How to create Discussion Board Forum

Steps to Follow

1. Make sure **Edit Mode is on** (figure 1)

2. **Select the Content Area** where you want to add a Discussion Board Forum (figure 2)
   - On the Action Bar, **hover** your mouse **over Tools**, see the drop-down menu, **click on Discussion Board** (figure 3)
   - Click on Create New Forum Button (figure 4)

3. You will be brought to the Create Forum page (figure 5 – next page)
   - Under **Forum Information**, **Type in a Name** and a brief description if desired
   - **Select** the **Forum Availability** by default it is set to this (figure 6)
   - **Review** the **Forum Settings** (figure 6)
   - If this is a graded forum, set the **Grade Section** to **Grade Forum** and **enter the Points Possible**. **Click on Submit** (figure 7) A column will be added to your **Grade Center**
Blackboard Discussion Board

**Figure 5**

**Figure 6**

**Figure 7**
3. **Create a Link** to the Discussion Board Forum

- **Select a Discussion Board Forum** (radio button), the forum you created in the previous step will be listed, click on that Forum (figure 8)
- On the following screen, the **Name** is pre-filled for you. (figure 9)
- You can type in instructions for your Forum in the **Text Box**.
- You can set any **Options** as needed, then click **Submit**
- Your Discussion Board Forum will now be set up in your Content Area (figure 10)
4. **Create the First Thread:** Once you have created the Discussion Board Forum, as an example for your students, it is good practice to **Create the First Thread**
   - Click on the **Discussion Board Forum Title** you just created
   - Click on **Create Thread** (figure 11)

   **Figure 11**

- Enter a **Subject** (as your Subject, type in your Last Name - Introduction)
- Type in your **Message**, Click on **Submit** (figure 12)

   **Figure 12**
Once your **Thread** is created, it will be listed inside the **Forum** (figure 13).

- Participants will be able to see what you posted by clicking on the **Thread Title**.
- Participants can also create a new thread to respond to the Discussion Forum.
- Participants will be able to post replies to your Thread, by clicking on **Reply** and typing their Message, and clicking on **Submit** (figure 14).