Create a Discussion Board

A discussion board is a forum for users to communicate with their team, raise issues and ask questions.

There are many ways to modify discussion boards for your specific needs. Because some methods need fairly extensive explanation, they are documented in separate help files:

* Versioning – enable/disable the ability to track changes
* Content Approval – enable/disable the requirement to approve content before it is available
* Validation – add rules to test that properties contain reasonable values
* Rating – enable/disable the feature that lets users like or rate discussion topics and replies
* Columns – add additional columns, modify existing columns or delete unneeded columns
* Views – create, modify or delete customized displays

Note: Discussion boards are displayed on a web page in the List View web part. See the help file for the List View web part for more information.

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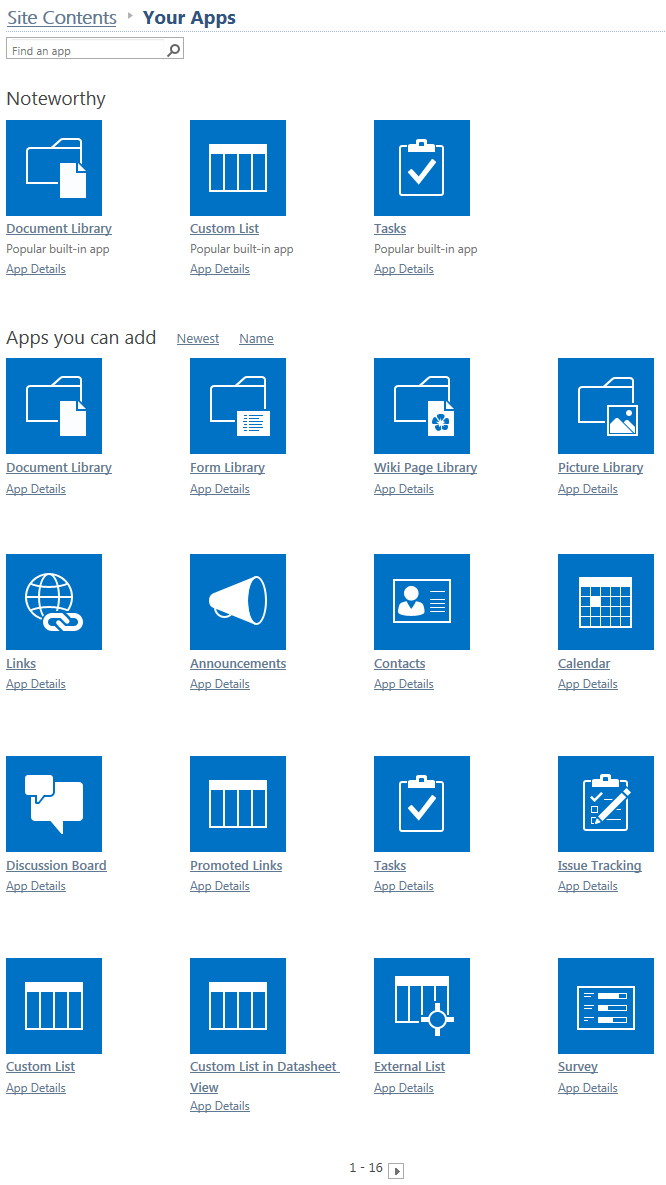
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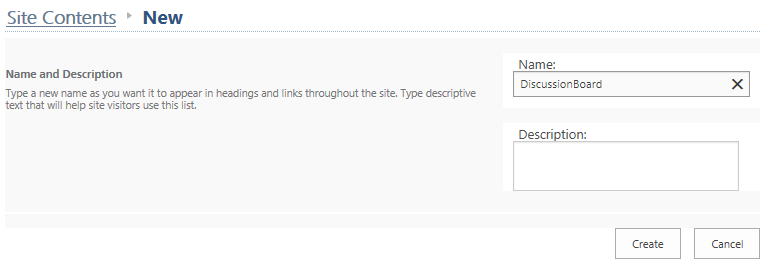
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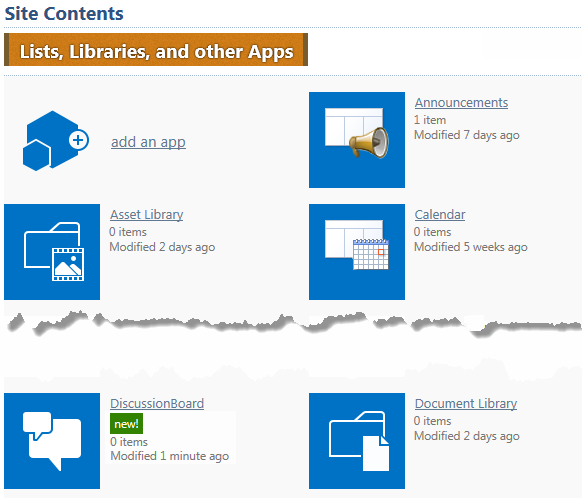
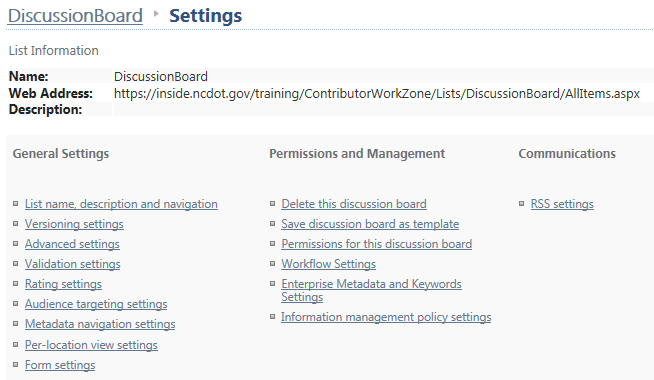
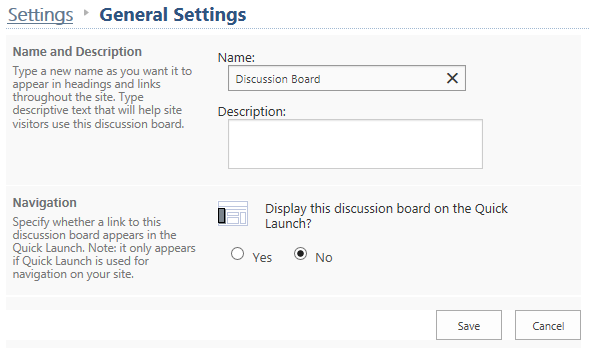
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[Columns](#_Toc419386672)

