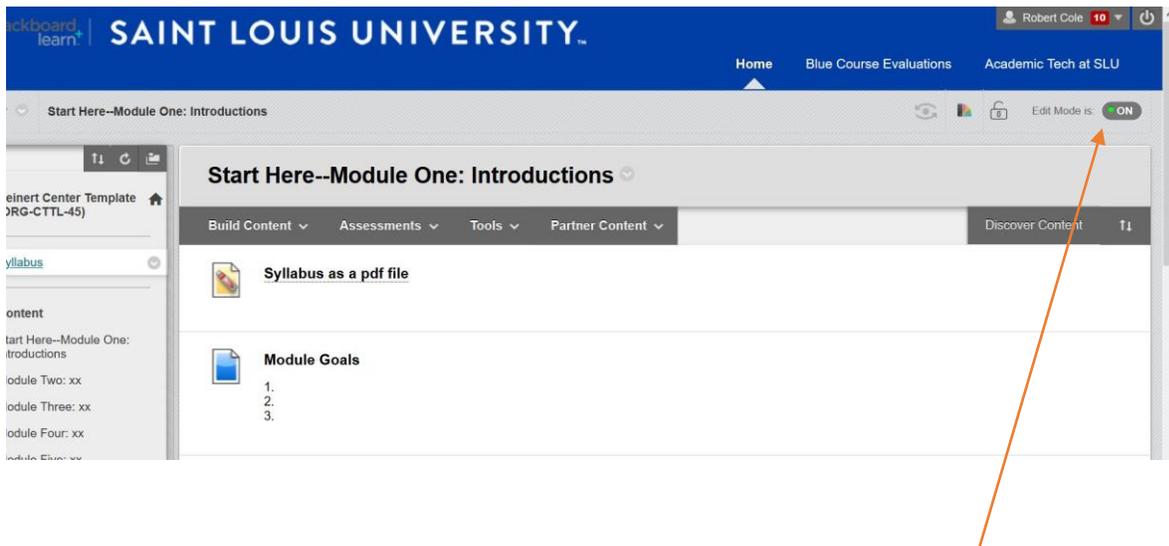
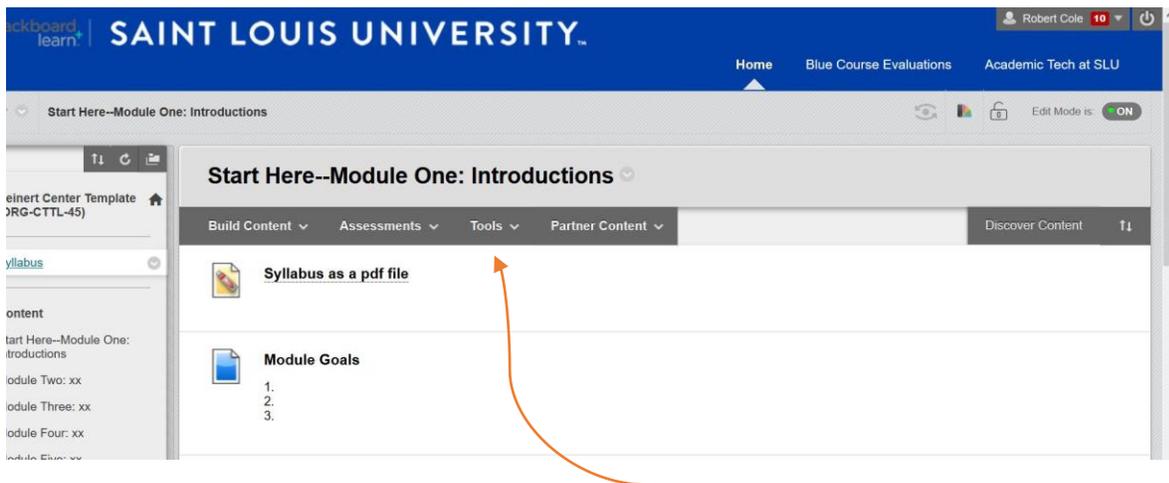


