

Get a Notification from Discussion Board

Blackboard Tutorials for Instructors

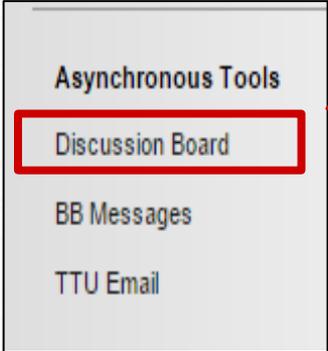
This tutorial is about:

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

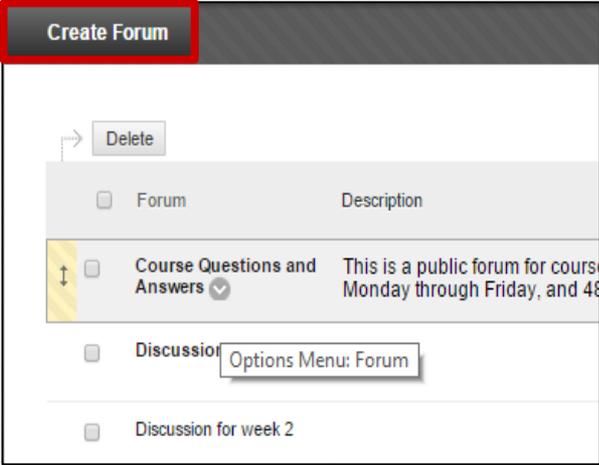
1. Set up a forum

In the Blackboard course, select the Discussion Board on the left panel and follow these 4 steps below:

1



2



The image shows two screenshots from the Blackboard interface. The first screenshot, labeled '1', shows the 'Asynchronous Tools' menu with 'Discussion Board' highlighted by a red box. A red arrow points from this box to the second screenshot, labeled '2', which shows the 'Create Forum' dialog box. The dialog box has a 'Create Forum' button highlighted by a red box. Below the button is a table of existing forums.

<input type="checkbox"/>	Forum	Description
<input type="checkbox"/>	Course Questions and Answers	This is a public forum for courses Monday through Friday, and 48
<input type="checkbox"/>	Discussion	Options Menu: Forum
<input type="checkbox"/>	Discussion for week 2	

1. Set up a forum (cont.)

1. Forum Information

* Name

3

Write the name of discussion

Description



Write the description

Path: p

Words:0

2. Forum Availability

Available

Yes No

4

Enter Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

2. Set up notifications

In the process of creating the forum, check the Steps 5 & 6 below:

3. 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
- If participants are required to create threads in order to view other threads, a message will be set for you automatically.*

Grade

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

Alignments

- Forum alignments
- Thread alignments

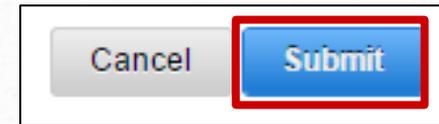
Subscribe

- 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

5

Check the box "Allow members to subscribe to threads"

6



Cancel Submit

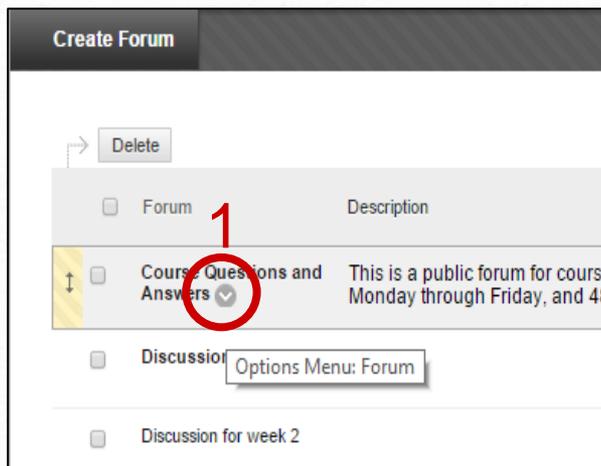
Now you have done with creating a forum with notification.

An example of the Discussion Board

Forum	Description	Total Posts	Unread Posts	Total Participants
Introduction	Please introduce yourself to the class.	56	52	26
Chapter 1 Question and Answer Board	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.	2	1	1
Chapter 2 Questions and Answers	If you have questions on Chapter 2: Frequency Distribution. Please post them here and I will answer them within 48 hours. You are encourage to answer the questions posted by your classmates. Thank you.	0	0	0
Chapter 3 Question and Answer Board	If you have questions on Chapter 3 on Central Tendency. Please post them here and I will answer them within 48 hours. You are encourage to answer the questions posted by your classmates. Thank you.	2	0	1

Re-edit the Forum settings

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



2





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