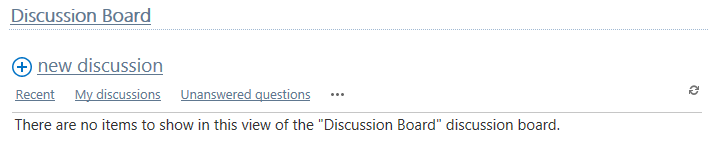
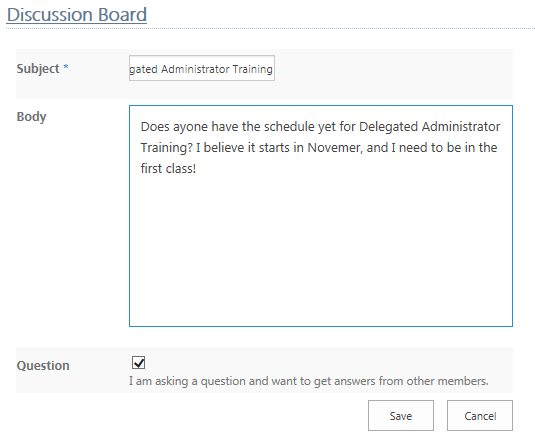
## Create a Discussion Board

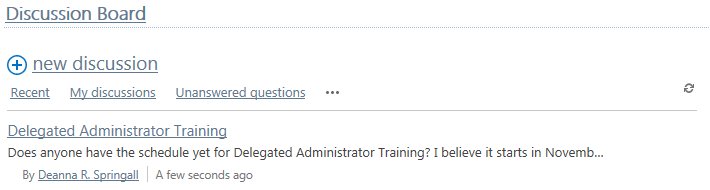
1. Navigate to the site.
2. Click the **Settings** gear, and click **Add an app**.
3. On the **Your apps** page, click the **Discussion Board** icon.  
   
4. In the **Site Contents** dialog, enter a name for the discussion board.   
   OR

In the **Site Contents** dialog, click **Advanced Options** and enter a name and description for the discussion board.   


