Discussions in Blackboard

1. Go to the Content Area in the course (e.g., Lesson 1, etc.) where you want to create the discussion or discussion assignment.

2. Click the **Tools** menu and select **Discussion Board**.

3. Click **Create New Forum**.

4. Under **Forum Information**, enter the discussion (assignment) **Name**, then enter the instructions in the **Description** box.
5. Under **Forum Availability**, select the **Yes** radio button.

6. *Optional*: select the **Display After** and **Display Until** checkboxes and enter the dates if you want students to have access to the forum for specific dates.

7. Under **Forum Settings**, select **Participants must create a thread in order to view other threads in this forum** if you want students to create their post before they can read their classmates’ posts.
   If the discussion is an assignment, continue with **Step 8**. If the discussion is not an assignment, proceed to **Step 11**.

8. Select **Grade Discussion Forum**, enter the **Points possible**, select **Show participants in needs grading status** and select the number of posts from the pull-down menu.

   **NOTE**  Showing participants in needs grading status displays the Needs Grading icon in the Grade Center and puts the posts in the queue on the Needs Grading page after students make the specified number of posts.

9. Enter the assignment **Due Date** by selecting the checkbox and specifying the date and time.

10. *Optional*: click **Add Rubric** if you want to select or create a rubric for the assignment.
11. Select the desired options in the **Subscribe, Create and Edit, and Additional Options** sections.

12. Click **Submit**.
13. Under **Create Link: Discussion Board**, select the **Select a Discussion Board Forum** radio button, then select the discussion forum you just created and click **Next**.

![CREATE LINK: DISCUSSION BOARD](image)

14. Update the **Link Name** if needed, and then enter instructions for how to access and complete the discussion or discussion assignment in the **Text** box.

![LINK INFORMATION](image)

15. Under **Options**, select the **Yes** radio button next to **Available**.

---

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.
16. *Optional:* select the **Display After** and **Display Until** checkboxes and enter the dates if you want students to have access to the discussion link for specific dates.

![Options](image)

17. Click **Submit**.

**NOTE**  The link appears at the bottom of the page. To move the link, hover your mouse to the left of the title until the four arrows appear, then click and drag the link to place it where you want it.