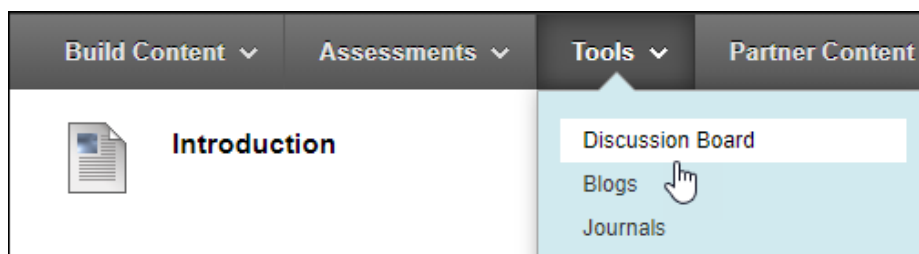


Discussions in Blackboard

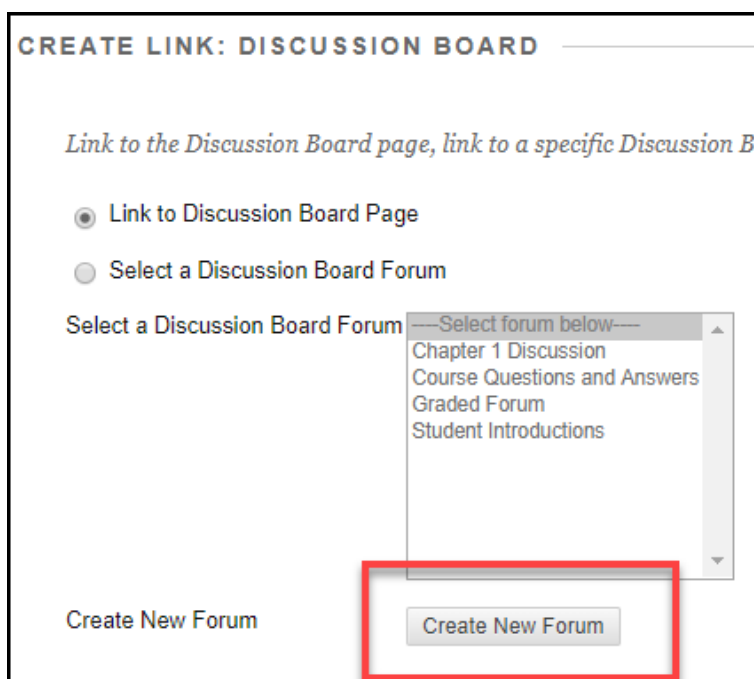
There are two steps to create Discussions in Blackboard: **Step 1: Create Discussion Forum**; and **Step 2: Create Link to Discussion Forum**.

Step 1: Create Discussion Forum

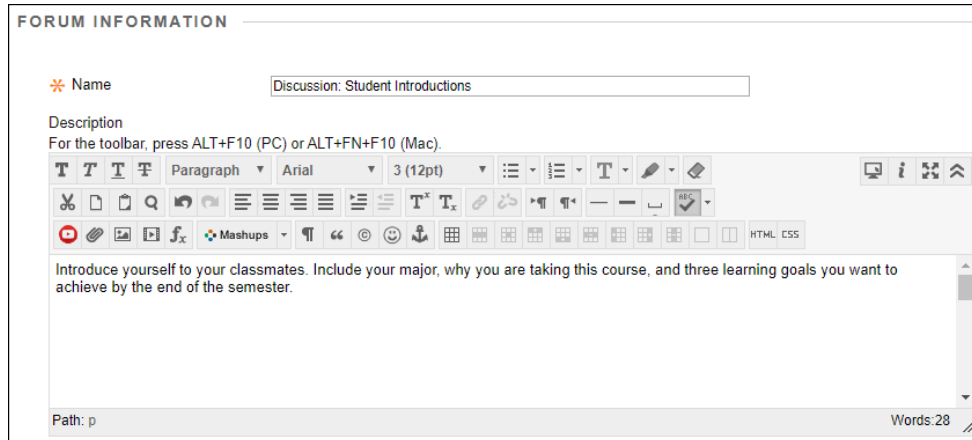
1. Go to the Content Area in the course (e.g., Lesson 1, etc.) where you want to create the discussion or discussion assignment.
2. Click the **Tools** pulldown menu and select **Discussion Board**.



3. Click **Create New Forum**.



- Under **Forum Information**, enter the discussion (assignment) **Name**, then enter the instructions in the **Description** textbox.