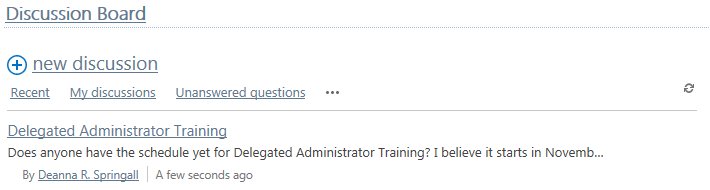
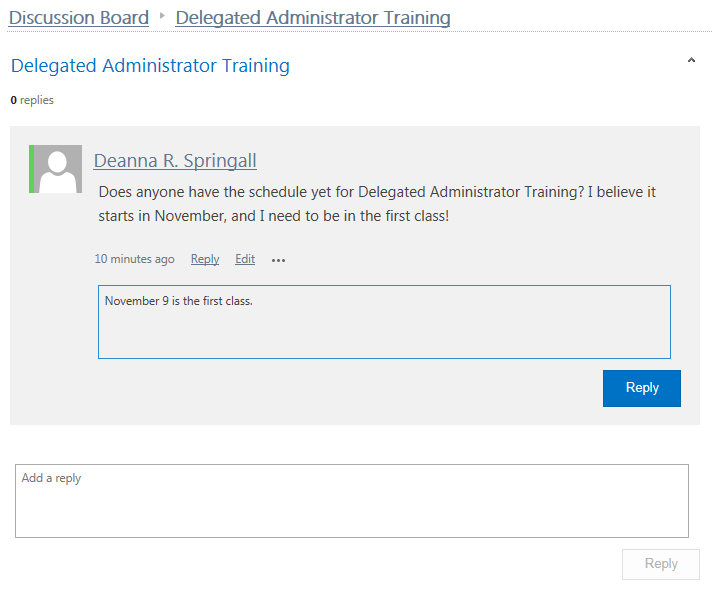
1. Click **Create**. The **Site Contents** page now includes the discussion board with a green icon for **new!** To change the discussion board name, click its icon.  
   
2. On the ribbon, click the **LIST** tab. In the **Settings** group, click **List Settings.**
3. Under **General Settings**, click **List name, description and navigation**.   
   
4. Add a space to the name and click **Save** to store the modified name.  
   

## Begin a Discussion

1. Navigate to the discussion board. A refresh button is on the right.
2. Click **New Discussion**.  
   
3. Enter the subject and body text. Define the entry as a question if you wish; this allows the discussion topic to appear in the **Answered Questions** or **Unanswered Questions** view. Click **Save**.   
   

The discussion topic appears in the discussion board.  


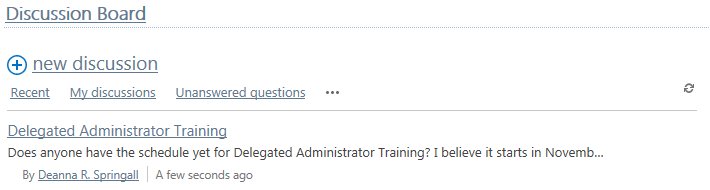
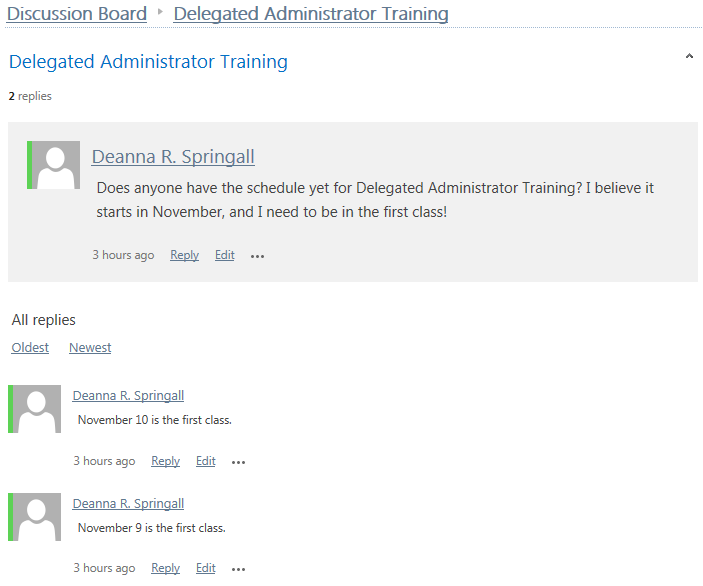
## Reply to a Discussion Topic

1. Navigate to the discussion board. A refresh button is on the right.
2. Click the discussion topic.   
   
3. Click **Reply**. As you enter your reply, the **Reply** button is enabled. Click it to post yourreply.  
   

OR

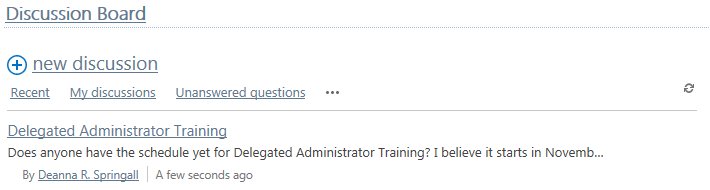
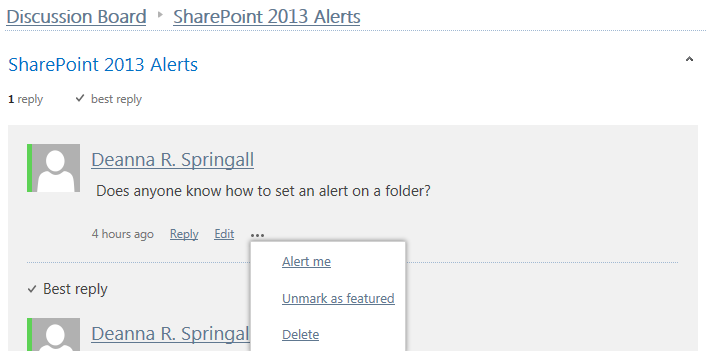
Enter a reply in the text box. As you type, the **Reply** button is enabled. Click it to post yourreply.  


