

How do I create a Discussion Board forum

1. Login to your Blackboard course and select **Control Panel** from left-hand side menu
2. Select **Discussion Board** located in the **Course Tools** area
3. Click the “**Forum**” button near the top right-hand side
4. Type in a **Name** (required) for the forum and forum text in **Description**
5. Choose options for “**Available**” or “**Date time restrictions**”
6. Select additional options in the **Forum Settings** area if desired
7. Click **Submit**; click **OK** on the confirmation screen; click **OK** again to be taken back to **Control Panel**

How do I create a Discussion Board thread

1. Select **Discussion Board** forum created above
2. Click the “**Thread**” button near the top right-hand side
3. Type in a name in the **Subject** box and thread text in **Message** box
4. Click **Submit**; click **OK**