FORUM INFORMATION

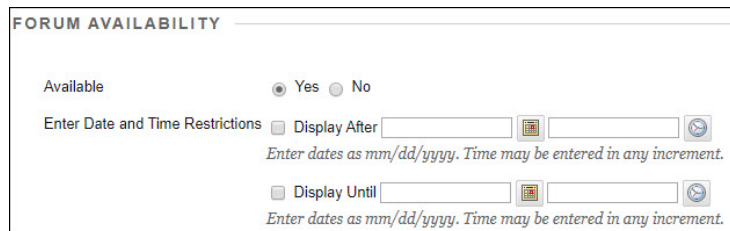
* Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Introduce yourself to your classmates. Include your major, why you are taking this course, and three learning goals you want to achieve by the end of the semester.



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- Under **Forum Availability**, select the **Yes** radio button next to **Available**.
- 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.



FORUM AVAILABILITY

Available Yes No

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.

- 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.
- Discussion is an assignment – continue with **Step 9**.
Discussion is **not** an assignment – proceed to **Step 12**.
- Select **Grade Discussion Forum**, enter the **Points possible**, select **Show participants in needs grading status**, and select the number of posts from the pulldown 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.

- Enter the assignment **Due Date** by selecting the checkbox and entering the date and time.

11. *Optional*: click **Add Rubric** if you want to select or create a rubric for the assignment.

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 in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

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

This type of forum requires a specific set of options enabled. Those options were set for you:

- Thread alignments was changed to Forum alignments

 Grade Threads

Show participants in "needs grading" status after every Posts

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

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
Alignments			
<input checked="" type="radio"/> Forum alignments			
<input type="radio"/> Thread-alignments			

12. Select the desired options in the **Subscribe**, **Create and Edit**, and **Additional Options** sections.

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

Create and Edit

Allow Anonymous Posts
 Allow Author to Delete Own Posts
 Allow Author to Edit Own Published Posts
 Allow Members to Create New Threads
 Allow File Attachments
 Allow Users to Reply with Quote
 Force Moderation of Posts

Additional Options

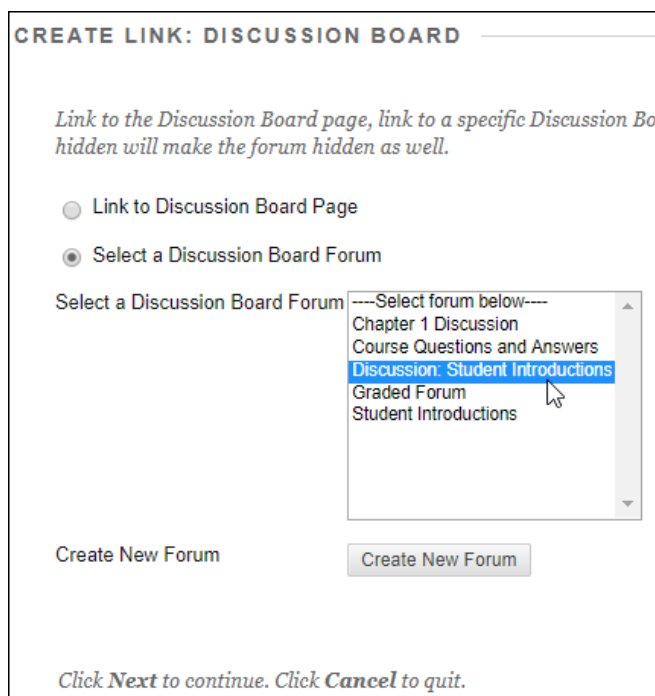
Allow Post Tagging
 Allow Members to Rate Posts

13. Click **Submit**.

14. To create a link to the Discussion Forum, proceed to **Step 3** in the following section **Step 2: Create Link to Discussion Forum**.

Step 2: Create Link to Discussion Forum

1. Go to the Content Area in the course (e.g., Lesson 1, etc.) where you want to create the link to the discussion or discussion assignment.
2. Click the **Tools** pulldown menu and select **Discussion Board**.
3. Under **Create Link: Discussion Board**, select the **Select a Discussion Board Forum** radio button, then select the desired discussion forum and click **Next**.



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

LINK INFORMATION

✦ Link Name

Color of Name Black

Link Discussion Board: Discussion: Student Introductions

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Format: Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, etc.

1. Click the "Discussion: Student Introductions" link above.

2. Read the instructions in the "Discussion: Student Introductions" forum.

3. To begin your response, click "Create Thread."

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5. Under **Options**, select the **Yes** radio button next to **Available**.
6. *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

Available Yes No

Track Number of Views Yes No

Date 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.

7. 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.