


### How do I Add a Discussion Board for My Students?

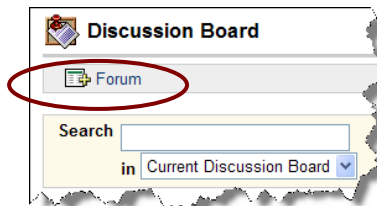
**TIP!**



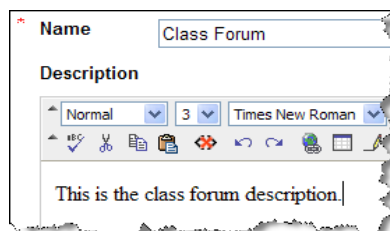
**Provide forum rules, and expectations up front.** Forums have no monitoring software to decide what an appropriate or inappropriate posting from a student may look like. Be sure if you choose to use this tool that you are actively monitoring the posts for inappropriate discussions or content that may violate copyright laws or the network acceptable use policy. You can avoid this by forcing the moderation of posts which will require that you approve all posts that are put in the discussion board.

### Creating a New Forum

1. While in your Blackboard Course, click on the “Discussion Board” link in the left menu.
2. Click the  **Forum** button.



3. Type in the name of the forum and a brief description.



# Blackboard

## Adding a Discussion Board

4. Select the permissions options for the discussion board by checking or un-checking the boxes in section 2.



The screenshot shows a list of permissions for a discussion board. The options are as follows:

- Allow anonymous posts
- Allow author to remove own posts
  - All posts
  - Only posts with no replies
- Allow author to modify own published posts
- Allow file attachments
- Allow members to create new threads
- Allow members to subscribe to threads
- Allow members to rate posts
- Force moderation of posts

Grade options:

- No grading in forum
- Grade forum: Points possible:
- Grade threads

- **Allow anonymous Posts:** Allows students in the course to post their discussion topics anonymously. (This is not recommended).
- **Allow author to remove own posts:** Provides students the opportunity to remove all posts or only those posts that don't yet have a reply to them.
- **Allow author to modify own published posts:** Allows students to make edits to postings after they have initially been published.
- **Allow File Attachments:** Allows students to include files with their discussion posting.
- **Allow members to create new threads:** Allows students to generate their own topic threads in the discussion board.
- **Allow members to subscribe to threads:** DO NOT ENABLE THIS OPTION. Students are set up with generic email accounts, enabling this option will create email traffic to accounts that do not exist.
- **Allow members to rate posts:** Allows students to provide a rating for all posts on the discussion board.
- **Force moderation of posts:** Every post must be approved or denied by the instructor for the course before it is posted in the discussion board.
- **Grade:** Selecting a grading option will allow the instructor to grade each individual forum or thread.


5. Click the  button.

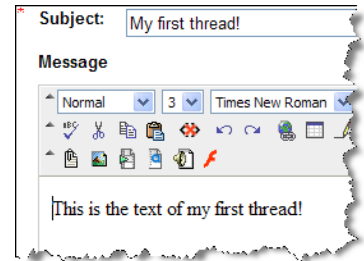
# Blackboard

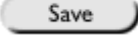
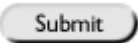
## Adding a Discussion Board

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### Creating a Thread

1. Click on the title of the forum you just created to continue.
2. Click the  **Thread** button located in the toolbar.
3. Type in the subject & message for the discussion board thread in the appropriate fields.



4. You can save your post at any time by clicking the  button. This will not post your message, but rather save your progress in typing it for another time.
5. You can post your message at any time by clicking the  button.