

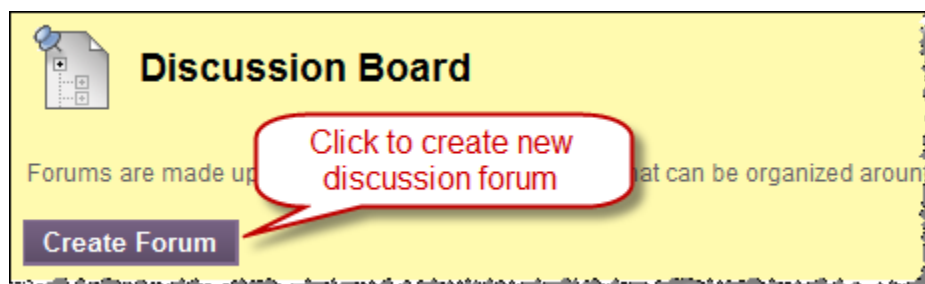
# Creating a Discussion Forum

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As with most tasks, there is more than one way to create a Discussions forum in Blackboard. These instructions will provide directions on creating a graded discussion forum on the Discussions page.

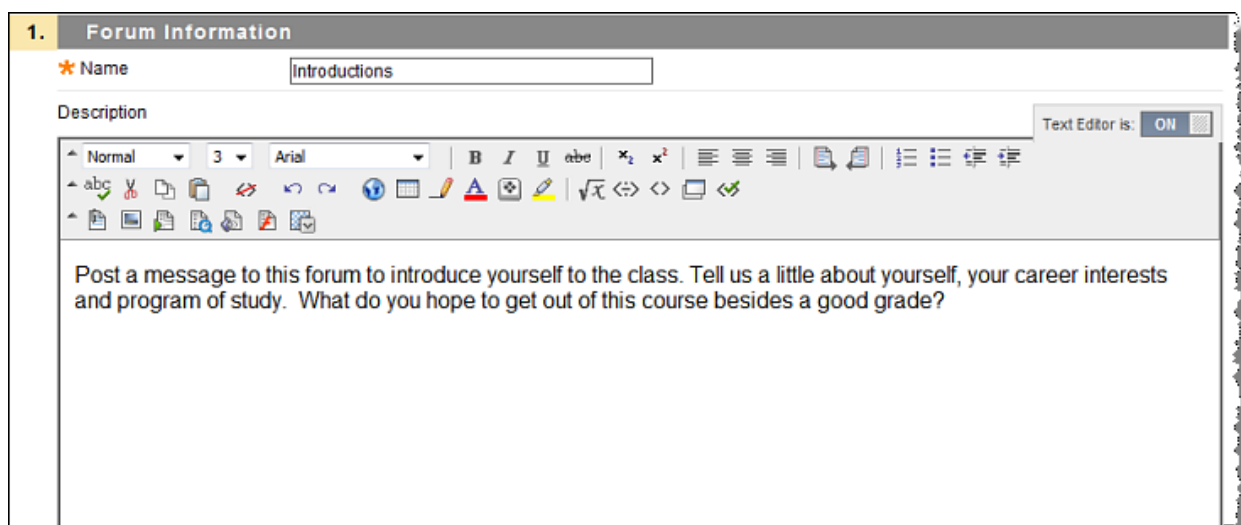
Make sure the **Edit Mode** is ON and that you have navigated to the Discussions page by clicking the discussions link on the Course Navigation menu.

## 1. Click the Create Forum button at the top of the Discussion Board page

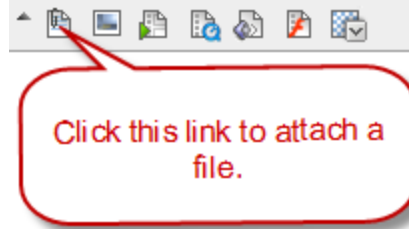


## 2. Enter Title and Description

On the Create Forum page, enter the **Name** of the forum (required). You may enter a description or detailed instructions in the **Description** box.

A screenshot of the "1. Forum Information" form in Blackboard. The form has a grey header with the text "1. Forum Information". Below the header, there is a field for "Name" with a star icon on the left and the text "Introductions" entered. Below the name field is a "Description" section. It features a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. The text editor is set to "ON". The main text area of the description contains the following text: "Post a message to this forum to introduce yourself to the class. Tell us a little about yourself, your career interests and program of study. What do you hope to get out of this course besides a good grade?"

**Important:** If you want to attach a file to the description, use the **Attach File** link on the third row of the Visual Editor's tool bar.



### 3. Configure Forum Availability

By default the forum will be available (visible) to students. If you are not ready for students to access the forum, select NO beside the Available option.

If you want to restrict the period of time when the forum is visible, select the Check Box beside Display After and/or Display Until. Then use the calendar and clock icons to set the desired dates and time.

**2. Forum Availability**

Available  Yes  No

Enter Date and Time Restrictions  Display After 02/07/2011 03:10 PM  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 02/14/2011 03:10 PM  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Select Check Box if you want to limit availability!

**Important:** You must select the check box before the Display options in order for these to take effect!

### 4. Configure Forum Settings

Typically, the default settings shown below should be selected for a discussion forum. As the instructor, you can choose to allow students to delete or edit their own posts. Post tagging is typically not used. Check the More Help link in Blackboard for additional information on these settings.

