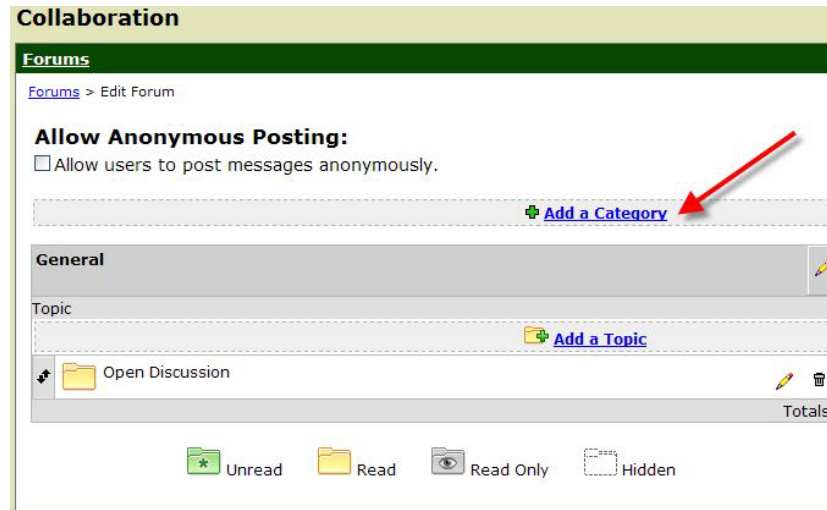


7. A new screen will display several options as well as a listing at the bottom of the screen of any existing forums created previously. By default, all courses on OWLnet will already have a “General” category configured for “Open Discussion”. In order to create a new forum, simply select “Edit Forum” from the options menu.



OWLnet: Your exclusive access to The Woods

- The next screen presents you with the option to either add a new topic within the “General” category or to create a brand new category. Assuming we will be creating a large number of topics spread out over the course of the semester, we will create a new category. In this instance it will be titled “Week 1”. Click on “Add a Category”.



- Next, supply the desired category name and a description if necessary.

Category Name:
Week 1

Category Description: (Max Characters: 2000)

Week 1 - discussion points

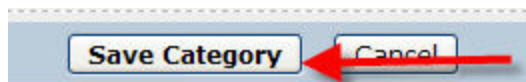
Normal HTML

Topic Ordering Method: Arrange Topics: Manually

Pruning: Remove Posts After: DO NOT REMOVE (Removing a post also removes all replies)

Access:
 Available to all users and guests
 Restricted access - available only to:

At this point, you may also choose to choose an automatic ordering method for your topics such as alphabetical or leave this option set to the default. Both the Pruning and Access options should be left at their default setting to ensure students can access forums. Once you are finished, click “Save Category” at the bottom of your screen.

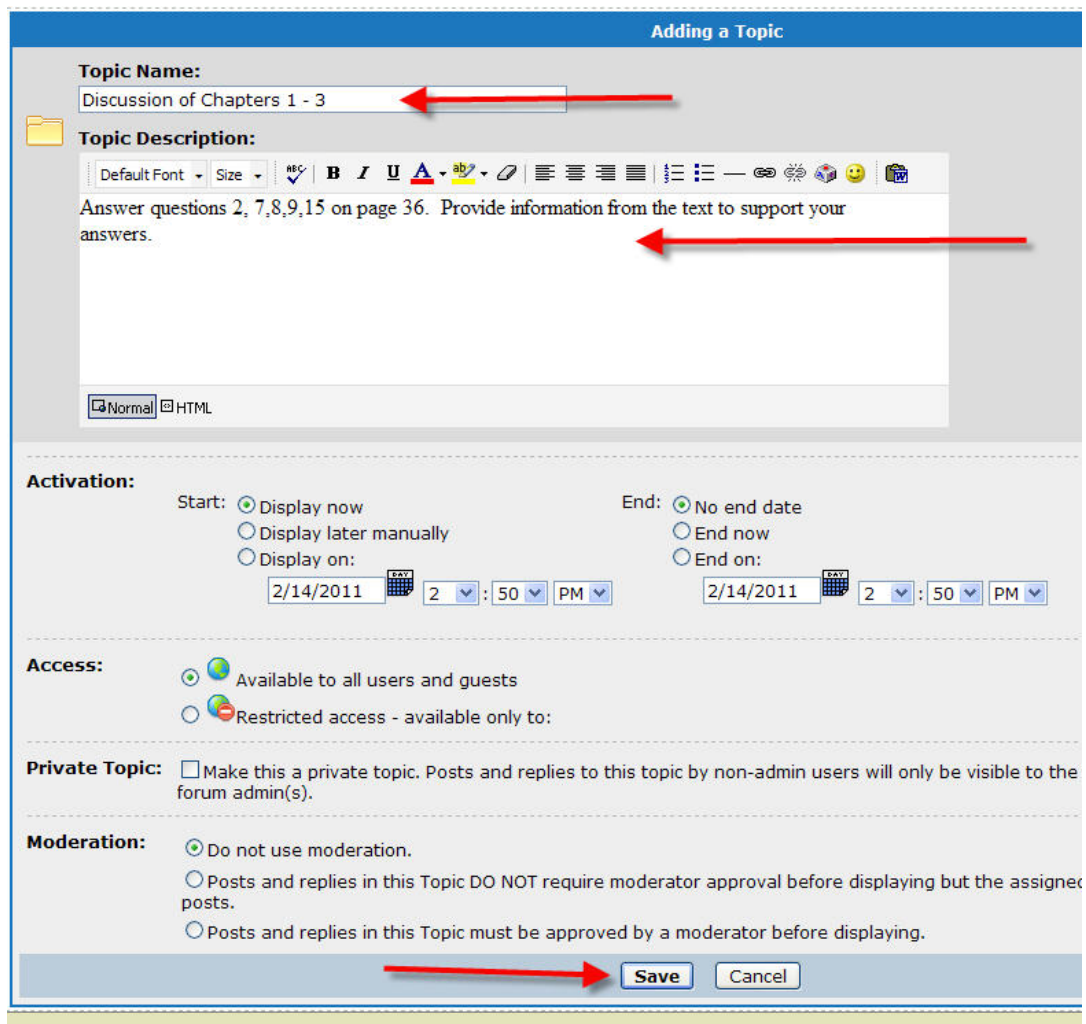


OWLnet: Your exclusive access to The Woods

10. You should now be back on the Edit Forum screen and the new category you created should be visible. At this point we are ready to begin adding our topics. Within your new category, select "Add a Topic"



11. Similar to adding a category, you will be presented with both a name and description field to enter information. Once you have entered this data, you can choose to set the forum to either display immediately or become visible for your students at a future date. All other options should remain set to their default setting. Once finished click "Save" at the bottom of your screen.



At this point, you can continue to add topics or move on to creating additional categories (i.e. Week 2, Week 3, etc.) by repeating the steps above.