Copy Forum
Forums can be copied entirely including all the posts or with settings only. Forums can be copied from a Course Discussion Board to one or more Group Discussion Boards.

1. Enter the Discussion Board area.

2. Locate the forum.

3. Click the forum’s contextual menu and select Copy.

4. Type the name of the copied Discussion Board forum in Name text box.

5. Decide what parts of the forum are to be copied.
   a. Entire forum – select this option to copy all posts, settings, etc.
   b. Forum settings only – select this option (default setting) to copy the forum, its settings, and not any of posts made by students.

6. Click on a location listed in the Discussion Board Location area.

7. Click the Submit button.