Adding a Due Date and Time to a Discussion Board
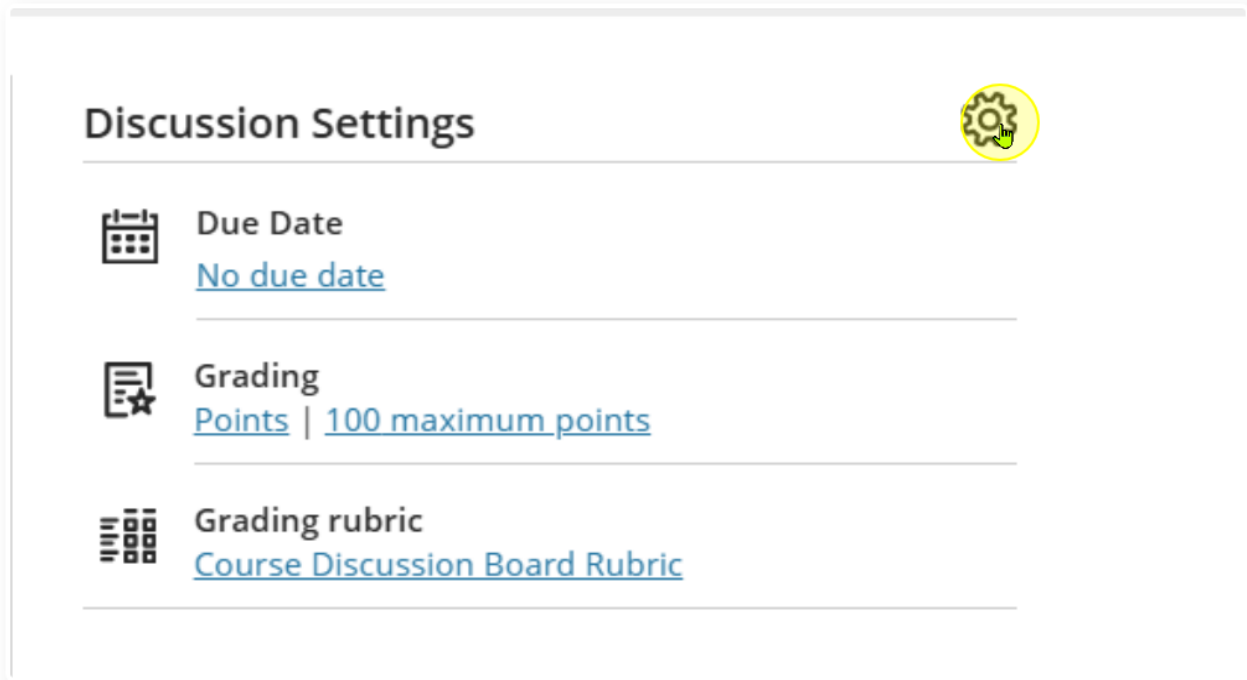
1 Click the Gear Icon

Discussion Settings ⚙

📅 **Due Date**
No due date

📝 **Grading**
Points | 100 maximum points

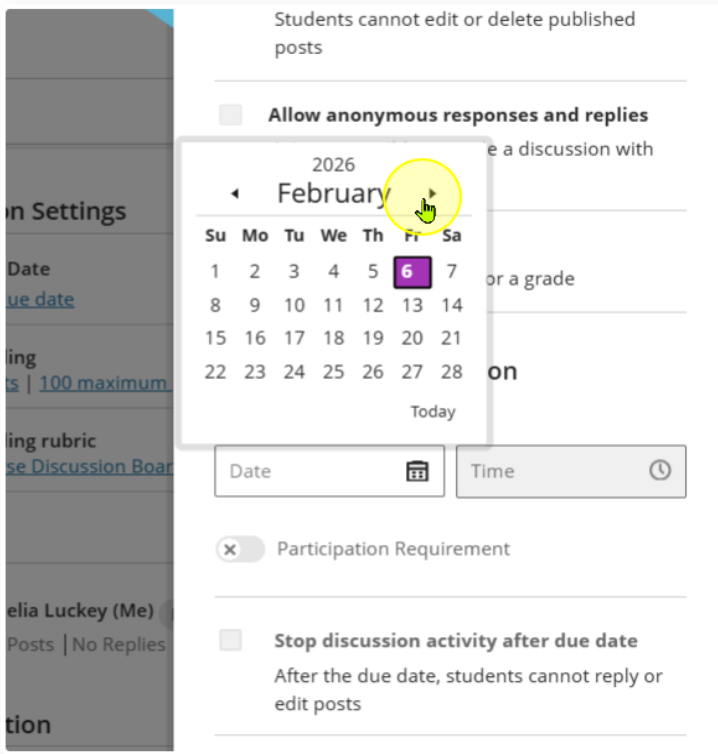🔳 **Grading rubric**
Course Discussion Board Rubric

