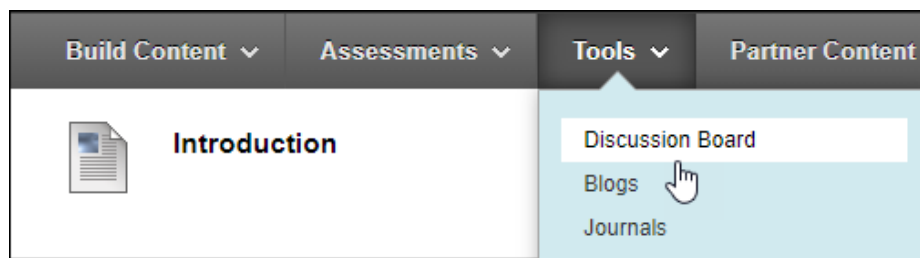
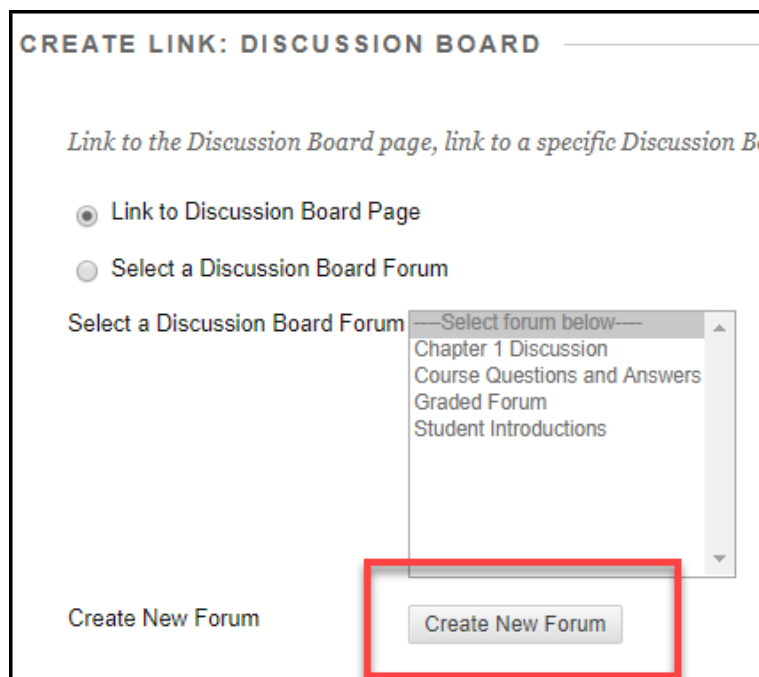


## Discussions in Blackboard

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.



**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  Forum alignments  
 Thread alignments

11. 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

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**

*Link to the Discussion Board page, link to a specific Discussion Board hidden will make the forum hidden as well.*

Link to Discussion Board Page

Select a Discussion Board Forum

Select a Discussion Board Forum

- Select forum below----
- Chapter 1 Discussion
- Course Questions and Answers
- Discussion: Student Introductions
- Graded Forum
- Student Introductions

Create New Forum

*Click **Next** to continue. Click **Cancel** to quit.*

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**

✱ Link Name

Color of Name

Link

Text

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

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."

Path: ol > li Words: 22



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



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**

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.*

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.