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.)

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.

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.
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.

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

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

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

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.

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

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.