Create a Discussion Board Forum

A Discussion Board forum is an area in a course where students and instructors can discuss topics. Within a forum, students can create threads. A thread includes a student's initial post and all replies to that post.
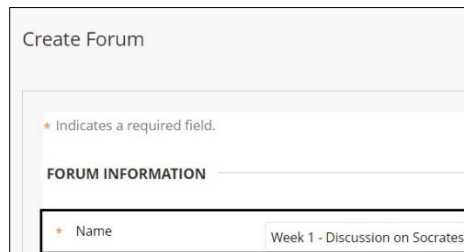
Create a Discussion Forum

1. Select **Discussion Board** under Course Tools on the Course Menu.
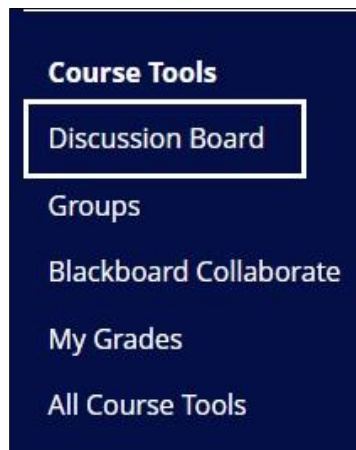
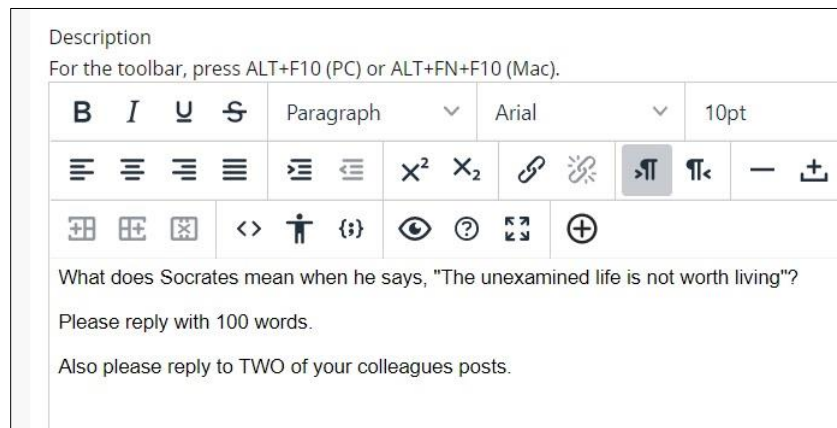2. On the Discussion Board page, select **Create Forum** button in the upper left.
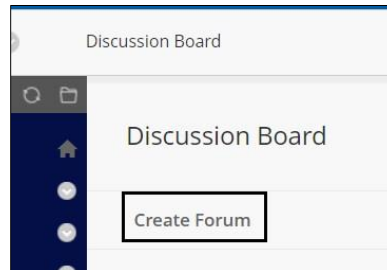
3. On the Create Forum page, enter a **Name for the Forum**.

Note: It is not recommended to enter actual dates in the forum name but rather keep the forum name simple such as Week 1. This will make it easier to copy from course to course and not have to update the title every semester.
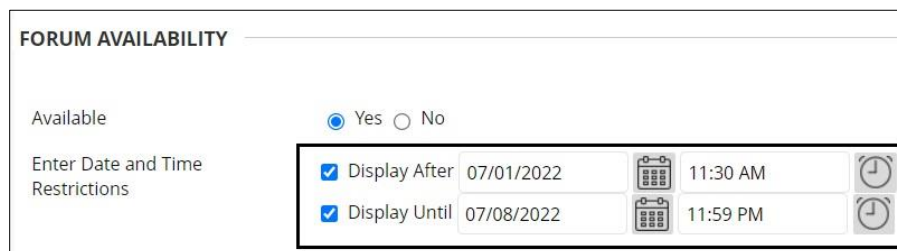
4. In the **Description box**, questions can be entered for students to answer in the forum. Directions for how you want the students to answer can also be entered such as word count, how many students they need to also reply to, etc.

Note: If you are going to be using a **starter post** to enter questions, this would be done by the instructor creating a thread within the forum itself. A Starter Post is where the instructor posts one thread and all students reply to that single post. Students would not create their own thread using the Starter Post format. Using the Description Box above, students would post their own individual thread when replying to the questions.

Forum Availability

5. Under **Forum Availability**, access can be set for the forum. By default, the forum is set to **Available**. The forum can be date and time restricted so that students only have access to the forum for a set amount of time. Once a forum goes unavailable to students, they will no longer see the forum listed.

Forum Settings

Thread Type

6. Under **Viewing Threads/Replies**, select how students will view the forum.

Note: A Thread is a post by a student.

