Discussion Boards
Blackboard's Discussion Board allows students to discuss and share ideas and information without requiring all participants to be online at the same time. Discussion Board conversations are logged and organized with conversations grouped into threads that contain a main posting heading (forum) and all related replies (threads). Discussion Boards may be graded/ungraded. In order for students to post threads (messages) to the Discussion Board, you must first create a forum on a specific topic.

How Do I Create a Forum?
1. Login to your course, select Discussion Board from menu tab (can also access from the expanded Control Panel under Course Tools, Discussion Board)
2. Click “Create Forum” button near the top left-hand side
3. Type in a Name (required) for the forum and type in any instructions or text in Description;
4. Choose options:
   **Forum Availability:**
   - Available Yes/No or Enter Date and Time Restrictions Display After; Display Until
   **Forum Settings:**
   - (Suggested) “Allow Author to delete...only when with no replies”
   - (Suggested) “Allow Author to edit own posts”;
   - Change other default settings as desired
   **Subscribe:** Do not allow is default; however, allowing subscriptions will permit participants to monitor discussion boards via email. Once a subscription option is selected, users can select:
     - Include body of post in the email: The entire post is sent in email message.
     - Include link to post: A link to the post is sent in email message
   **Grade:** Do not allow is default. If you wish to grade a student’s overall participation in a forum, select Grade Forum option. Type in Points Possible.
     - *New*: Instructors can now choose option to have graded forums included in “Needs Grading” after x number of posts
     - *New*: Associated Rubrics: “Add Rubric” option. Can create a rubric, add or select existing rubric to discussion board
5. Click Submit
6. Once forum is created, now create an initial thread to “start” and have students reply to threads