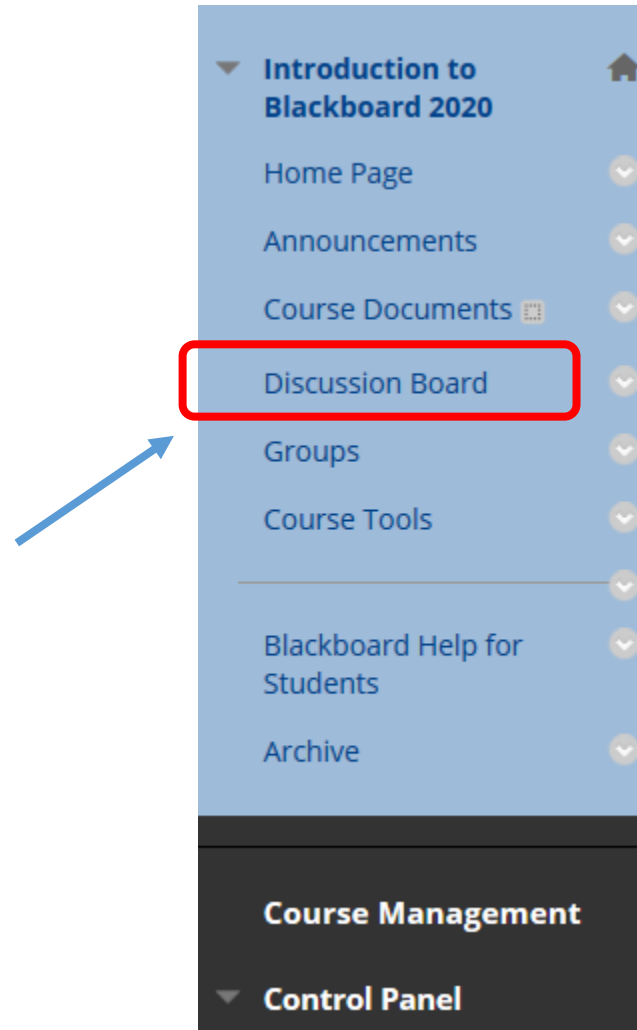




## **How to Create a Discussion Board Forum on Blackboard**

1. Log in to the Course on Blackboard. Click the ***Discussion Board*** link.



2. In this example, we will create a new Forum titled **Week 6**, so that students can submit their responses to complete the Week 6 Discussion Board course requirement.

Click **Create Forum**.

Discussion Board

*Discussions are a good way to encourage students to think critically about your coursework and interact with each others' ideas. You can create discussions around individual course lessons or for your course in general. [More Help](#)*

**Create Forum** Search Discover Content

<input type="checkbox"/>	FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL PARTICIPANTS
<input type="checkbox"/>	Week 1 Discussion		2	0	0	1
<input type="checkbox"/>	Week 2 Discussion		0	0	0	0
<input type="checkbox"/>	Week 3 Discussion		0	0	0	0
<input type="checkbox"/>	Week 4 Discussion		0	0	0	0
<input type="checkbox"/>	Week 5 Discussion		0	0	0	0

Displaying 1 to 5 of 5 items Show All Edit Paging...

### 3. Fill out the information below...

- Enter the **Title** of the Forum.

- Enter the instructions or student requirements for the forum in the **Description** area.

- If you want students to see the Forum in the Discussion Board area of your course, you need to mark the Forum as **Available**. Without it being set to Available, the forum will be invisible to students.

*After those are complete, scroll down the page a little, and move to the next step of this guide...*

The screenshot shows the 'Create Forum' page in Blackboard. On the left is a navigation menu with 'Intro to Blackboard' expanded, showing 'Home Page', 'Announcements', 'Syllabus', 'Course Documents', and 'Discussion Board'. Below this is 'Tools' and 'Help' (with 'Zoom Room' sub-item). The 'Course Management' section is expanded, showing 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', and 'Customization'. At the bottom of the menu is a red 'Quick Unenroll' button. The main content area is titled 'Create Forum' with a subtitle 'Create Forums to organize discussions. More Help'. A note says '\* Indicates a required field.' Below this is the 'FORUM INFORMATION' section. The 'Title' field contains 'Week 6 Discussion' and is circled in red. The 'Description' field contains a rich text editor with a toolbar and the text 'This is where you would type any important instructions or notes for the students to review before they create their replies, which will appear as Threads within the Forum.' This field is also circled in red. Below the description is the 'FORUM AVAILABILITY' section. The 'Available' field is set to 'Yes' (radio button selected) and is circled in red. Below this are 'Display After' and 'Display Until' fields, each with a calendar icon and a clock icon. The 'Path' field contains 'p' and the word count is 'Words:30'.

4. Below are the default settings for creating a Forum. You can use these, and click **Submit** on the bottom right to finalize the process. But we also describe some of the features listed below:

**Viewing Threads/Replies** – Standard view allows students to see all content within a Forum immediately.

Or you can select **Participants must create a thread** first, before students can view their classmate’s posts.

**Grade** – If you select the option to **Grade Discussion Forum**, it will create a Column in your Grade Center matching the title of the Forum. Grade your student participation to the Forum in that column.

This is not mandatory, so you can check **No Grading in Forum** and there will be no columns created in your grade center.

**Create and Edit** – These settings affect how students can create and edit their posts.

By default, students are not allowed to delete or edit their own posts after creation. If you would like your students to be able to edit their posts, please check the box next to **Allow Author to Delete Own Posts / Allow Author to Edit Own Published Posts**.

Click **Submit** to finalize this Forum.

**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.*

**Grade**

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

**Alignments**

- Forum alignments
- Thread alignments

**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.*

Cancel **Submit**

5. Success! The new forum has been created. New forums appear at the bottom of your list of Forums. Students click ***the title of the Forum*** to enter the forum.

Success: Forum Week 6 Discussion created.

### Discussion Board

Discussions are a good way to encourage students to think critically about your coursework and interact with each others' ideas. You can create discussions around individual course lessons or for your course in general. [More Help](#)

Create Forum Search Discover Content ↕

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<input type="checkbox"/>	<a href="#">Week 2 Discussion</a>	0	0	0	0
<input type="checkbox"/>	<a href="#">Week 3 Discussion</a>	0	0	0	0
<input type="checkbox"/>	<a href="#">Week 4 Discussion</a>	0	0	0	0
<input type="checkbox"/>	<a href="#">Week 5 Discussion</a>	0	0	0	0
<input type="checkbox"/>	<a href="#">Week 6 Discussion</a> This is where you would type any important instructions or notes for the students to review before they create their replies, which will appear as Threads within the Forum.	0	0	0	0

Displaying 1 to 6 of 6 items Show All Edit Paging...