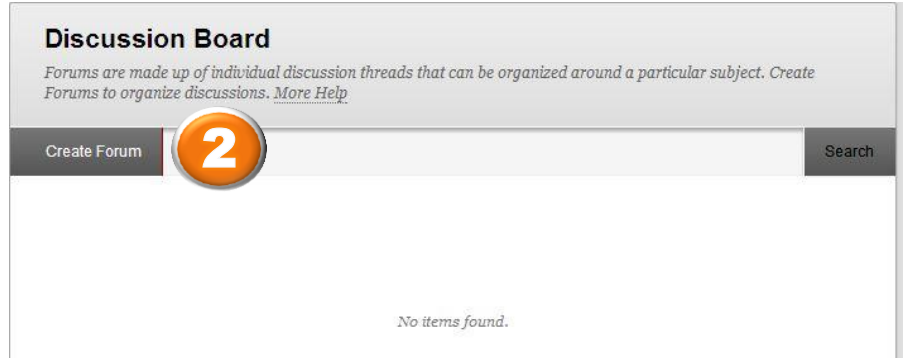
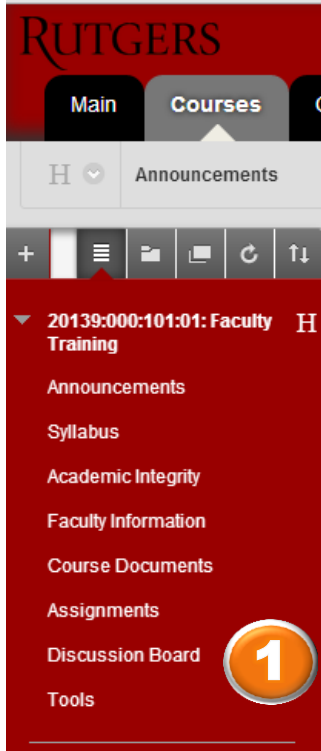
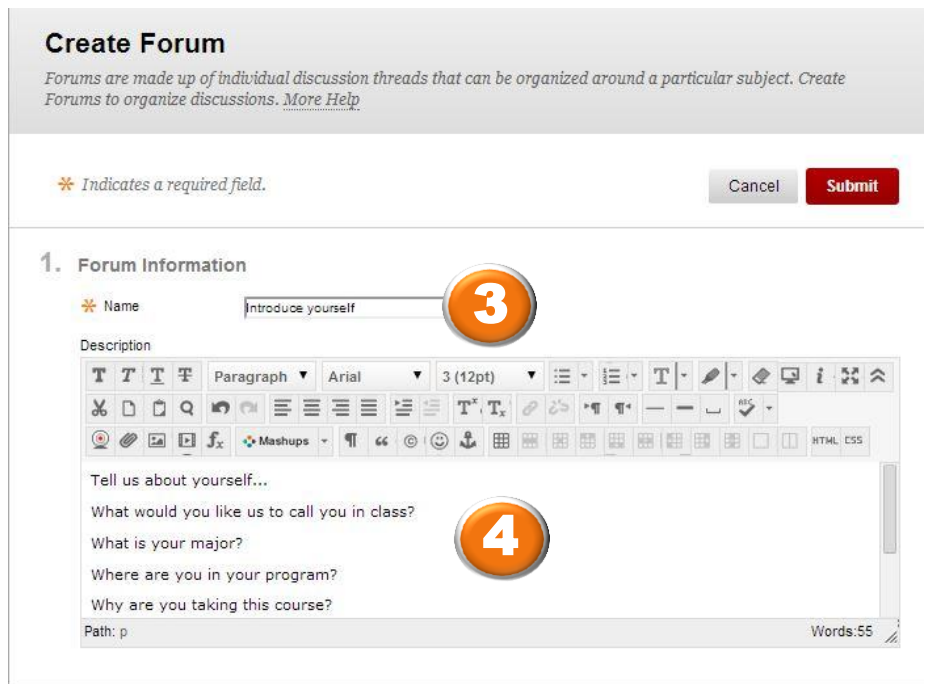


Setting Up a Discussion Board

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.



- 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.

Display Until

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

5

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

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.

6

Display Until

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

7

- 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

8

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

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

Grade

 No Grading in Forum **Grade Discussion Forum:** Points possible: Grade Threads Show participants in "needs grading" status  after every Posts

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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- Click **Submit**

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