

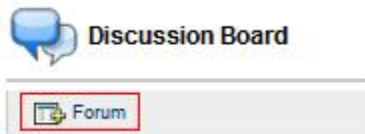
Setting Up a Discussion Board

The *Discussion Board* provides a way to manage multiple, long and/or complex conversations. A *Discussion Board* is generally made up of forums, which may pertain to a particular group or course theme. Within each forum, users can create threads which further organize posts and responses.

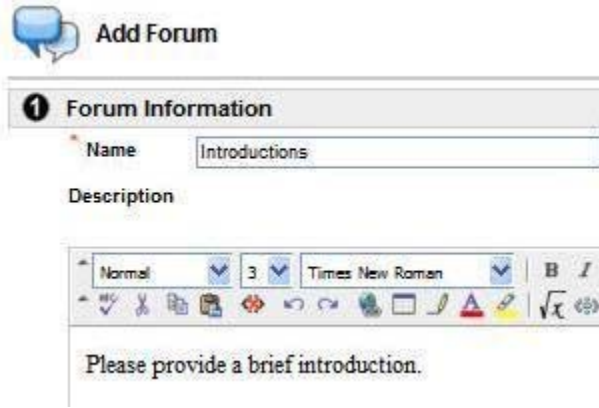
Setting up a forum

In your Blackboard course:

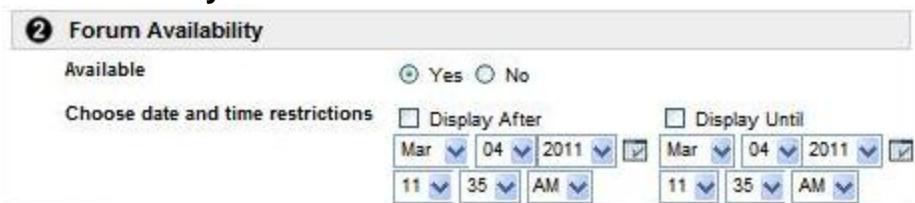
1. Select **Control Panel** and then **Discussion Board**
2. Click **Forum**



3. Add a **Name** and **Description**.



4. Set **Availability**.



5. Adjust Forum Settings

3 Forum Settings

- Allow anonymous posts
- Allow author to remove own posts
 - All posts
 - Only posts with no replies
- Allow author to modify 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
- Allow members to rate posts
- Force moderation of posts
- Grade No grading in forum
 - Grade Forum: Points possible:
 - Grade threads

A few things about *Forum Settings*:

- o [Allow post tagging](#)
 - tags are keywords that can make searching or grouping discussions easier
- o [Allow members to rate posts](#)
 - enables a star system for rating important or useful posts
- o [Subscribing to a thread or forum](#) allows students to receive email alerts when new discussions have been posted
- o [Grading forums or threads](#)
 - create a column in the *Grade Center* to give points for discussion participation (**Grade Forum**) or individual discussions (**Grade threads**)

6. Click **Submit**

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field