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Post Tagging

Allow Users to Reply with Quote

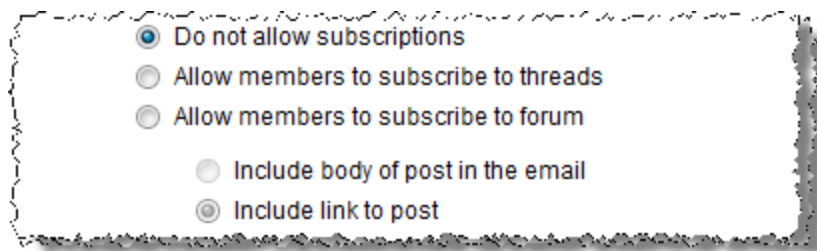
Allow File Attachments

Allow Members to Create New Threads

## 5. Configure Subscriptions

Blackboard makes it possible for users to subscribe to a forum or a thread. When an individual subscribes to the forum, an e-mail is automatically sent to him/her whenever someone posts to the forum. Use the appropriate check boxes to determine whether the e-mail contains the text of the posting or just a link to the forum.

You probably do **not** want to subscribe to forums that are going to be heavily used; however, subscriptions may be advantageous if you have a “Help” forum where students can post questions about the course or ask for help with problems.



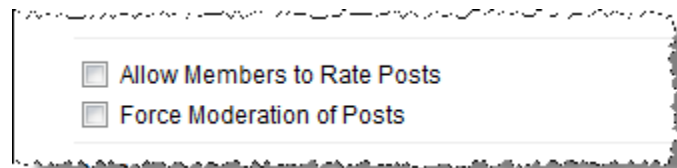
A screenshot of a Blackboard settings panel for forum subscriptions. The panel has a white background and a dark border. It contains five radio button options:

- 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

## 6. Set Rating and Moderation

Blackboard allows you to permit students to rate each other’s posting anonymously using a five star system. Select the checkbox beside **Allow Members to Rate Posts** if you wish to use this option.

If you select **Force Moderation of Posts**, the moderator (by default, the instructor) will need to review and publish each posting before other members of the class can see it. The instructor can also designate a student or other class participant to moderate the forum.

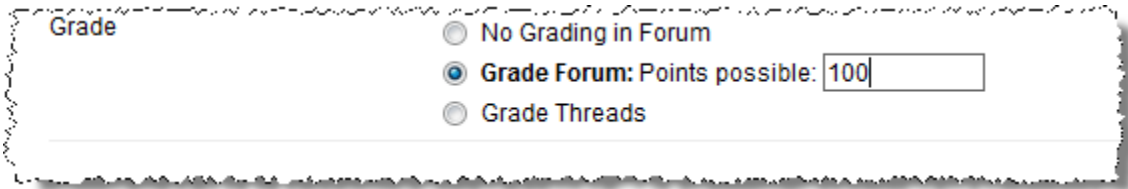


A screenshot of a Blackboard settings panel for rating and moderation. The panel has a white background and a dark border. It contains two checkbox options:

- Allow Members to Rate Posts
- Force Moderation of Posts

## 7. Choose Grading Method

If you are going to assign a grade for students' discussion submissions, you will usually check **the Grade Forum** option and enter the maximum points for the forum in the text box. Using this option will cause Blackboard to create both an interface where you can grade each student's contributions and a column in the Grade Center to record the grade.



Grade

No Grading in Forum

Grade Forum: Points possible:

Grade Threads

**Note:** If you have organized your forum so that students must respond to your initial posting, you will select **Grade Thread**. When you create the thread Blackboard will automatically create a column in the Grade Center and prompt you to enter the point value for the thread. (See image below) Note that selecting this option will automatically prevent students from creating new threads.



**3. Grading**

Grade Thread

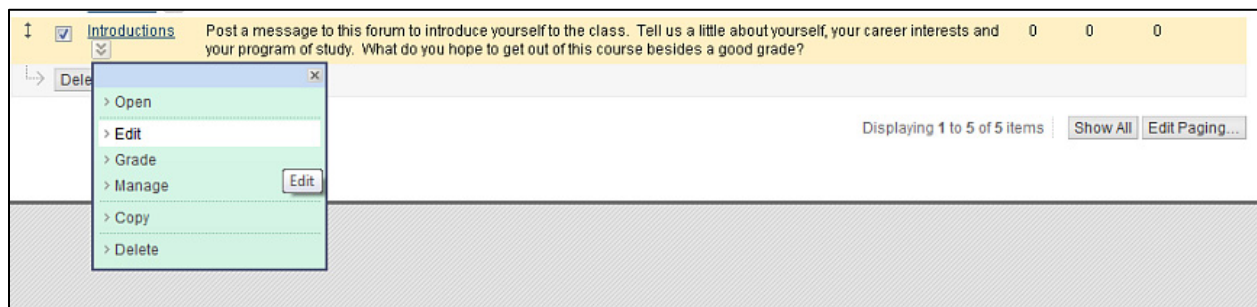
Points possible:

## 8. Save the Forum Settings

Click **Submit button at the bottom of the page.**

## Editing the Forum

If you need to make changes to a forum after you have created it, click the double down arrow beside the Forum Title and select Edit.



↑  **Introductions** Post a message to this forum to introduce yourself to the class. Tell us a little about yourself, your career interests and your program of study. What do you hope to get out of this course besides a good grade? 0 0 0

↳ Delete

- > Open
- > Edit
- > Grade
- > Manage
- > Copy
- > Delete

Displaying 1 to 5 of 5 items |