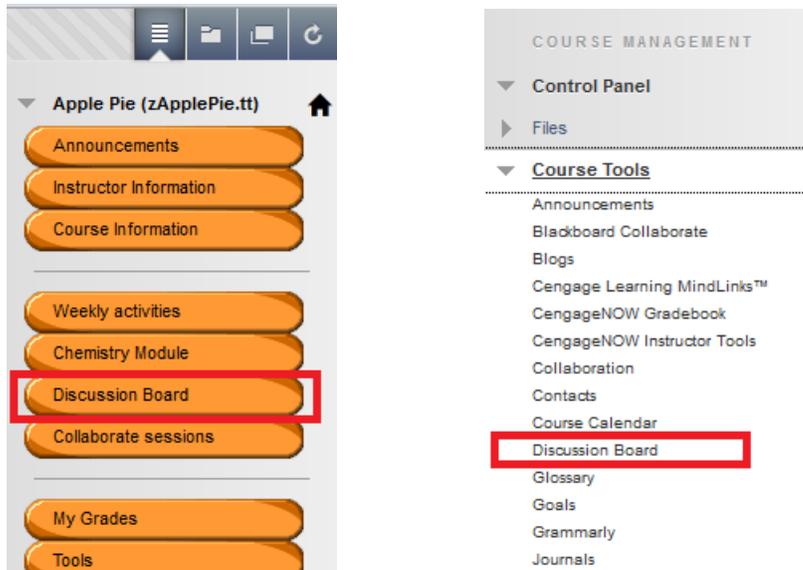


Creating a Discussion Board Forum

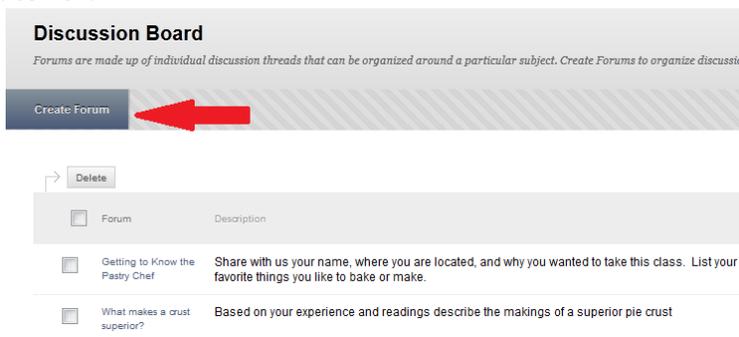
What is a **Discussion Board Forum**? It is a space where you can create student-to-student interaction, which parallels “classroom” discussion in the online environment. It’s usually used as a space for the instructor to post prompts, and for the students to reflect and comment on a certain class topic. Your students participate asynchronously, with you contributing to the discussion when appropriate.

Follow these step-by-step instructions to create a **Discussion Board Forum**:

1. Navigate to the **Discussion Board** button or via Course Tools in the Control Panel.



2. Click **Create Forum**.



3. Enter the *name* in the Name field, and a *description* in the textbox.

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

The creator is required./edit Cancel Submit

1. Forum Information

Name ✓

Description

✓
 You can also add hyperlinks to web pages, or include a file to read or image to observe.

4. Choose Date and Time Restrictions if desired. Select the *Display After and Display Until* checkboxes to set display dates for the **Forum**. Or just make the forum available with no dates.

2. 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.

6. Select desired forum settings.

3. Forum Settings

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts
 Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Post Tagging

Allow Users to Reply with Quote

Allow File Attachments

Allow Members to Create New Threads

a. *Allow Anonymous Posts* - Allows students to post anonymously. (**NO ONE** knows the author)**

b. *Allow Author to Delete Own Posts*: Allows students to remove their own posts. **

c. *Allow Author to Edit Own Published Posts*: Students could remove their posts. **

**Recommendation: The first three settings have a purpose but you must be careful. Best practices:

- Don't use (a.)
- (b) only with no replies - but checked marked rarely
- (c) will allow students to correct errors or add a forgotten item when posting.

d. *Allow Post Tagging*: Allows students to “tag” their posts with keywords.

e. *Allow Users to Reply with Quote*: Allows users to include the text of the original message within the replies to the message.

f. *Allow File Attachments* - Allows students to attach files. Often enabled for use during peer review assignments for student papers, assignments, etc.

g. *Allow Members to Create New Threads* - Allows students to create new Threads within the Discussion Board Forum.

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

Gives the option to receive email notifications when additional posts are added to the forum or thread

- Allow Members to Rate Posts **Allows students to rate posts with 'stars'**
- Force Moderation of Posts **requires faculty or moderator to view posts before publishing. Can confuse students.**

10. Grading can be enabled at both the Forum level and the Thread level. For ease of use, it is recommended to grade at the Forum level. To select to grade the Forum, click the radio button next to **Grade Discussion Forum** and assign a point value. This will create a Grade Center column for the forum.

Grade

- No Grading in Forum
- Grade Discussion Forum: Points possible:
- Grade Threads

11. This step is optional. When you choose to grade a discussion forum, you can change the “needs grading” settings for discussion posts.

Show participants in "needs grading" status after every Posts

12. Rubrics for the discussion forum can be created here or, if previously, created can be reused. See the PDF on creating rubrics for instructions. These rubrics will show up on the student page under a tab called (grading information) and must be clicked to be viewed. They can be used by the instructor for grading purposes too.

Associated Rubrics

13. Aligning course content to goals enables you to produce Course Coverage Reports and Course Performance Reports that present data on how a course covers goals, where there are gaps in goals coverage, and how course performance measures up to target values you set. These alignments have to be previously set to be able to click.

Alignments

- Forum alignments
- Thread alignments

14. When you have finished configuring your Forum settings, click the *Submit* button

15. Blackboard gives you a *Success message* at the top of the screen.

Success: Forum Types of Flour in pastry making created.