

# My.Wartburg... *Tips to make your teaching life easier!*

## Discussion Forums

To add posts for students to reply:

1. Click on **Forum Home**
2. Click on **Open Discussion**
3. Click on **Add Post**
  - a. Enter a Subject title
  - b. Enter text
  - c. Click Submit

Discussion Forum Options:

1. Click on **Forum Home**
2. Click on **Open Discussion**
3. Click on **Edit Topic**
  - a. Make selections
  - b. Click Save topic
  - c. Click Return to Forum

Discussion Forum Permissions:

1. Navigate to your discussion forum page
2. Click on **wrench icon** in the top right corner of the page
3. Click on **Access**
  - a. Click on Students from the “Choose one to adjust access” option
  - b. Within the “Forums” section make sure the “Can Reply to Posts” option is green with “Yes” displaying. If not, click on the “No” to change it to “Yes”
  - c. Make other selections
  - d. Click on Back to Discussion Forum