Setting Up a Discussion Board

1. Once in your course, click **Discussion Board** on the left side of the screen
2. Click **Create Forum**

3. In the **Name** field, type the name of this Forum.
4. In the **Description** section, type in the specific question or questions you have for the students.
5. In the **Forum Availability** section, leave the **Date and Time Restriction** fields blank if you’d like the discussion to be available to students immediately and open indefinitely.

2. **Forum Availability**

   *If links to this forum exist and are hidden, the forum itself may be hidden, even if this setting is set to ‘Yes’.*

   - **Available**
     - Yes
     - No

   **Enter Date and Time Restrictions**

   - **Display After**
     - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
     - Date: 01/29/2014, Time: 11:59 PM

   - **Display Until**
     - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
     - Date: 02/05/2014, Time: 11:59 PM

6. To set a date which the discussion forum will be open, click on **Display After** and select a date and time.

7. To set a date which the discussion forum will no longer be available, click on **Display Until** and select a date and time.

8. To allow students to edit their posts (in case they make a typing/spelling mistake), in the **Forum Settings** section, click **Allow Author to Edit Own Published Post**.

3. **Forum Settings**

   - **Allow Anonymous Posts**
   - **Allow Author to Delete Own Posts**
     - All posts
     - Only posts with no replies
   - **Allow Author to Edit Own Published Posts**
   - **Allow Post Tagging**
   - **Allow Users to Reply with Quote**
   - **Allow File Attachments**
   - **Allow Members to Create New Threads**

   **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
9. To make this a graded assignment, click on the button next to Grade Discussion Forum and enter the number of Points possible for the assignment.

10. Select the minimum number of posts a student must make before the “needs grading” icon appears in the Grade Center.

11. Click Submit

Additional Blackboard tutorials and instructions can be found here:
http://blackboardinfo.newark.rutgers.edu/tutorials.html