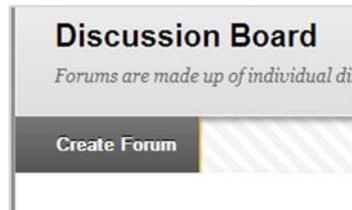


## Creating a Discussion Board on Blackboard

1. In your course, click the Discussions button on the left-side navigation bar (pictured below).

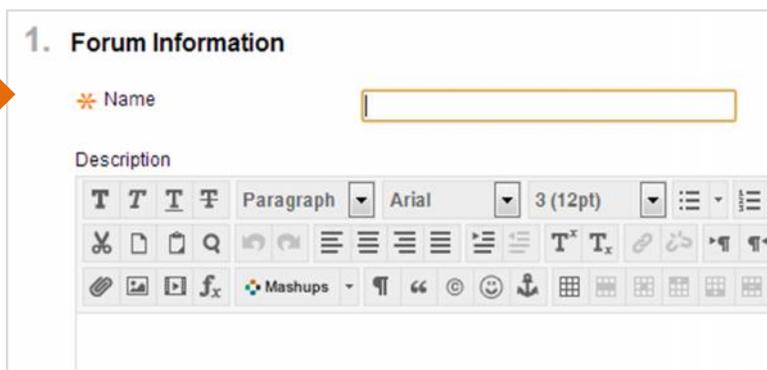


2. In the top left corner, click *Create Forum*.

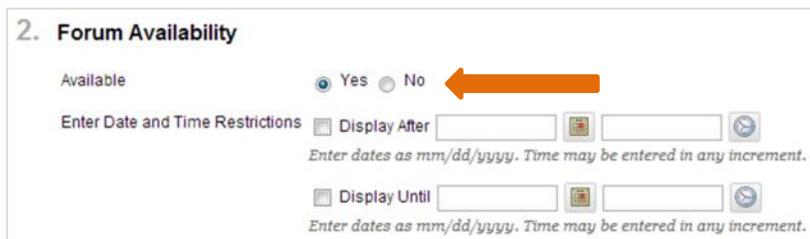


3. Give your forum a name. (Ex. Discussion Forum 1 – Topic)

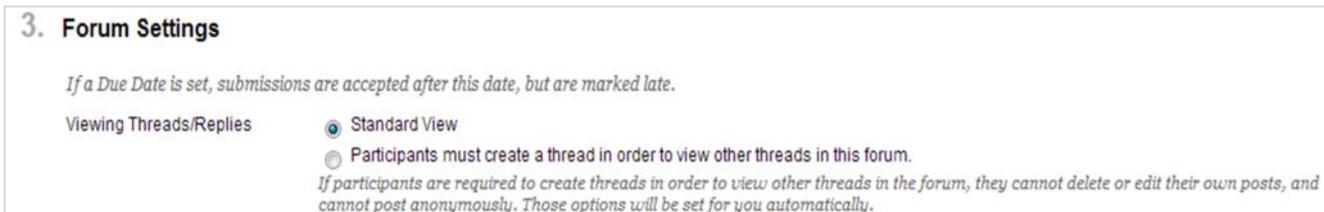
4. Give your forum a description. (Ex. This forum will cover this topic.)

A screenshot of the '1. Forum Information' form. It has a section for 'Name' with a text input field. Below it is a 'Description' section with a rich text editor. The rich text editor has a toolbar with various icons for text formatting, alignment, and linking. The font is set to Arial, size 12pt.

5. Choose when you want your forum to be available. If you don't set specific dates/times, it will be available right away. If you choose to not make it available and do not set date restrictions, you will need to manually make it available.

A screenshot of the '2. Forum Availability' form. It has a section for 'Available' with radio buttons for 'Yes' (selected) and 'No'. Below it are two sections for 'Enter Date and Time Restrictions', each with a 'Display After' or 'Display Until' field and a date picker icon. An orange arrow points to the 'No' radio button.

6. Choose how your forum appears to students. Standard view is default and provides access to all students. You can also make the selection for students to be required to make a post before seeing the responses of other students.