## Edit a Post

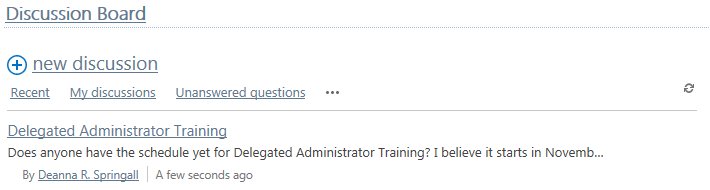
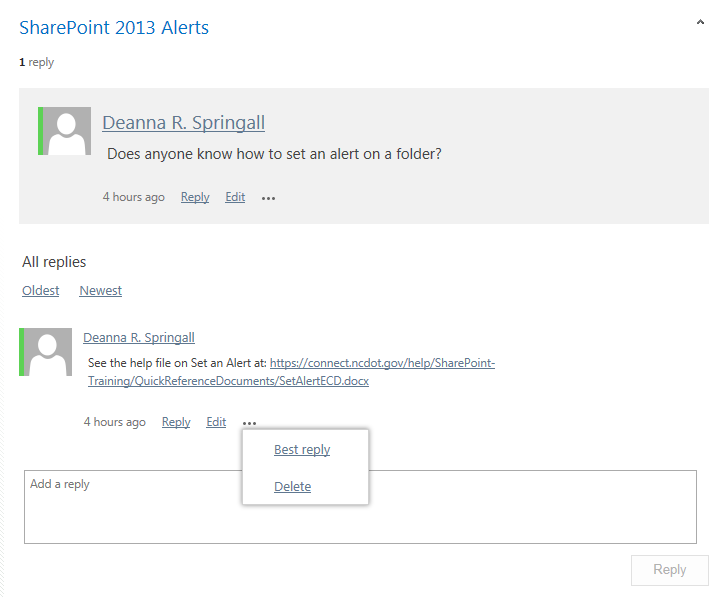
1. Navigate to the discussion board and click the discussion topic. A refresh button is on the right.   
   
2. Click **Edit** to modify the original post.  
   

## Delete Discussion Topic or Reply

You can delete discussion topics.

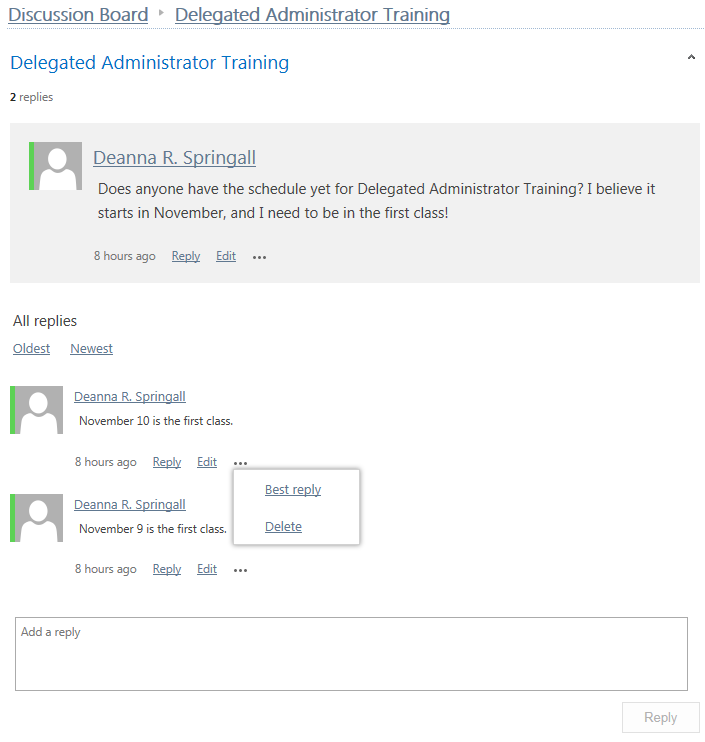
1. Navigate to the discussion board and click the discussion topic. A refresh button is on the right.  
   
