



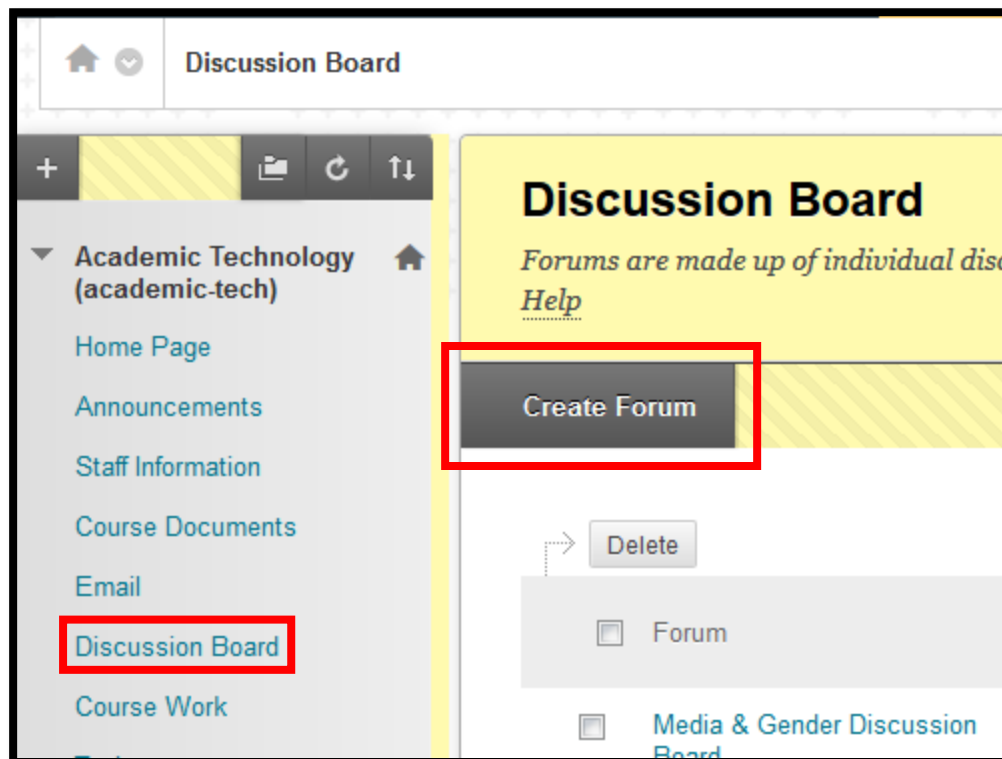
# BLACKBOARD

## SETTING UP A DISCUSSION BOARD

The discussion board is a tool for sharing thoughts and ideas about class materials. The discussions may be graded.

