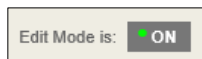


Discussion Forums

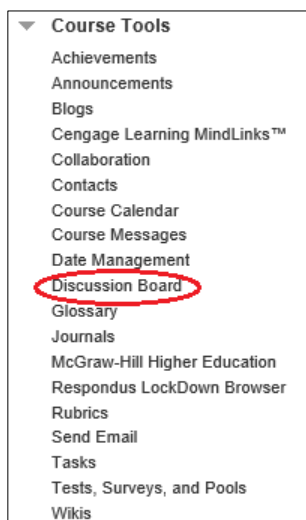
The Discussion Board is an interactive tool in Blackboard. Its purpose is to mirror face-to-face conversations among students. Rather than being a place where students simply answer questions, a discussion forum can encourage higher order thinking and analysis. These steps will help you set up a forum in your course.

How to Create a Forum

1. Begin with the edit mode **ON**.



2. Under the Control Panel, open **Course Tools** and click on **Discussion Board** as shown below.



3. Click on your course number if you see this screen.

Discussion Board		
<i>This page lists every discussion board, including those that are specific to groups. Click a Discussion Board to access the forums.</i>		
Discussion Board	Forums	Participants
35516-1144	0	0

4. Click on **Create Forum**. A properties screen will appear so that you can set up the forum. Notice that you have a full tool bar to help you compose. Use the chevron on the far right to show more or fewer formatting tools.



Discussion Board

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

Create Forum

5. Type in a name for the forum and instructions for students. The forum below is named "Audience." You must include instructions here for students to read when they use the forum. You can type in your instructions or create them in Word and then paste them into the Instructions section.

Create Forum

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

* Indicates a required field.

Cancel Submit

Forum Information

* Name

Description

Path: Words: 0

See the **Discussion Board Tips** handout for more about instructions and managing the forum.

6. Click "Yes" or "No" to make the Forum available to students. *Note: If you choose No, you will see (This forum is currently unavailable) under the name of the Forum in the list.* Optional: You may also set a time period for the forum to be available.

Forum Availability

If links to this forum exist and are hidden, the forum itself may be hidden, even if this setting is set to 'Yes'.

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.

7. Select Settings

- a. **Standard View** is the default setting.

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 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. Those options will be set for you automatically.

- b. Click either **No grading in Forum** or **Grade Discussion Forum**. If you are giving a grade, you must enter the number of points. *Note: If you choose Grade, that Forum will be automatically added to the Grade Center.* Optional: You can reset the “needs grading” number and add a rubric.

Grade No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Show participants in "needs grading" status  after every Posts

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

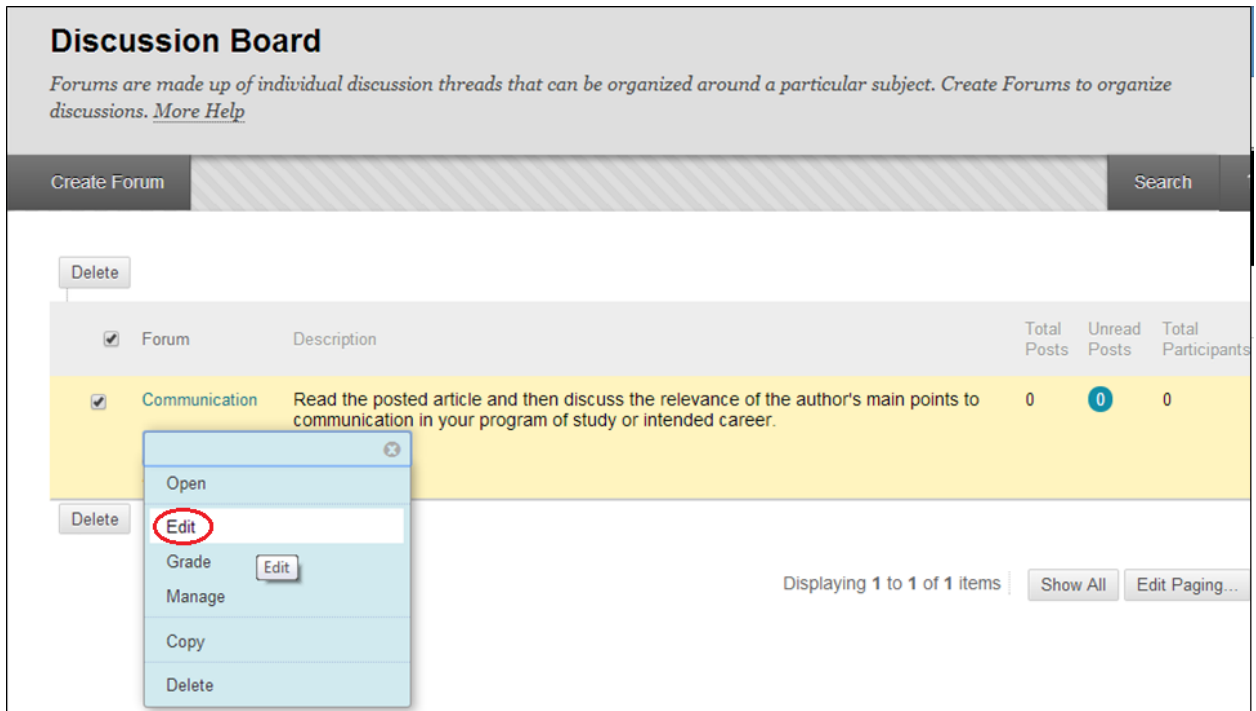
- c. **Subscribe** allows students to receive emails notifying them of new posts and replies.