2. Click the ellipsis below the discussion topic, and click **Delete**.  
   

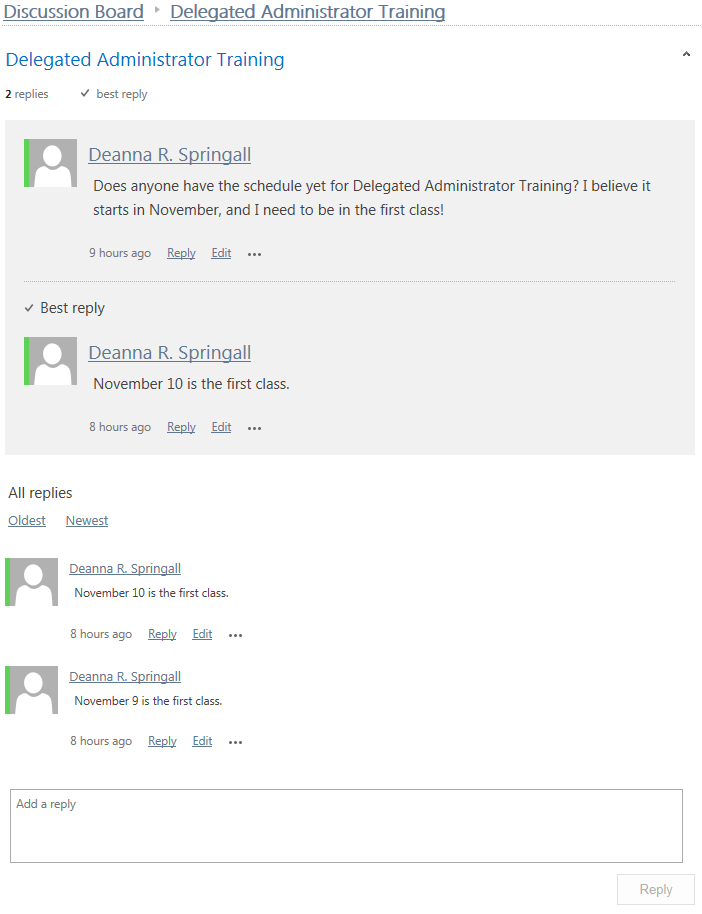
You can also delete individual replies.

1. Navigate to the discussion board. A refresh button is on the right. Click the discussion topic.  
   
2. Click the ellipsis below the reply, and click **Delete**.  
   

## Best Reply

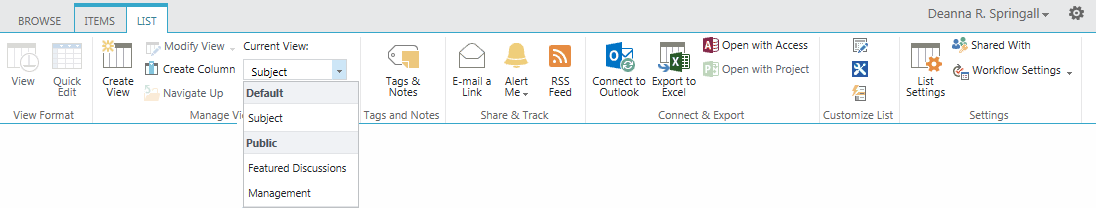
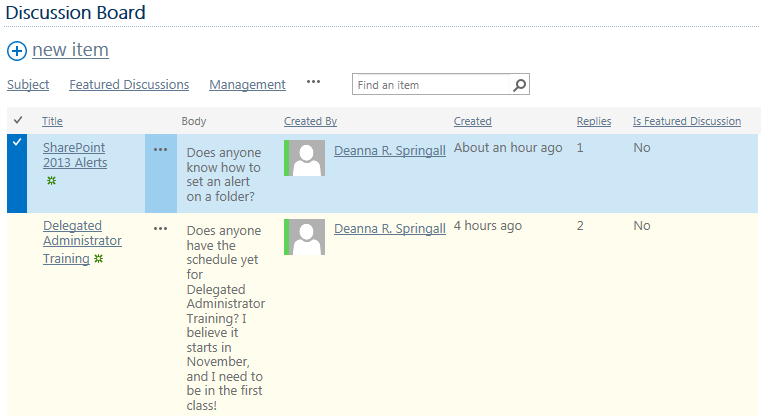
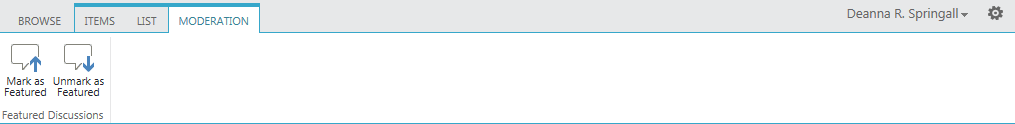
You can highlight one reply as the best.

