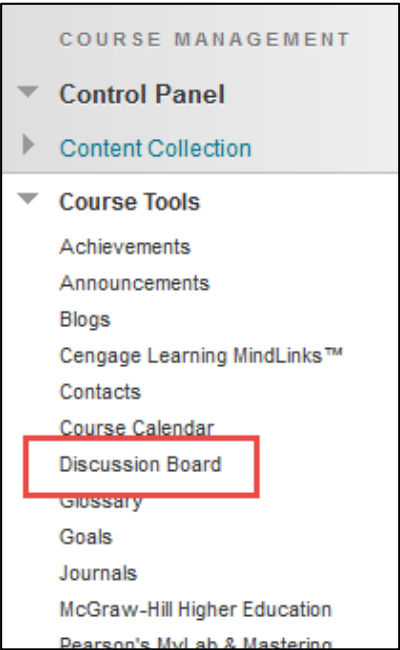




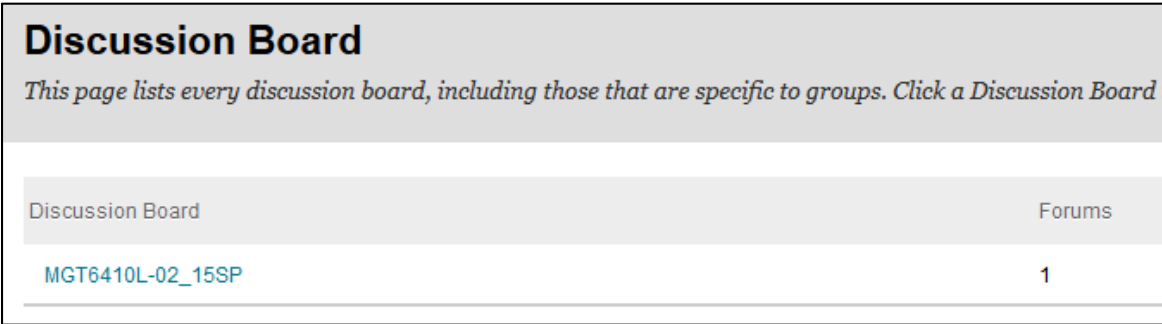
Creating a Discussion Forum

Each course shell has a discussion board that is broken down into distinct forums. Forums can be thought of as key topics, questions, dialogues, etc. that take place. Students and faculty can share their thoughts in a forum by making their own separate threads to which others can reply. This document outlines the steps for creating a discussion forum in your Blackboard.

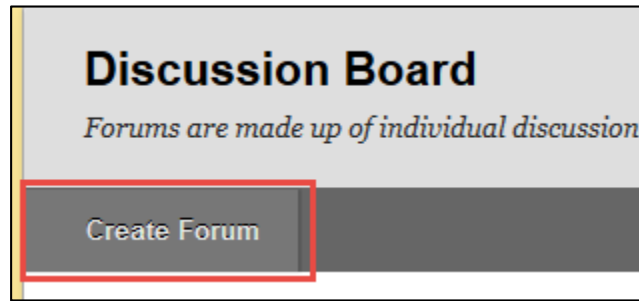
1. Log into Blackboard and click to enter the course where you would like to create a discussion forum.
2. From the **Control Panel** of your course, click on **Course Tools**, then select **Discussion Board**.



3. A list of the discussion boards will be presented. Click into the board to which you would like to add a forum.
Note: When a course is created it has only one discussion board. The name of the discussion board will match the course ID.



4. On the Discussion Board page, press the **Create Forum** button.



5. Enter a name and description for the forum. You can also set date and time restrictions for viewing the discussion, if desired. **Tip:** If you plan on grading the forum, it is recommended that you begin the forum name with an indication of the module, week or chapter number (e.g., Wk1 Discussion). This will help you identify the forums easily in the Grade Center.

Create Forum

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

** Indicates a required field.* Cancel Submit

1. Forum Information

*** Name**

Description

Rich text editor toolbar with options for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), font size (3 (12pt)), bulleted and numbered lists, indenting, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and other tools. Includes 'Mashups' and 'HTML CSS' options.

Complete an original post to this forum by Wednesday at 11:59 p.m. By Friday at 11:59 p.m., you must comment on at least two (2) other students' threads in a substantive fashion.

Path: p Words:32

2. Forum Availability

Available Yes No

Enter Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

6. Customize the settings for the forum.

3. Forum Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies Standard View

1 Participants must create a thread in order to view other threads.
If participants are required to create threads in order to view other threads, they cannot delete or edit their own posts, and cannot post attachments automatically.

Grade No Grading in Forum

2 Grade Discussion Forum: Points possible:

Grade Threads

Alignments Forum alignments

Thread alignments

Subscribe Do not allow subscriptions

3 Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Create and Edit Allow Anonymous Posts

4 Allow Author to Delete Own Posts

All-posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Members to Create New Threads

Allow File Attachments

Allow Users to Reply with Quote

5 Force Moderation of Posts

Additional Options Allow Post Tagging **6**

Allow Members to Rate Posts **7**

1. If you choose “Participants must create a thread,” students will not be able to read other posts in the forum until they post one themselves.
2. If you select an option to grade the discussions, a column will be created in the Grade Center automatically.
3. Subscriptions allow you and your students to receive an email notification when new discussion responses are posted.
4. “Allow Anonymous Posts” and “Allow Author to Delete Own Posts” are not recommended. These disrupt the flow of conversation and may cause complications in grading.
5. If you choose “Force Moderation of Posts,” you will have to read and approve all posts before they appear on the discussion board.
6. Post Tagging provides you with an easy way to collect and sort posts.
7. Posts can be rated using a 5-star system.

7. Press **Submit** when done setting up your forum.

8. Students now have access to the forum from the **Course Tools** button in the course menu > **Discussion Board**.

Note: You now may also add a direct link to the forum in a content area or a folder. Click to enter the content area / folder and hover over Tools > Discussion Board. Check off the “Select a Discussion Board Forum” option and select the forum from the “Select a Discussion Board Forum” box. Click Next and to complete the process.