Discussion Boards

Discussion Boards are threaded discussion forum tools in which students and instructors can post and reply according to topics over an extended period of time. There is one discussion board for the course that can be accessed in several ways. Group discussion boards are separate from the course discussion board.

Create a Discussion Board Forum:

1. Login to Blackboard 9.1.
2. Enter the course in which you want to work.
3. In the “Control Panel,” click on the Course Tools button, and then select Discussion Board from the list of tools.
4. The “Discussion Board” page lists all discussion boards associated with the course including those for individual groups in the course. Click on the Course Discussion Board link, designated by the course ID.
5. On the course “Discussion Board” page, click the Create Forum button. Forums are composed of individual discussion threads that can be organized around a particular subject. Create multiple forums to establish different topics for class discussions.
6. Enter a name for the forum and a description if desired—this could be a question or just an outline of the subject you want the class to discuss.
7. In section 2, choose to make the forum available or to set date and time restrictions for availability to students.
8. Section 3 contains Forum Settings:

   a. Allowing members to “subscribe” to the forum simply lets users sign up to receive email notifications whenever there are posts to the forum.
   b. “Force Moderation” will hold back all posts in a separate area until the instructor chooses to “Moderate Posts” and publish them.
c. Decide whether you will be grading the discussion board forum or threads at this point. Selecting “Grade Discussion Forum: Points Possible;” or “Grade Threads” will automatically create a column in the “Grade Center.”

9. When finished with settings, click the Submit button which will return you to the “Discussion Board” page. You should see your new forum in the list. Notice the gray box icon next to the forum name. Click the gray square to reveal a drop-down menu:

![Drop-down menu]

a. Select Open to create or view threads posted to the forum.

b. Select Edit to change any of the settings.

c. Select Manage to view or change the forum members and their forum roles (i.e. students are automatically participants and instructors are automatically moderators).

d. Select Copy to copy the forum to another discussion board within course (such as group boards), or simply to copy the forum settings.

e. Select Delete to remove the forum permanently from the course.

10. You can view the forum through the above method, or you can click on the forum’s name, which is a link. You can also view the forum by clicking on the Discussions button/link in the “Course Menu” if you left the default menu item. Students can access the board through the same Course Menu link, or through the default menu item Tools, then the Discussion Board link in the list.