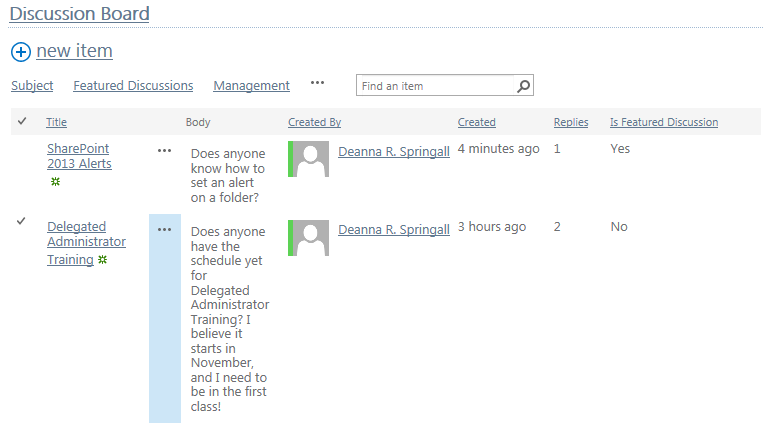
1. Click the ellipsis by the preferred reply, and click **Best reply**.  
   

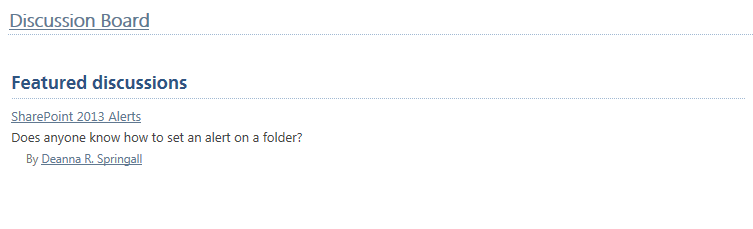
The best reply is then noted at the top of the list.  


## Featured Discussion

To highlight or emphasize a discussion topic, you can tag it as a featured discussion. You can have more than one featured discussion.

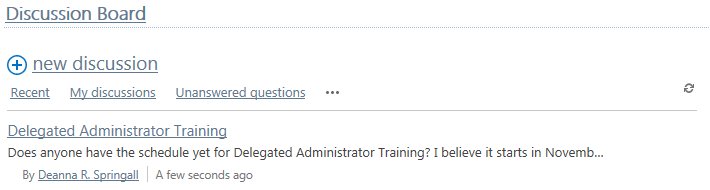
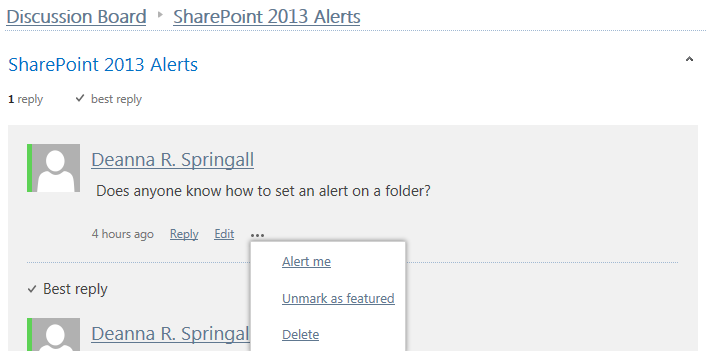
1. Navigate to the discussion board.
2. On the ribbon, click the **LIST** tab. In the **Manage Views** group, click the drop-down arrow under **Current View**, and click the **Management** view.  
   
3. Select the discussion topic to feature by clicking next to its title.   
   
4. On the ribbon, click the **MODERATION** tab. In the **Featured Discussions** group, click **Mark as Featured**.  
   

The value of **Is Featured Discussion** changes to **Yes**.   


1. On the ribbon, click the **LIST** tab. In the **Manage Views** group, click the drop-down arrow under **Current View**, and click **Featured Discussions**. This is the **Featured Discussions** view.  
   

