Step by Step: Creating Discussions in Blackboard

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

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

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

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

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+ t↓ C ≧ ✓ Reinert Center Template ♠ (ORG-CTTL-45)	Create Link: Discussion Board Adding a link to a Discussion Board forum places the forum in the Content Area. This creates a streamlined experience where user other in the same area where they discover content. A link can connect to an existing forum or a new forum can be created and line
Syllabus Content Start HereModule One: Introductions	CREATE LINK: DISCUSSION BOARD
Module Two: xx Module Three: xx	Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new Discussion Board forum. Creating a lin making it hidden will make the forum hidden as well.
Module Four: xx Module Five: xx	Select a Discussion Board Forum
Tools My Grades Discussion Board Announcements	Select a Discussion Board Forum Discussion: Introductions Help/I
Support and Resources	Create New Forum

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.

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✤ Indicates a required field.			
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- 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 AVAILABILI	ТҮ
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 Im Im Im Im Im Im Inter 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
	O Grade Discussion Forum: Points possible:
	⊖ Grade Threads
Alignments	⊖ Forum alignments
	Thread alignments
Subscribe	O 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.

CR	EATE LINK: DISCU	JSSION BOARD			
	Link to the Discussion B Creating a link to a foru	oard page, link to a specific Discussion Board forum, or create a new Discus m here and making it hidden will make the forum hidden as well.	sion Board fo	rum.	
	Link to Discussion Bo	bard Page			
	Select a Discussion E	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.

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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.

Available	● Yes ◯ No		
Track Number of Views	⊖ Yes ● No		
Date Restrictions	Display After III III Solution IIII Display After IIII IIII IIIII IIIIIIIIIIIIIIIIIIII		
	Display Until 38 Solution Display Until 38 Display Until 38 Display Until 39 Display Line may be entered in any increment.		
Click Submit to procee	d.		
		Cancel	Submit

- 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.

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Content Area			
Module Page			
Blank Page			
Tool Link			
Web Link			
Course Link			
Subheader			
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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.