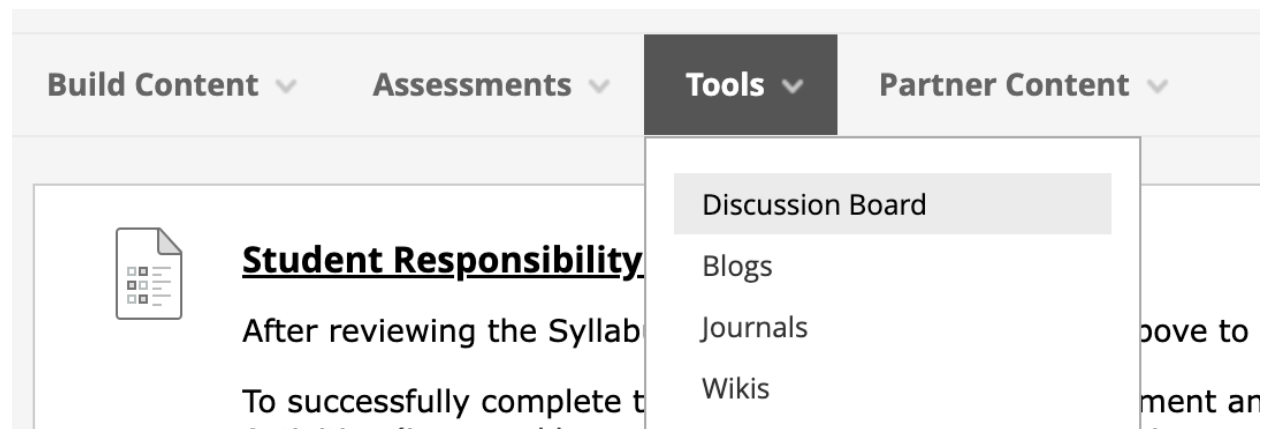


Blackboard – Creating a Discussion Forum

Link to the video tutorial: https://calbaptist.mediaspace.kaltura.com/media/Creating+a+Discussion+Forum/1_ywvi96z3

Directions

1. Click on Content on left side navigation bar on Blackboard, or click into the course content/ week/Learning Activity where the Test will be placed
2. Click **Tools** Drop down menu and select **Discussion Board**



The screenshot shows the Blackboard navigation bar with four main categories: Build Content, Assessments, Tools, and Partner Content. The 'Tools' category is selected, and a dropdown menu is visible with the following options: Discussion Board, Blogs, Journals, and Wikis. In the background, a document titled 'Student Responsibility' is partially visible, with text that reads: 'After reviewing the Syllab' and 'To successfully complete t'.

3. Click “Create New Forum” Button

CREATE LINK: DISCUSSION BOARD

Link to the Discussion Board page, link to a specific Discussion Board forum, or create a

Link to Discussion Board Page

Select a Discussion Board Forum

Select a Discussion Board Forum

----Select forum below----

- Introductions
- Q and A (Questions and Answers)
- Questions from Ch 2
- Week 1 Discussion

Create New Forum

Create New Forum

4. Fill out Name and give a description of the Forum
5. Choose whether its available or the Dates it is available in Forum Availability Section

- Under **Forum Settings** You can choose if students can see the threads or need to create a thread in order to see others as well as how students are graded from submission.

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

- When finished editing options and settings, click Submit button.