2 Next, ensure the box to the left of Grade Discussion is Green. Then locate the calendar in the "Date" box

1 ✅ **Grade discussion**
This discussion counts for a grade

Grading and Participation

2 **Due Date**

| Date | 📅 | Time | 🕐 |

❌ Participation Requirement
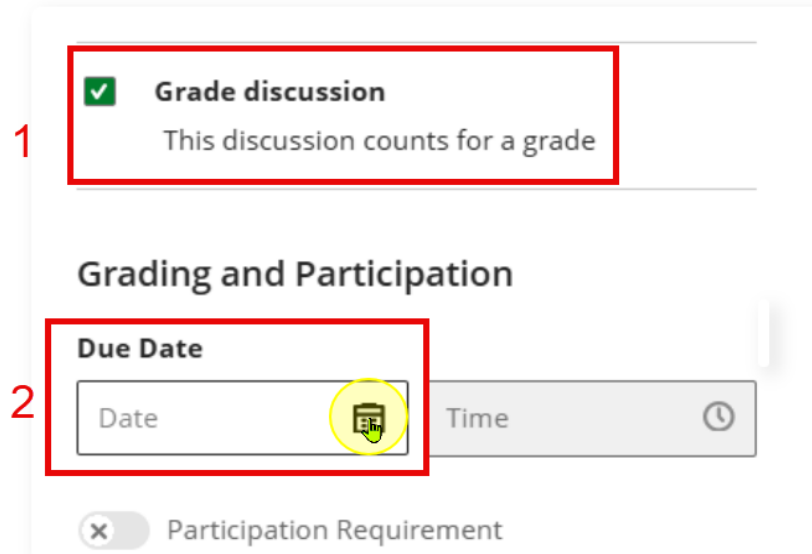
3 Use the arrows to adjust to the correct month if needed

4 In the correct month, click on the correct date
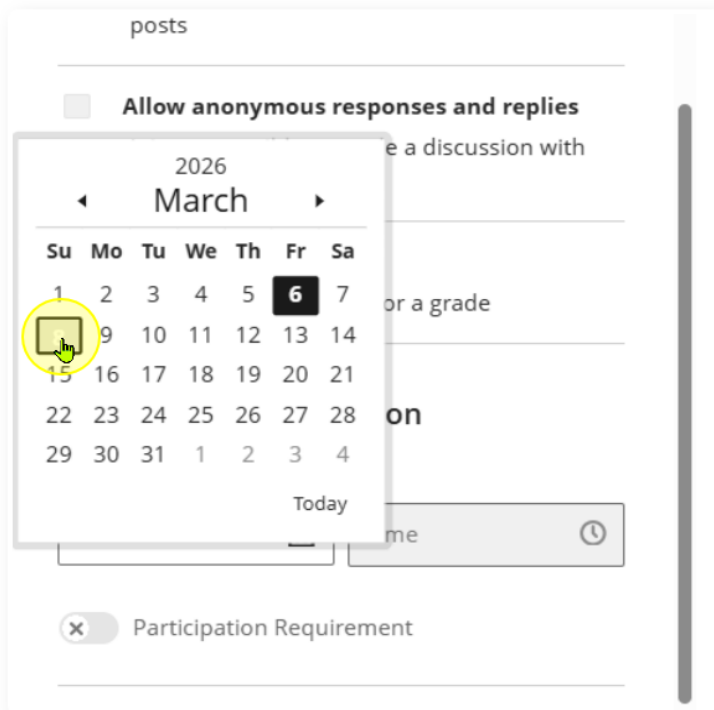
5 Click on the clock to adjust the time.

~~Grade discussion~~
This discussion counts for a grade

Grading and Participation

Due Date

| 3/8/26 📅 | 1:23 PM 🕐 |

✅ Participation Requirement
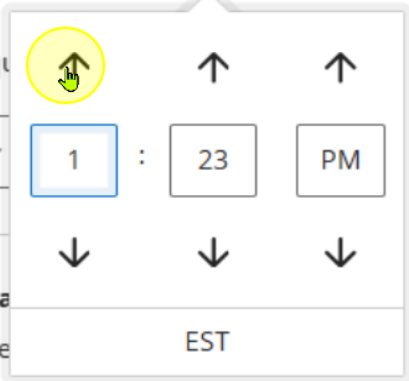
| 1 ▾ | Post or Reply ▾ |

6 Click on the arrows to adjust the hour, the minute, and AM/PM

Grading and Participation

Due Date

| 3/8/26 📅 | 1:23 PM 🕐 |

✅ Participation Requ

| 1 ▾ |

↑ ↑ ↑

| 1 | : | 23 | PM |

↓ ↓ ↓

EST

☐ **Stop discussion a**
After the due date
edit posts

7 Click "Save"

Grading and Participation

Due Date

| 3/8/26 📅 | 2:30 PM 🕐 |

✅ Participation Requirement

| 1 ▼ | Post or Reply ▼ |

☐ **Stop discussion activity after due date**
After the due date, students cannot reply or edit posts

Grade category

| Discussion ▾ |

| Cancel | **Save** |