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. To create a forum for your class you can follow the instructions below.

1. Log into the Blackboard system and click to enter the course where you wish to create a Discussion Forum.

2. Once you are in the course, click on the Course Tools button in the Control Panel and select Discussion Board from the list of options.

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 (course department, number, section, semester: ENG101.LA.13FA, e.g.)
4. On the Discussion Board homepage you will press the **Create Forum** button.

![Discussion Board](image)

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

5. Enter a name and description for the forum and set date and time restrictions for viewing the discussion, if desired.

![Create Forum](image)

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1. **Forum Information**

   - **Name**: Discussion Week 1
   - **Description**:
     
     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.

2. **Forum Availability**

   - **Available**: Yes
   - **Enter Date and Time Restrictions**:
     - Display After
     - Display Until
     
     To date restrict you must check the box and then use the calendar and clock buttons to select dates/times.
6. Customize the settings for the forum.

![Forum Settings](image)

- **Viewing Threads/Replies**
  - Standard View
  - Participants must create a thread in order to view other threads in this forum.
  - 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. These options will be set for you automatically.

- **Grade**
  - No Grading in Forum
  - Grade Discussion Forum Points possible

- **Subscribe**
  - Do not allow subscriptions
  - 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
  - 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
  - Force Moderation of Posts

- **Additional Options**
  - Allow Post Tagging
  - Allow Members to Rate Posts

- **Allows participants to receive email notifications of new posts and replies**

- **Moderation requires approval before post goes live.**

- **Applying post tags provide a way to collect and filter posts.**

- **Post rating uses 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.