How to Create and Use the Discussion Board in Blackboard

The Discussion Board allows users to share thoughts and ideas and post questions about class materials.

The board can be split up into Forums, which may be used to separate discussions on different topics. Within each forum, users may post threads (as in “threads of a conversation”), which are the conversations themselves. A user may post a new thread (usually a question or statement calling for a response) and other users may then reply to that thread, creating a discussion.

If your course menu does not already have a link to the discussion board, you should add one so that your students can find it easily. If your course menu already has a link to the discussion board, you can skip to step 4 below.

1. Make sure that the Edit mode is on so that you can edit the course. Hover your cursor over the + icon and click Tool Link.

2. Type a name and select Discussion Board by clicking the dropdown menu.

3. Check Available to Users. Otherwise students will not see this menu item. And click Submit.
4. Click the discussion board menu item on your course menu and click Create Forum.

5. Type a name for the forum (required field). Type a description of the forum content.

6. Click Yes for the Available option so that your students can see this. Enter date and time restrictions determining when the forum will be available (optional).
7. Set the forum settings according to your preferences. If you wish, you can modify your forum settings later. Click **Submit**.

**Note:** Please check the **Allow Members to Create New Threads** so that your students can post their comments.

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**FORUM SETTINGS**

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

**Viewing Threads/Replies**
- Standard View
- Participants must create a thread in order to view other threads
  *if participants are required to create threads in order to view other threads or edit their own posts, and cannot post anonymously. Those options will*

**Grade**
- No Grading in Forum
- **Grade Discussion Forum**: Points possible: 0
- 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
- 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 to proceed.*
8. The forum has been created. Forums are made up of individual discussion threads that can be organized around a subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears.

You can see the Open, Edit, Manage, Copy and Delete options by clicking the arrow icon.

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How Students Create a Thread in a Discussion Forum

1. Students click on the forum you have created.

2. They click the Create Thread button. If you click Subscribe, you will get an e-mail notification for each new thread and reply.
3. Students type a **Subject**, write a **Message**, **Attach File** if needed, and click **Submit**.

Then you can see all the threads in the forum and reply if needed by clicking on the thread.