Step by Step: Creating Discussions in Blackboard

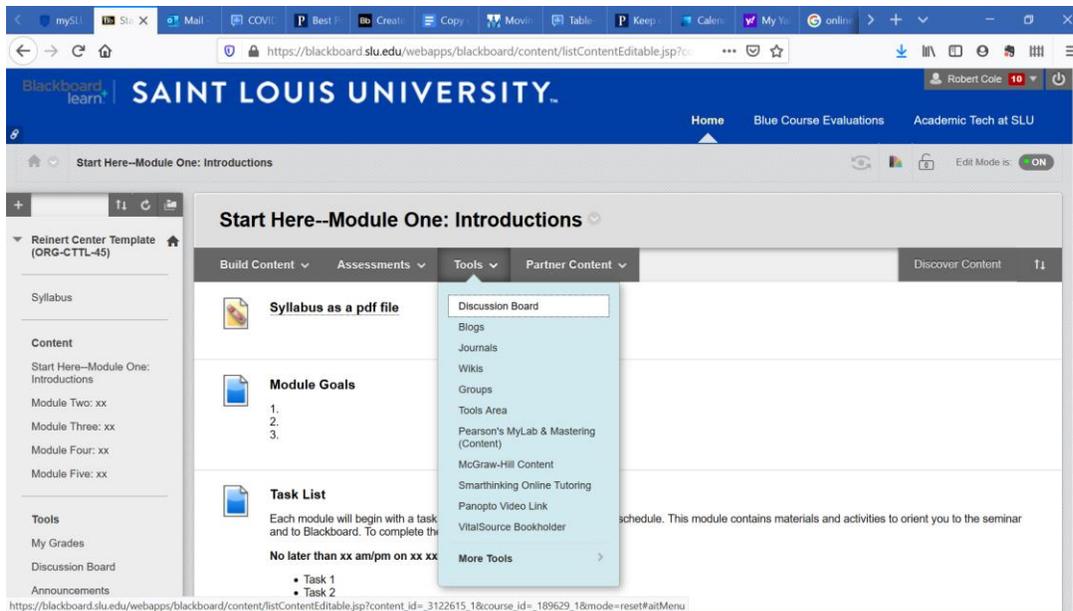
1. Log into Blackboard via mySLU portal.
2. In your Blackboard course, navigate to your home page.



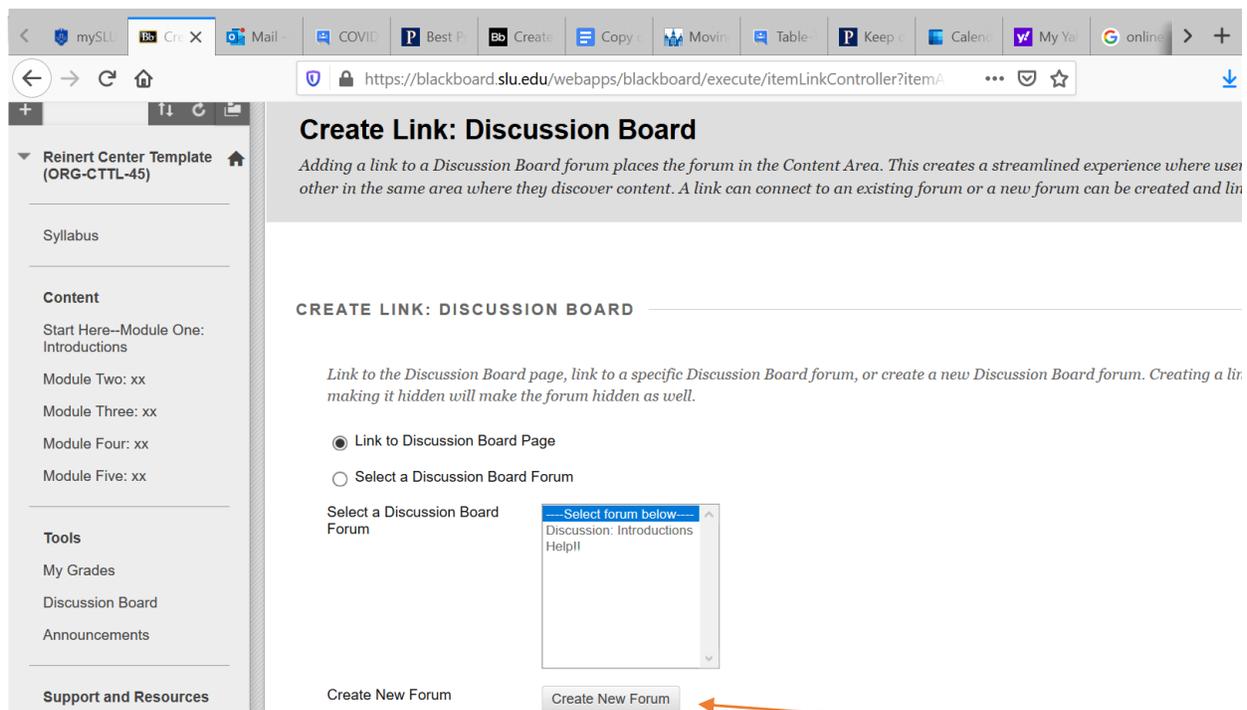
Make sure Edit Mode is on. Edit Mode is on when there is a green dot next to the word ON.