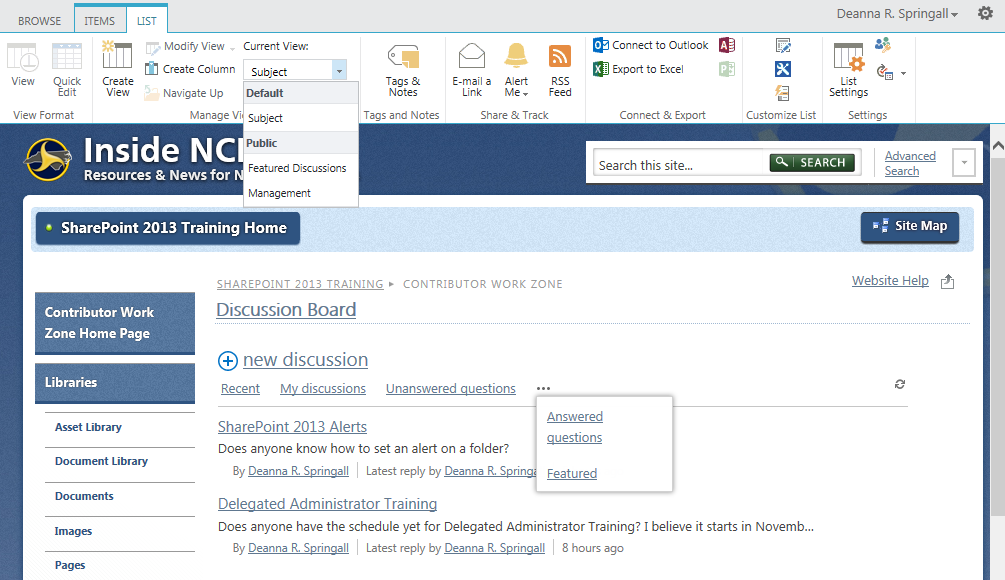
## Set Alert

You can set an alert on a discussion topic.

1. Navigate to the discussion board and click the discussion topic. A refresh button is on the right.  
   
2. Click the ellipsis below the discussion topic, and click **Alert me**.  
   

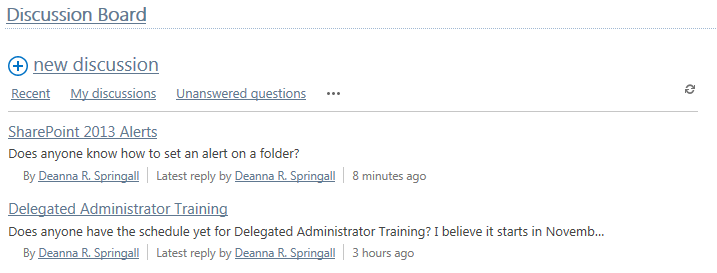
## Views Available in the Top-Level List Ribbon

When you are at the home page of the discussion board, you have one set of views available under the **LIST** tab and a second set of views available at the top of the discussion board.



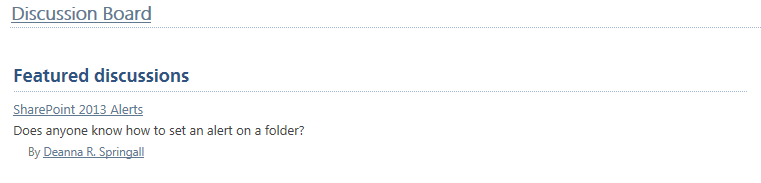
### Subject

The **Subject** view is the default and simply lists the various discussion topics.



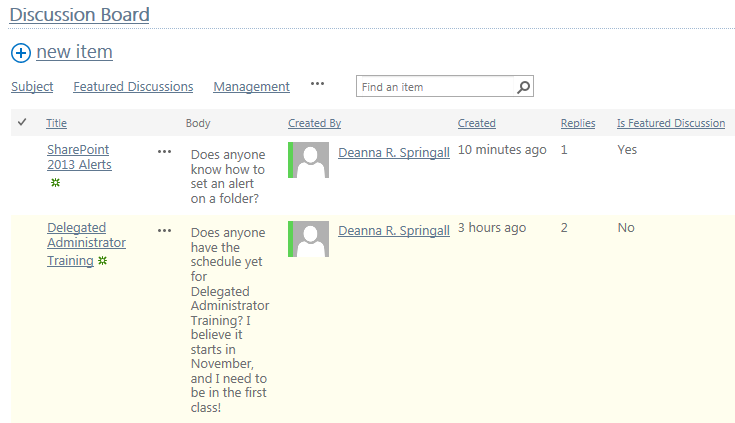
### Featured Discussions

The **Featured Discussions** view includes those discussion topics that have been designated as being of special importance. There can be one or more.



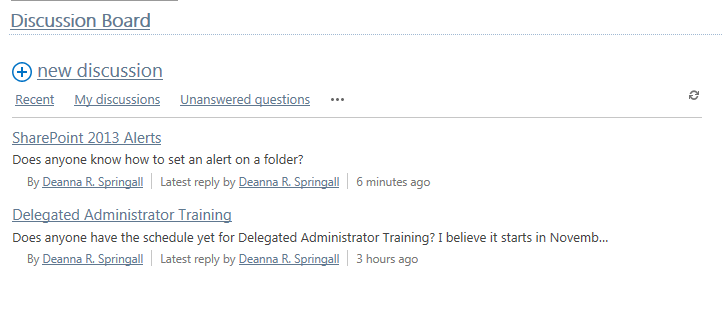
### Management

The **Management** view is a standard list view that includes the number of Replies by discussion topic. You can also enter terms into the text box and click **Search**.



