

Managing the Discussion Board Once It's Created

1. Navigate to blackboard.towson.edu.
2. Enter the course with the **Discussion Board** you would like to manage.
3. Locate the **Forum** you created.
4. Click the **down arrow** next to the **Forum** you would like to manage.

Selecting Open...

This will open the **Forum**. Here you can see what students have posted and commented as well as create your own discussion board entry.

Selecting Edit...

This will bring up the **Forum** settings where you can add instructions, change the grading options, etc.

Selecting Grade...

This will bring up a list of the **Forum's** participants and show how many posts they've made. From here, you can click **Grade** to the right of a student to grade what they've done.

Selecting Manage...

This will bring up a list of the **Forum's** participants and show you their role in the forum. From here, you can change a student to a **Moderator** (someone who can remove inappropriate posts).

Selecting Copy...

This will allow you to copy the **Forum** in to a **Group** or another section of the class.

Selecting Delete...

This will delete the **Forum** and all of its contents.

Deleting a Discussion Board Post...

1. Enter the **Forum**.
2. Find the response you'd like to delete.
3. Click the **down arrow** next to the subject of the forum response.
4. Select **Delete**.