3. Once Edit Mode is on, navigate to Tools. When Tools is clicked, a drop-down menu is provided.



Discussion Board is the first choice. Click Discussion Board. It will reveal a new page to create a link for a discussion board.



4. If you have not created previous discussions, click the Create New Forum button. If you have already created other discussions, they are included in this list.

Upon Clicking the Create New Forum button, you will be taken to the Create Forum page. This is where several pedagogical decisions will be made.

Create Forum
Create Forums to organize discussions. [More Help](#)

* Indicates a required field.

FORUM INFORMATION

* Name

Description

Path: p Words:0

5. A name for the discussion will be required. This is usually the title of the topic, concept, chapter or section students will discuss but could be simply discussion 1, discussion 2 and so on.
6. Below the title of the discussion, the media editor is where a brief description of the discussion is provided. The description is not visible to students unless a Tool Link is created in the navigation panel to enable students to see the Discussion boards there.

FORUM AVAILABILITY

Available

Yes No

Enter Date and Time 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.

7. Choose whether to make the discussion available immediately – yes or no – or if you want to set the discussion to begin and end on certain dates at certain times. Select the Display After date and time to for when the discussion is to begin. If you wish the discussion to stay available for the remainder of the semester, move to the Forum settings section. If you want the discussion to end on a specific day and time, select the Display Until box and provide date and time.

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:

Grade Threads

Alignments

Forum alignments

Thread alignments

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

8. The settings above are the Blackboard default settings. They can be changed to meet the instructor's needs. Choose between standard view, in which participants see all posts when they log in, or require participants to post before seeing any other posts. Often, discussions are graded. If that is the case, select Grade Discussion Forum and enter the number of points the discussion is worth, or Click on Grade Threads and enter the number of points. Rubrics for grading can be created within Blackboard and connected to graded discussions if desired.

- 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

9. There are also options to provide certain permissions for your students
Once you have completed the Create Forum page. Click Submit.

CREATE LINK: DISCUSSION BOARD

*Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new Discussion Board forum.
Creating a link to a forum here and making it 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----

test 1

Create New Forum

Create New Forum

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

Cancel

Next

10. The discussion is created, now the link for the page or module on
Blackboard. Choose the discussion you have created. Then Click Next.

* Link Name

Color of Name

Link Discussion Board: test 1

Text

11. In the next screen, the title for the discussion is already populated in the title field. In the media editor, type the prompts for the discussion.

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.

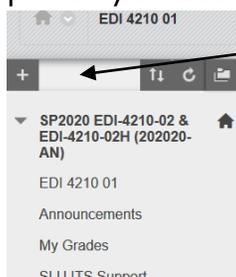
Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

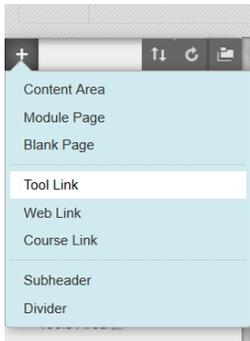
Click **Submit** to proceed.

12. You will need to choose some options again and then click Submit.

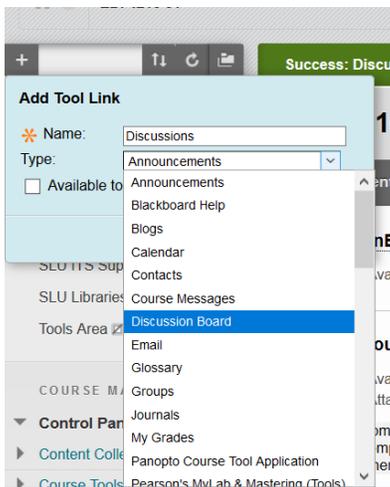
13. The discussion will appear at the bottom of the page or module that was active when it was created. You can also add a tool link in the navigation pane by selecting the plus sign in the upper left corner of the pane.



14. This will activate a pull-down menu that will list choices for tool links to be added to students' views.



15. Choose tool link and Name the tool – typically Discussions – and choose the option for discussion board. Finally, click on Available to Students.



This provides another way for students to navigate to discussion boards, and it will allow them to read any description provided in Step 6.

This [LINK](#) from Blackboard provides much more detail regarding discussions.