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**.

**Step 2: Create Link to Discussion Forum**

1. Click the **Discussion** pulldown menu and select the thread in which you want to create a new forum.
2. Click **Create New Forum**.
4. Under **Forum Information**, enter the discussion (assignment) **Name**, then enter the instructions in the **Description** textbox.

![Forum Information](image)

5. Under **Forum Availability**, 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 forum for specific dates.

![Forum Availability](image)

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.

8. Discussion is an assignment – continue with **Step 9**.

   Discussion is **not** an assignment – proceed to **Step 12**.

9. 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.

10. 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.

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

![Select a Discussion Board Forum](image)

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.
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.

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.