


Blackboard "How To's"

Discussion Board

For students to use the Discussion Board, the instructor must first create a forum. Forums usually explain the topic the instructors would like the students to discuss. Students respond in forums by posting threads.

To create a discussion board forum:

Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.

Edit Mode is:  ON

Under **Course Tools** in the **Course Management** section, click **Discussion Board**.

Course Management

Control Panel

Content Collection

Course Tools

Achievements

Announcements

Attendance

Blogs

Contacts

Course Calendar

Date Management

Discussion Board

Glossary

Goal Performance

Journals

Click on your class.

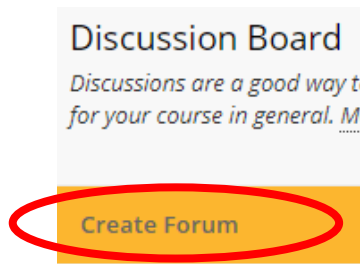
Discussion Board

This page lists every discussion board, in

DISCUSSION BOARD

CAL_STU_MPLM_06A_0608_LMIR

Click **Create Forum**.



Under **Forum Information**, enter a name for the discussion topic. You may enter a description in the text box below the name.

* Indicates a required field.

FORUM INFORMATION

* Name

Description

Under **Forum Availability**, select **Yes** to make the topic available to students or select **No** to hide topic from students. Use the **Date and Time Restrictions** to set a specific date and time for the topic to be available.

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.

Under **Forum Settings**, select the settings for the forum.

- **Viewing Threads** – Participants view requires that participant makes a post to the discussion board before viewing other's posts.
- **Grade** – Choose No Grading in Forum, Grade Discussion Forum (adding the points possible), or Grade Threads.
- **Subscribe** – Subscriptions to Threads and Topics are sent to users by email.

Viewing Threads/Replies Standard View

Participants must create a thread in order
If participants are required to create threads in c options will be set for you automatically.

Grade No Grading in Forum

Grade Discussion Forum: Points possible

Grade Threads

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** – Users can post to the Topic without revealing their Username.
- **Allow Author to Delete Own Posts** – Users can delete all their own posts.
- **Allow Author to Edit Own Published Posts** – No record of the original post is kept.
- **Allow Members to Create New Threads** – This setting is enabled by default. If Threads are graded, members cannot be allowed to create new Threads and members cannot post anonymously.
- **Allow File Attachments** – This setting is enabled by default. Attaching large files will slow down the Discussion Board.
- **Allow Users to Reply with Quote** – This setting is enabled by default. When users click **Quote**, the message they are replying to is included in the post.
- **Force Moderation of Posts** – This requires all messages to be reviewed by a Moderator before they can be Manager of the Topic and can moderate all posts. Others can be assigned the role of moderator to determine if posts are published to the topic or returned to the author for editing.

Additional Options

- **Allow Post Tagging:** Tagging is a way to add metadata to posts to make them easier to retrieve in searches.
- **Allow Members to Rate Posts:** Users can rate the quality of the post using a five-star system.

Create and Edit

- Allow Anonymous Posts
- Allow Author to Delete Own Posts
- 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

Click **Submit**.

Cancel

Submit