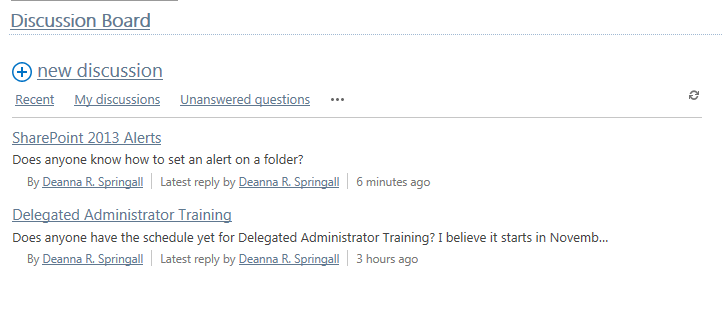
### Recent

The **Recent** view shows the newest discussion topics.



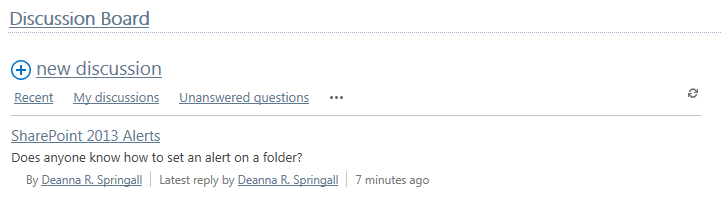
### My discussions

The **My discussions** view shows the discussion topics and replies for the current user.



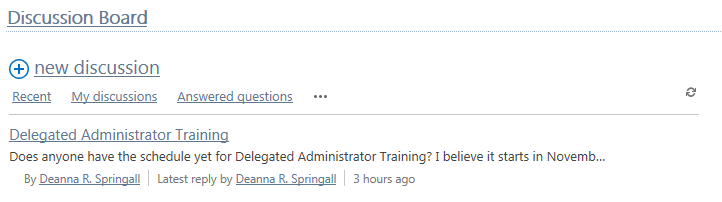
### Unanswered Questions

The **Unanswered questions** view shows which discussion topics have no reply marked as Best reply.



### Answered Questions

The **Answered questions** view shows which discussion topics have a reply marked as Best Reply.

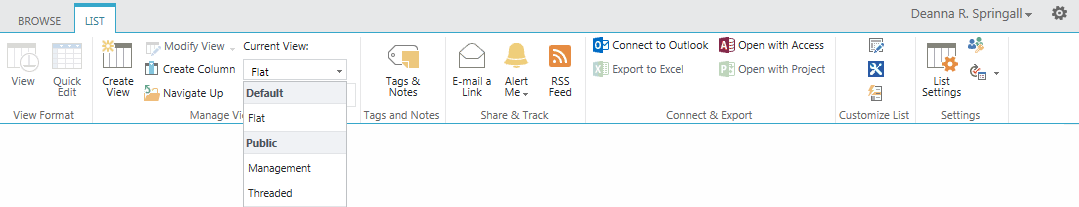


### Featured

This is the same as the **Featured Discussions** view, above.

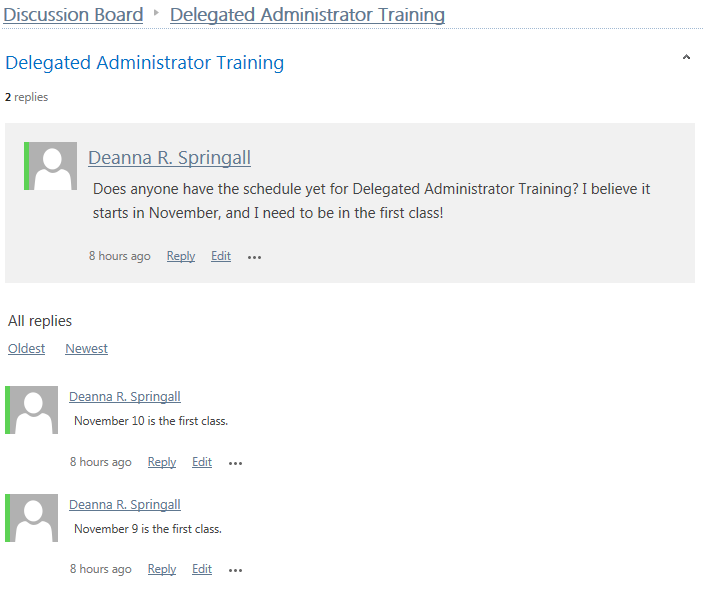
## Views Available in the Discussion-Level List Ribbon

When you are at the level of an individual discussion topic, you have another set of views available. Within a discussion topic, the replies can be **flat** or **threaded**.



### Flat

The **Flat** view is the default.



### Threaded

The threaded view is more compact.



### Management

The **Management** view is the same as before, except that here it shows only the current discussion topic.

## Columns

These columns are automatically included in a new Discussion Board.

