Creating a Discussion Board in SharePoint

1. Sign-in to your SharePoint teacher webpage.

2. On the left side of your page, click “Site Actions” and then click “More Options.”


4. Click “Discussion Board,” and then give the board a name.

5. Click “Create.”

6. The Discussion Board will appear on your homepage on the Quick Launch bar.

Your Discussion Board will appear on your SharePoint teacher webpage. However, students will not yet be able to post messages to this discussion board. A group of users must be created and added to your discussion board. You must contact Sabrina Sayers at sabrinas@wcs.edu in order to complete this task. Sabrina will need to know the student name and the student id for each student that should be allowed to edit this discussion board.

Creating a Discussion Topic:

7. On your SharePoint teacher webpage, click the discussion board’s name.

8. There are two ways to add a new discussion topic:

   Option 1:
   Click “Add new discussion.”

   Option 2:
   Click the “Items” tab under the “Unit Tools” section.
   Click “New Item” on the left.
9. Give the new discussion topic a Subject and enter the discussion question in the body.

You can also insert images, links, and files in the discussion topic if needed.

10. Click “Save” when finished.

**Responding to a Discussion Board Topic:**

11. On your SharePoint teacher webpage, click the discussion board’s name.

12. Under “Subject” click the discussion topic that you would like to respond to.

13. Read the discussion and then choose “Reply” on the right of the screen.

**Deleting a Discussion Post:**

14. On your SharePoint teacher webpage, click the discussion board’s name.

15. Open the discussion the discussion topic.

16. Find the posting that you would like to delete and click “View Properties”.

17. Click “Delete Item” and then click “OK”.
**Editing/Deleting the Discussion Board:**

18. On your SharePoint teacher webpage, click the discussion board’s name.

19. Click “List” under “List Tools.”

20. Click “List Settings.”

21. Click “Title, description, and navigation” to edit the board.

22. Click “Delete this discussion board” to remove the discussion board from your page.