Setting up a Sakai forum: the easy way

First, the Forums tool must be enabled. To do this go to 'Site Info', then 'Edit Tools.'

Place a check mark next to 'Forums', then at the bottom of the screen click 'Finish.'
In Sakai, Forums have three levels of hierarchy: **forums, topics, and discussion threads.** For this tutorial I am going to create one forum with multiple topics.

To set up a new forum go into the forums tool and select *New Forum.*

Give the forum a title. In this example I am creating only one forum for the class FS 101, so the forum is simply titled *'FS 101's Discussion Forum'.* When done, scroll to the bottom of the screen.

In most cases the default settings are fine, so click *Save Settings & Add Topic* to add a discussion topic to the forum.
Give the discussion topic a title, the description is optional. The 'Short Description' box is limited to 255 characters. When done, scroll to the bottom of the screen.

Again, in most cases the default settings are fine. When done either select 'Save Settings', or 'Save Settings & Add Topic' to add additional topics.

Here is the forum so far. To add additional discussion topics click 'New Topic'.

Special note: Make sure to hit 'new topic' and not 'new forum' when adding additional discussion topics.
Now that the topics are set up students can begin posting threads to the topics. To compose a discussion thread students will click on a discussion topic title, then 'post new thread.'

*Paste from word tool*

Discussion threads are composed in the box provided. Select 'Post Message' when done.

Often students will compose their discussion thread in Microsoft Word and then paste it into Sakai. This often results in the insertion of unnecessary computer code. To avoid this use Sakai's 'Paste From Word' tool.