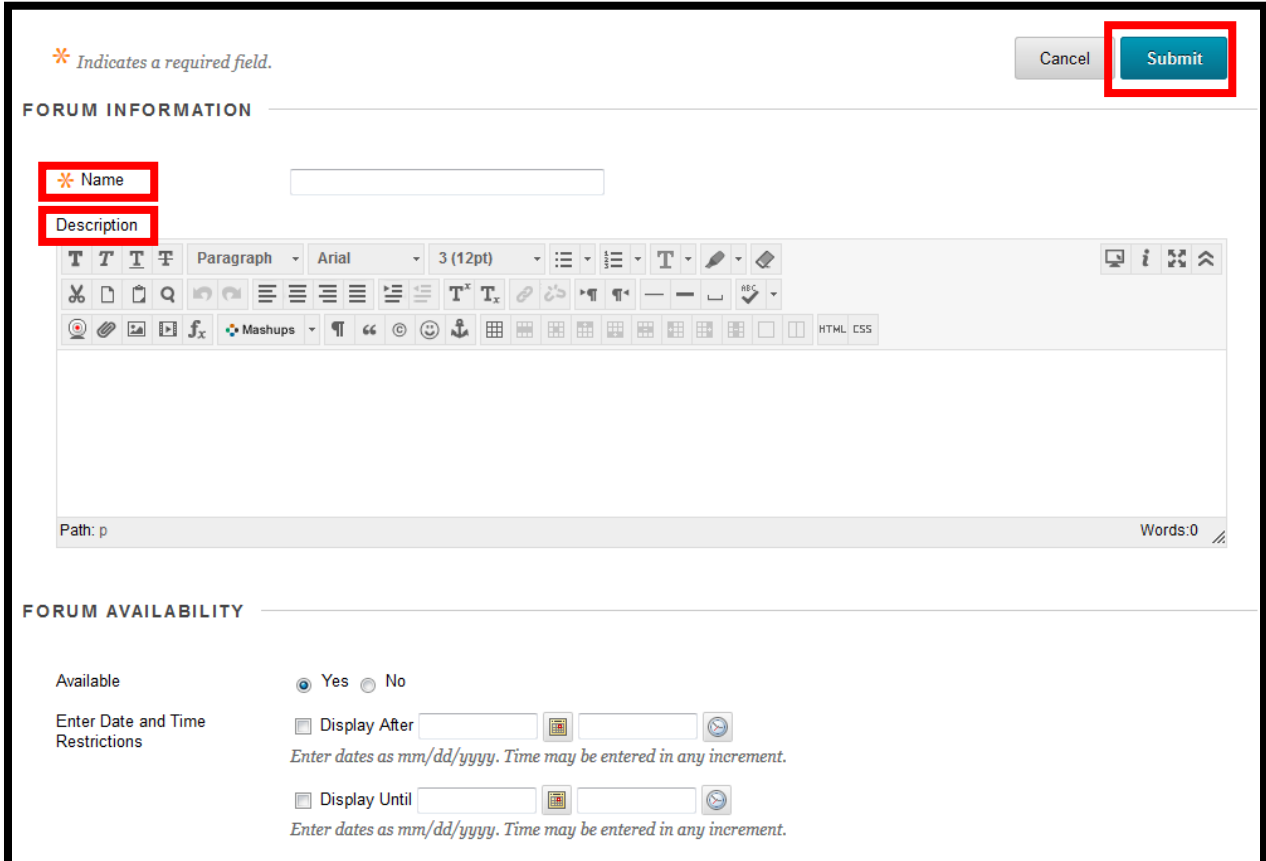
### CREATE A FORUM

1. Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. **Click the Discussion Board** item from the menu on the left and then **click the Create Forum** button.





2. Under **Forum Information**, type in a name and description. Using the content editor, you may also add an image or links, etc. to your description.



\* Indicates a required field.

Cancel Submit

**FORUM INFORMATION**

\* Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and HTML/CSS source editing.

Path: p Words: 0

**FORUM AVAILABILITY**

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.*

3. By default, the forum is available to users, but if you want the forum to be available during a specific date range, enter the date range in the availability section. **Select the desired forum settings by clicking in the checkboxes.**



- In the **Forum Settings area**, select your desired options, including whether or not you want to include **Grading options**. If the Forum is graded, a **Grade Center column is created automatically**.

Grade	<input checked="" type="radio"/> No Grading in Forum
	<input type="radio"/> Grade Discussion Forum: Points possible: <input type="text"/>
	<input type="radio"/> Grade Threads

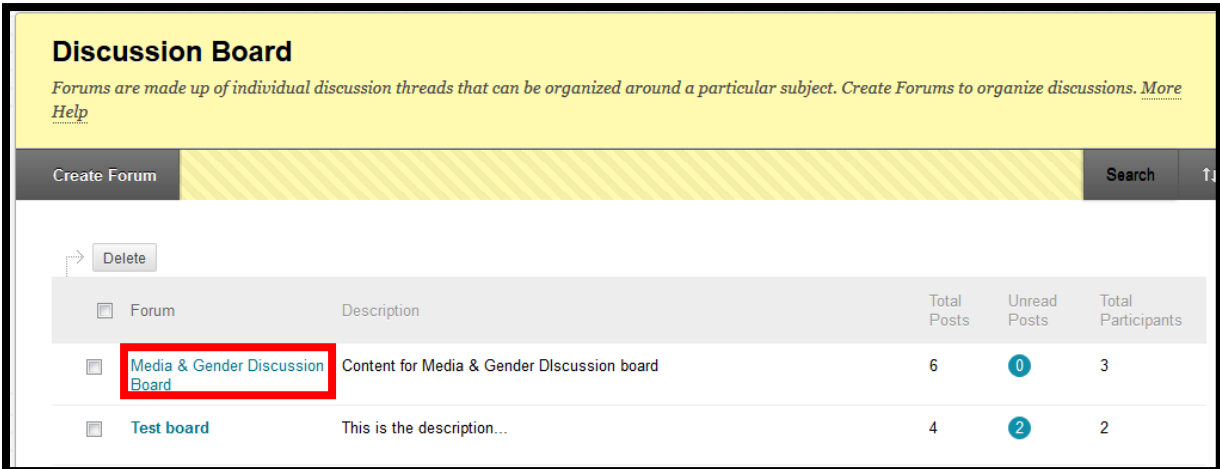
- Click the **Submit button** to create the new forum.



## CREATE A THREAD

Within a forum, **discussions can be organized into 'threads'**. As the discussion manager, you will want to create threads with leading questions.

1. **Select the forum** in which you wish to add a thread.



**Discussion Board**  
*Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)*

Create Forum Search ↑

Delete

<input type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/>	<b>Media &amp; Gender Discussion Board</b>	Content for Media & Gender Discussion board	6	0	3
<input type="checkbox"/>	Test board	This is the description...	4	2	2



2. Click the Create Thread button

### Forum: Media & Gender Discussion Board

Organize Forum Threads on this page and apply settings to several or all threads. [clicking the column title or the caret at the top of each column.](#) [More Help](#)

**Create Thread**    Subscribe

Thread Actions    Collect    Delete

<input type="checkbox"/>	Date	Thread	Author
<input type="checkbox"/>	12/29/14 9:37 AM	<a href="#">Week 1</a>	Brian Grego
<input type="checkbox"/>	12/3/14 10:15 AM	<a href="#">Week 1 - Responses</a>	Brian Grego

Thread Actions    Collect    Delete

3. Add a Subject, Message, and file if desired. Be sure to **click Submit**.

