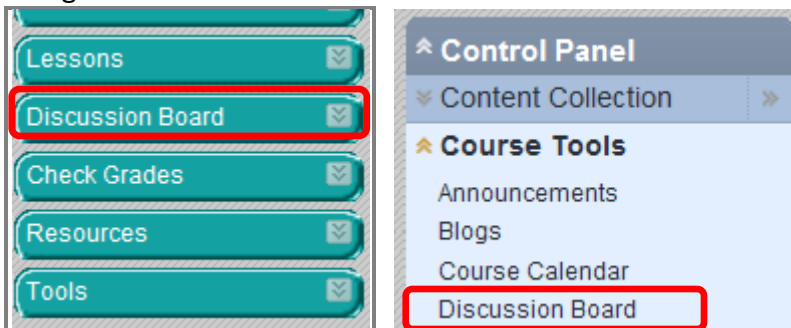


Creating a Discussion Board Forum

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*

Discussion Board

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

Create Forum Search Discover Content

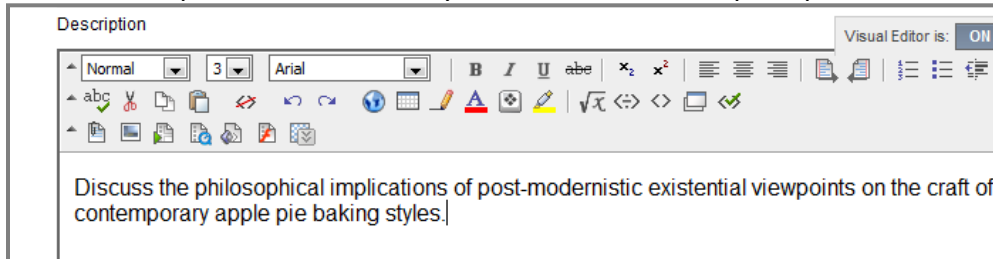
<input type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/>	Tell Us About Yourself	WELCOME everyone! This is the first of many discussion threads in the class. Introduce yourself to the group with the following information: <ul style="list-style-type: none"> Your name Where you're from Where you work/how long you've worked there (if you're not working currently, the last job you've had) Two interesting things about yourself The reason you're taking this class 	2	2	2

3. Enter the *name* in the Name field.

1. Forum Information

Name

4. Enter a *description*, which can be your discussion board prompt.

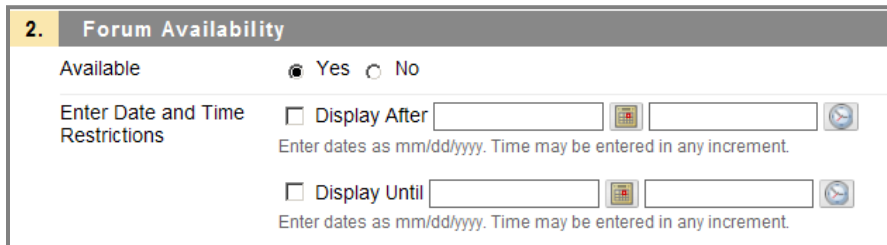


Description

Visual Editor is: ON

Discuss the philosophical implications of post-modernistic existential viewpoints on the craft of contemporary apple pie baking styles.

5. Choose Date and Time Restrictions. Select the *Display After and Display Until* checkboxes to set display dates for the **Forum**.



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.



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

- Allow Anonymous Posts* - Allows students to post anonymously. **
- Allow Author to Delete Own Posts*: Allows students to remove their own posts. **
- Allow Author to Edit Own Published Posts*: Allows students to remove own posts. **
**Recommendation: The first three settings open up the opportunity for netiquette abuses. As a best practice, it is not recommend to use any of these options.
- Allow Post Tagging*: Allows students to “tag” their posts with keywords.
- Allow Users to Reply with Quote*: Allows users to include the text of the original message within the replies to the message.



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- 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.

7. *Subscribe* gives the option to receive email notifications when additional posts are added to the Forum or to individual threads.

Subscribe	<input checked="" type="radio"/> Do not allow subscriptions
	<input type="radio"/> Allow members to subscribe to threads
	<input type="radio"/> Allow members to subscribe to forum
	<input type="radio"/> Include body of post in the email
	<input checked="" type="radio"/> Include link to post

8. *Allow Members to Rate Posts* to allow students to rate posts by assigning one to five stars to it.

<input type="checkbox"/> Allow Members to Rate Posts
--

9. *Force Moderation of Posts* to require a moderator for posts before they become public. This option requires the faculty to assign the role of moderator for posts before they appear or be published.

<input type="checkbox"/> Force Moderation of Posts
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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 Forum** and assign a point value. This will create a Grade Center column for the forum.

Grade	<input type="radio"/> No Grading in Forum
	<input checked="" type="radio"/> Grade Forum: Points possible: <input type="text" value="5"/>
	<input type="radio"/> Grade Threads

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

Cancel	Submit
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12. Blackboard gives a *Success* message at the top of the screen.

Success: Forum The Tao of Apple Pie created.

13. The **Forum** now appears in the "Discussion Board" area.

<input type="checkbox"/> The Tao of Apple Pie	Discuss the philosophical implications of post-modernistic existential viewpoints on the craft of contemporary apple pie baking styles.
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