View Threads/Replies -

Standard View – A students' thread will be viewable immediately after submitting it to the forum.
Participants View - Students' must first post their own thread before they can see others in the forum.
Note: If **Participants View** is selected, other settings will be grayed out such as Anonymous Posts and allowing members to delete or edit their own threads.

Grade

7. Under **Grading**, a forum can be set to No Grading, Graded Discussion Forum and Grade by Thread.

No Grading in Forum – This setting is the default when first creating a forum. This setting can be used for Q&A forums, for example.
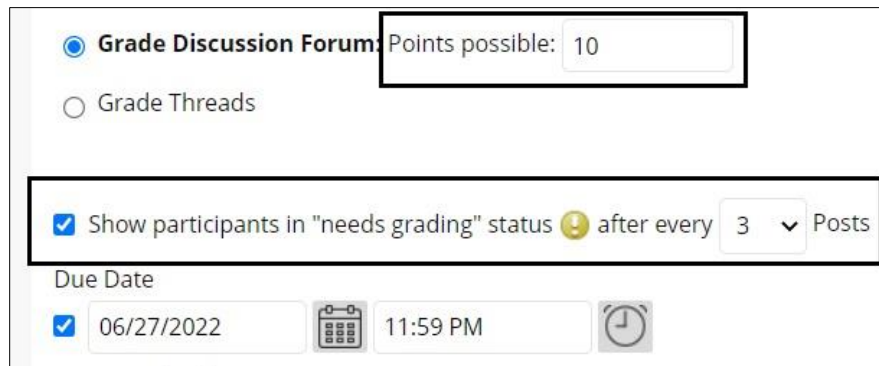**Grade Discussion Forum** – This allows an instructor to assign a grade for the overall forum. This can include multiple threads and replies by a single student. When this setting is selected, a column is the Grade Center is automatically created with the forum name. A Point Possible must be entered.
Grade Threads – This allows an instructor to assign a grade for an individual thread in a forum.

Note: If a forum is set to No grade and then changed to Graded after students have posted, the threads will not show up in Needs Grading. The students' threads will appear in the Full Grade Center under the Forum Column name.

8. If the **Grade Discussion Forum** is selected, a Points Possible must be entered. Instructors can also set how many posts will trigger a Needs Grading notification in the Full Grade Center.
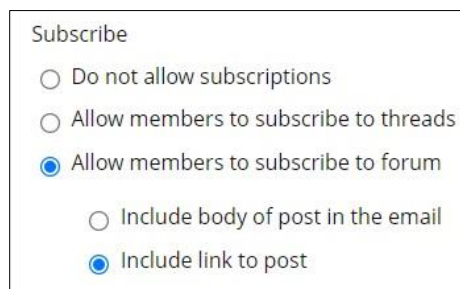
For example, if you would like your students to post their own thread and reply to two other students, that would equal three posts. Set the post number to three and you will be notified once they have completed all three posts. A Due date can also be set. Please note that a Due date is not the same as a Date/Time restriction. Due dates **do not restrict access** in Blackboard.
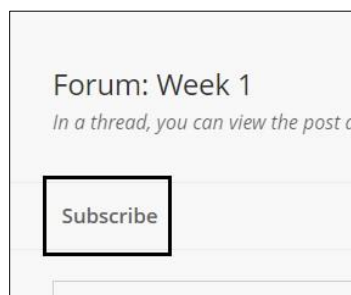

Subscribe

9. The Subscribe option can be enabled for students. This gives students and instructors the option to be notified via email when a student posts in a forum or on a particular thread based on the selections chosen. **The users must opt-in by selecting the Subscribe button**. To unsubscribe, select the button again.

Create and Edit

10. Under **Create and Edit**, instructors can select what type of permissions the student will have in a forum. By default, **Allow Members to Create a New Thread** is selected.

   Note: These selections can be restricted based on the type of thread choice that is selected. It is not recommended to allow students to delete their own posts, as this can result in lost data by accident. Once items in Blackboard are deleted, this cannot be reverted.

11. The **Force Moderation of Posts** setting allows thread posts to be queued first and reviewed by the instructor before students can see them. The instructor can then allow the post to be published or returned to the student in case the post is not appropriate for the forum. This option can be useful if the topic is of a sensitive nature.

12. Under **Additional Options**, the settings for Allowing Post Tagging and Allow Members to Rate Posts. Post Tagging will allow the instructor to create tags in the collection mode of threads in the forum. Allow Members to Rate Posts will display a rating out of five stars that students can rate each other posts.

13. **Press Submit** to save all selections for the Forum.

For more information on creating discussion board forums and settings access [Discussion Board](#).

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu