



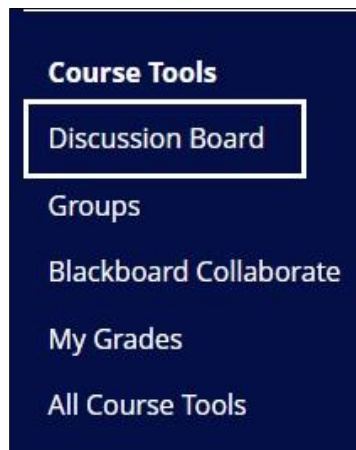
Create a Discussion Board Forum

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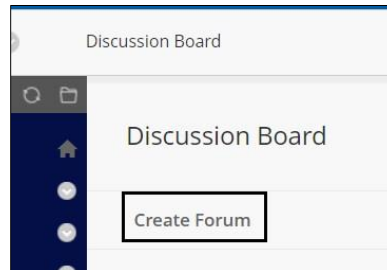
A Discussion Board forum is an area in a course where students and instructors can discuss topics. Within a forum, students can create threads. A thread includes a student’s initial post and all replies to that post.

Create a Discussion Forum

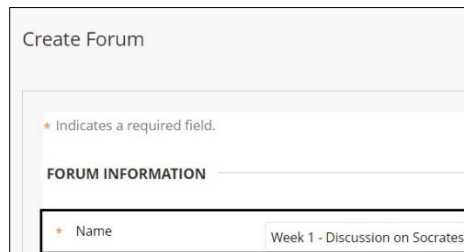
1. Select **Discussion Board** under Course Tools on the Course Menu.



2. On the Discussion Board page, select **Create Forum** button in the upper left.

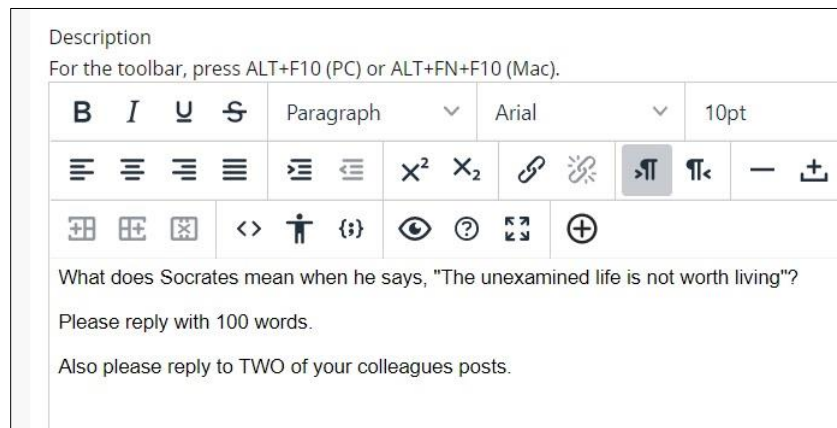


3. On the Create Forum page, enter a **Name for the Forum**.

A screenshot of a "Create Forum" form. At the top, it says "Create Forum". Below that is a note: "* Indicates a required field." Underneath is a section titled "FORUM INFORMATION". Within this section, there is a "Name" field with a red asterisk indicating it is required. The text "Week 1 - Discussion on Socrates" is entered into this field. The field is highlighted with a black rectangular border.

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.

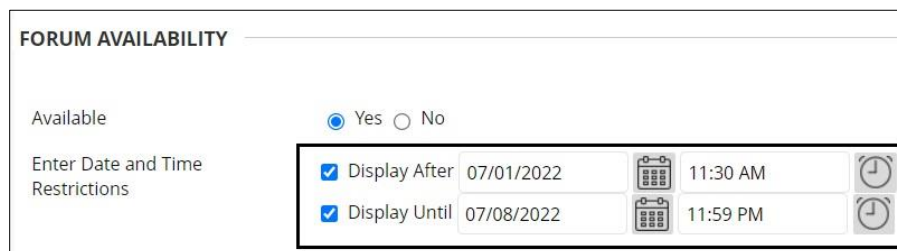
4. In the **Description box**, questions can be entered for students to answer in the forum. Directions for how you want the students to answer can also be entered such as word count, how many students they need to also reply to, etc.

A screenshot of a "Description" box. At the top, it says "Description". Below that is a note: "For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)." Underneath is a rich text editor toolbar with various icons for bold, italic, underline, strikethrough, paragraph, font face, font size, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, source code, help, and refresh. Below the toolbar, the text reads: "What does Socrates mean when he says, 'The unexamined life is not worth living'?" followed by "Please reply with 100 words." and "Also please reply to TWO of your colleagues posts."

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.



The screenshot shows the 'FORUM AVAILABILITY' settings panel. It includes a section for 'Available' with radio buttons for 'Yes' (selected) and 'No'. Below this is a section for 'Enter Date and Time Restrictions' with two rows: 'Display After' set to 07/01/2022 at 11:30 AM, and 'Display Until' set to 07/08/2022 at 11:59 PM. Each row has a calendar icon and a clock icon.

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.



The screenshot shows the 'FORUM SETTINGS' panel. It includes a section for 'Viewing Threads/Replies' with two radio button options: 'Standard View' (selected) and 'Participants must create a thread in order to view other threads in this forum.'.

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.



The image shows a screenshot of a 'Grade' settings menu. It contains three radio button options: 'No Grading in Forum' (which is selected), 'Grade Discussion Forum: Points possible: 0' (with a text input field containing '0'), and 'Grade Threads'.

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.

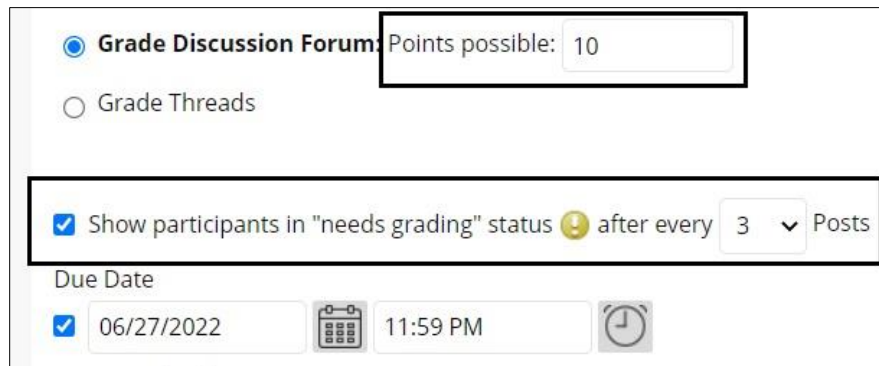
Grade Discussion Forum – This allows an instructor to assign a grade for the overall forum. This can include multiple threads and replies by a single student. When this setting is selected, a column in the Grade Center is automatically created with the forum name. A Point Possible must be entered.

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.

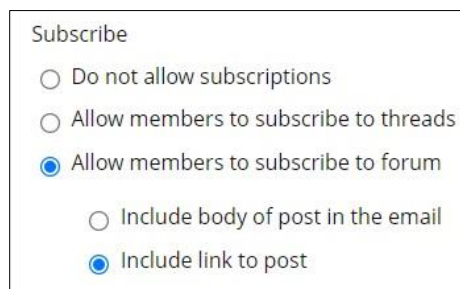
For example, if you would like your students to post their own thread and reply to two other students, that would equal three posts. Set the post number to three and you will be notified once they have completed all three posts. A Due date can also be set. Please note that a Due date is not the same as a Date/Time restriction. Due dates **do not restrict access** in Blackboard.



The screenshot shows the configuration options for a Blackboard forum. The 'Grade Discussion Forum' radio button is selected. A text box next to it is labeled 'Points possible:' and contains the number '10'. Below this, the 'Grade Threads' radio button is unselected. A checkbox labeled 'Show participants in "needs grading" status' is checked, followed by the text 'after every' and a dropdown menu showing the number '3', and the word 'Posts'. At the bottom, the 'Due Date' section has a checked checkbox, a date field containing '06/27/2022', a time field containing '11:59 PM', and a clock icon.

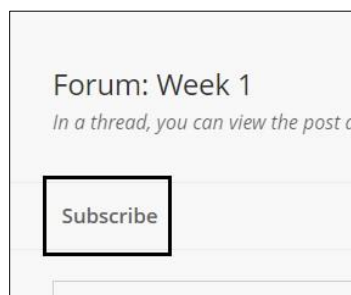
Subscribe

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.



The screenshot shows the 'Subscribe' settings panel. It contains the following options:

- 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



The screenshot shows a forum thread titled 'Forum: Week 1'. Below the title, there is a button labeled 'Subscribe' which is highlighted with a black rectangular box.

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.

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

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.

Additional Options

Allow Post Tagging

Allow Members to Rate 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