
Blackboard

Discussion Boards

Creating a Discussion Board Forum

1. Navigate to <https://blackboard.towson.edu> and log in
2. Enter your course
3. Enter the **Discussions** area on the course menu
4. Select **Create Forum**

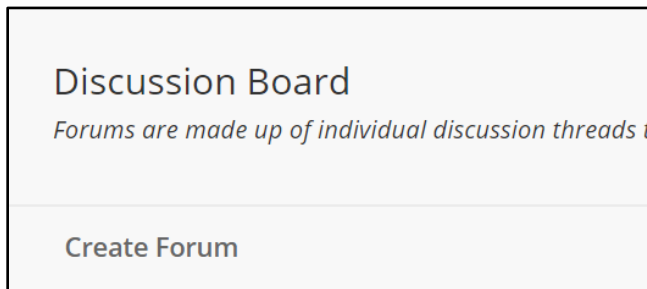


Figure 1

5. Give the forum a **Name** and **Description** (a description is not required, but a Name is)

Please Note: In every text box, there is a help icon “i”. Clicking this will provide information on what each icon does, including the math editor.

6. Set the **Forum Availability** and any **Date Restrictions**

Please Note: *If you are using date restrictions, you must set the Availability to Yes, otherwise the forum will not be made available after the date after time has passed.*

7. Set up the forum using the options below
8. Click **Submit** when finished

Viewing Threads/Replies

Standard View: When students click on the forum title, they will see any threads previously created, as well as the option to **Create a Thread** or reply.

Participants must create a thread in order to view other threads in this forum: This setting requires students to create a thread first before they are able to see threads created by other posters. If this option is selected, several other options below will be turned on or off by default. (This is also called the “post first” option.)

Grading

No Grading in Forum: This forum will not be graded and a column in the Grade Center will not be created. (This is the default grading setting)

Grade Discussion Forum: A Grade Center column will automatically be created for this forum. You will need to enter the points possible for the forum. You will also be given the option to set the number of posts per student before the “Needs Grading” icon appears and set a due date if desired.

Grade Thread: Grading by thread requires you to create a thread. This will then start a column in the Grade Center for that specific thread. (Allow members to create new threads is now turned off if this option is selected.) *This option is turned off if the post first option is selected.*

Grade

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

Figure 2

Subscribe

Do not allow subscriptions: Disables the subscription button on that forum

Allow members to subscribe to threads: Allows anyone in the course to subscribe to a specific thread in this forum

Allow members to subscribe to forum: Allows anyone in the course to subscribe to this forum

Include body of post in the email: When a user who has subscribed receives the email that a new post has been created, the body of the post will be included in the email. Users will need to log into view any attachments or reply to the post.

Include link to post: When a user who has subscribed receives the email that a new post has been created, the email only includes a link to the post. The user will need to log in to view the post, any attachments, and reply to the post.

Create and Edit

Allow Anonymous Posts: Allows users to post anonymously. *This option is turned off if the post first option is selected.*

Allow Author to Delete Own Posts: Allows users to delete their own posts, either a thread or a reply to a thread. *This option is turned off if the post first option is selected.*

Allow Author to Edit Own Published Posts: Allows users to edit any threads or replies they've created. *This option is turned off if the post first option is selected.*

Allow Members to Create New Threads: Allows any member in the course to create a new thread. If this option is off, only the person who created the forum will be able to create a thread. This is turned on by default. *This option is turned **on** if the post first option is selected.*

Allow File Attachments: Allows users to attach a file when they create a thread or reply. This is turned on by default.

Allow Users to Reply with Quote: Allows users to reply with a quote from the post they are replying to. This is turned on by default.

Force Moderation of Posts: This setting requires you or anyone listed as a moderator on the forum (an Instructor or TA in the course is automatically a moderator) to approve or deny any threads or replies before they are posted for the whole class to see.

Additional Options

Allow Post Tagging: Allows users to tag another user when creating a thread or replying

Allow Members to Rate Posts: Allows users to rate posts on