Get a Notification from Discussion Board

Blackboard Tutorials for Instructors
This tutorial is about:

- How to set up a forum
- How to get notifications from discussion threads
1. Set up a forum

In the Blackboard course, select the Discussion Board on the left panel and follow these 4 steps below:
1. Set up a forum (cont.)

### 1. Forum Information

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Name</td>
</tr>
<tr>
<td>Write the name of discussion</td>
</tr>
<tr>
<td>Write the description</td>
</tr>
</tbody>
</table>

### 2. Forum Availability

- **Available**
  - Yes
  - No
- **Enter Date and Time Restrictions**
  - Display After
  - Display Until
  - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
In the process of creating the forum, check the Steps 5 & 6 below:

5. Check the box “Allow members to subscribe to threads”

6. Submit the changes.
## An example of the Discussion Board

<table>
<thead>
<tr>
<th>Forum</th>
<th>Description</th>
<th>Total Posts</th>
<th>Unread Posts</th>
<th>Total Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Please introduce yourself to the class.</td>
<td>56</td>
<td>52</td>
<td>26</td>
</tr>
<tr>
<td>Chapter 1 Question and Answer Board</td>
<td>If you have any questions on Chapter 1: Introduction to Statistics. Please post them here. I will answer them within 48 hours. You are also encouraged to offer your answers to questions posted.</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Chapter 2 Questions and Answers</td>
<td>If you have questions on Chapter 2: Frequency Distribution. Please post them here and I will answer them within 48 hours. You are encouraged to answer the questions posted by your classmates. Thank you.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Chapter 3 Question and Answer Board</td>
<td>If you have questions on Chapter 3 on Central Tendency. Please post them here and I will answer them within 48 hours. You are encouraged to answer the questions posted by your classmates. Thank you.</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
Re-edit the Forum settings

If you want to edit the forum again, follow two steps below:

1. Select the forum you want to edit.
2. Click on 'Edit' to make changes.
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