Name	Type	Date Last Edited	Show Rubric to Students
Subscribe	<input type="radio"/> Do not allow subscriptions <input type="radio"/> Allow members to subscribe to threads <input checked="" type="radio"/> Allow members to subscribe to forum		
	<input type="radio"/> Include body of post in the email <input checked="" type="radio"/> Include link to post		

- d. You will see a long list of options under Create and Edit, including allowing students to edit or delete their own posts. Select those that fit your assignment.

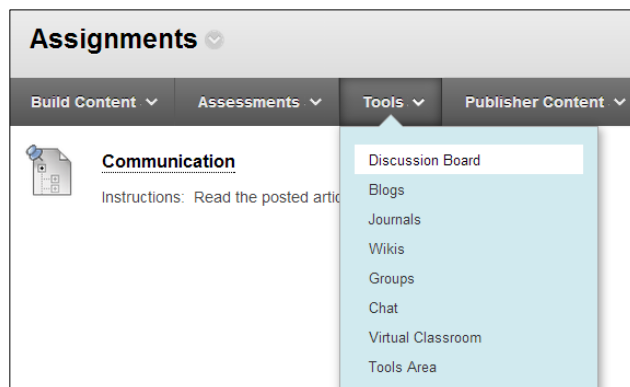
Create and Edit	<input type="checkbox"/> Allow Anonymous Posts
	<input type="checkbox"/> Allow Author to Delete Own Posts
	<input type="radio"/> All posts
	<input checked="" type="radio"/> Only posts with no replies
	<input type="checkbox"/> Allow Author to Edit Own Published Posts
	<input checked="" type="checkbox"/> Allow Members to Create New Threads
	<input checked="" type="checkbox"/> Allow File Attachments
	<input checked="" type="checkbox"/> Allow Users to Reply with Quote
	<input type="checkbox"/> Force Moderation of Posts
Additional Options	<input type="checkbox"/> Allow Post Tagging
	<input type="checkbox"/> Allow Members to Rate Posts

8. Click on the **Submit** button to create the Forum. You should see a green success message telling you the Forum was created.
9. Move your cursor to the right of a forum title and a pull-down menu will appear. From this menu, you can open the forum; edit its properties; or grade, copy, or delete it.



Create a Link for Students

1. In a content folder, lesson plan, or learning module, create a direct link to the forum for students.
2. From the action bar, click **Tools** and then **Discussion Board**



3. Click **Link to Discussion Board Page**. In the link information give students direction on which Discussion Board to choose. *(Do not Select A Discussion Board Forum as that will bypass the directions and send students directly to creating a forum).*

CREATE LINK: DISCUSSION BOARD

Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new Discussion Board forum. Creating a link to a forum here and making it hidden will make the forum hidden as well.

Link to Discussion Board Page

Select a Discussion Board Forum

Select a Discussion Board Forum
Chat Cafe

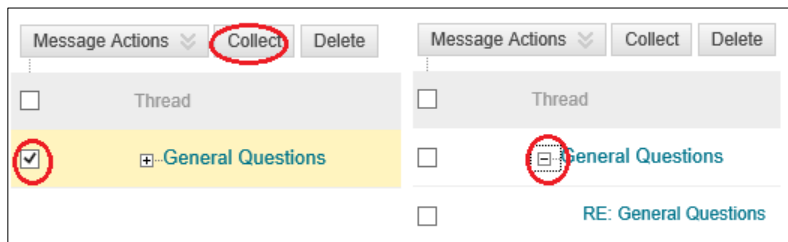
Create New Forum

4. Click **Next**.
5. Type or paste in your instructions (so students can see them).
6. Click **Submit**.
7. Students will recognize a Discussion Board by this icon



View a Discussion Thread

1. Use the tree view (the default setting) to see posts and replies. Simply click on the name of the post to read it.
2. Check the box for all posts and replies and click **Collect** to view and/or print them.
3. Plus and minus signs help you expand and collapse threads. Replies are indented below a thread and begin with RE.



4. When you click on a post, you will see a **Reply** button under each post.
5. Move your cursor to the right of the Reply button and three other options (Edit, Delete, and Email Author) appear

Sue Scribner
offensive to morals

I think the comic is offensive and I can't believe that an instructor would use it in the classroom. The guy is clearly asking the lady to do something wrong. We shouldn't be telling students to do this in a Western classroom.

Reply

Wally Whitman
RE: offensive to morals - not

Hi Sue. I am sure that the cartoon wasn't intended the way you think. Maybe you missed the noted under Unit 3. If you look at the comic again you will see that she definitely didn't suggest that we do something wrong. It was just the opposite.

Reply **Edit** **Delete** **Email Author**

Select: All None Message Actions Expand All Collapse All

Additional Resources: Blackboard Help <https://help.blackboard.com>