A screenshot of the '3. Forum Settings' form. It has a section for 'Viewing Threads/Replies' with radio buttons for 'Standard View' (selected) and 'Participants must create a thread in order to view other threads in this forum.' Below it is a note: 'If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.'

7. Next, choose how you want to grade the discussion forum. Note that you will need to input the number of points the activity is worth. You can also add a rubric, by clicking *Add Rubric*.

The screenshot shows the 'Grade' settings section. It includes three radio button options: 'No Grading in Forum', 'Grade Discussion Forum: Points possible: [input field]', and 'Grade Threads'. The 'Grade Discussion Forum' option is selected. Below these is a checked checkbox for 'Show participants in "needs grading" status' followed by a green icon and a dropdown menu set to '1' with the label 'Posts'. Underneath is a 'Due Date' section with two input fields and a calendar icon. A note below reads: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.' At the bottom, there is an 'Associated Rubrics' section with an 'Add Rubric' button and a table header with columns: 'Name', 'Type', 'Date Last Edited', and 'Show Rubric to Students'.

8. Choose whether or not you'd like to allow students to subscribe to the postings in a forum.

The screenshot shows the 'Subscribe' settings section. It has three radio button options: 'Do not allow subscriptions', 'Allow members to subscribe to threads', and 'Allow members to subscribe to forum'. The 'Allow members to subscribe to forum' option is selected. Below these are two more radio button options: 'Include body of post in the email' and 'Include link to post', with the latter being selected.

9. Choose the rules for creating and editing posts. The default settings (shown below) are usually preferred for this.

The screenshot shows the 'Create and Edit' settings section. It contains several checkboxes and radio buttons: 'Allow Anonymous Posts' (unchecked), 'Allow Author to Delete Own Posts' (checked), 'All posts' (radio button, unselected), 'Only posts with no replies' (radio button, selected), 'Allow Author to Edit Own Published Posts' (checked), 'Allow Members to Create New Threads' (checked), 'Allow File Attachments' (checked), 'Allow Users to Reply with Quote' (checked), and 'Force Moderation of Posts' (checked).

10. Choose the additional options. By default, the additional options are turned off (preferred).

The screenshot shows the 'Additional Options' section with two checkboxes: 'Allow Post Tagging' and 'Allow Members to Rate Posts', both of which are unchecked.

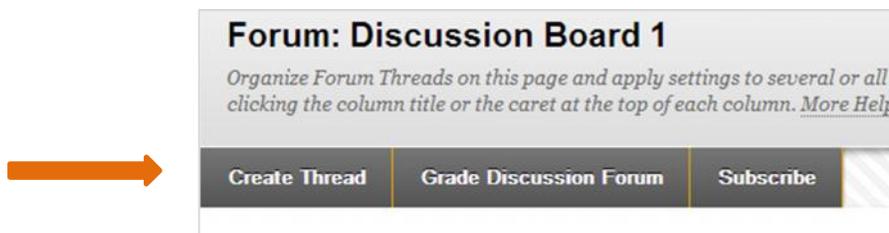
11. Click *Submit*. You've just created a forum! But there's still work to be done.



12. Click the name of your Discussion Forum to go into it.



13. Within your Discussion Forum, click *Create Thread* at the top of the page.



14. Give your Thread a Subject and content. It's good practice to create an instruction thread and a thread discussing the discussion topic or question.

2. **Message**

\* Subject

Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Insert Table, Insert Table of Contents, Insert Table of Rows and Columns, Insert Table of Cells, Insert Table of Text, HTML, CSS.

15. Once you've created each thread, they will appear as pictured below.

Thread Actions		Collect	Delete			
<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	7/16/13 8:50 AM	<a href="#">How to Use the Discussion Board</a>	Dylan Herx	Published	0	1
<input type="checkbox"/>	7/16/13 8:56 AM	<a href="#">Question - Discussion Board 1</a>	Dylan Herx	Published	0	1

Thread Actions Collect Delete

Displaying 1 to 2 of 2 Items [Edit Paging...](#)

16. Notice that you can see how many posts there have been and how many unread posts there are by looking at the icons pictured below.

Total Posts	Unread Posts	Total Participants
2	0	1