Blackboard Learn: Discussion Boards

A discussion board is a general term for any online "bulletin board" where you can leave and expect to see responses to messages you have left. Messages and responses from either you or your students are posted to the board. **Discussion Boards** differ from **Chat rooms** in that the participants do not need to be logged in at the same time.

When planning a discussion board assignment, you should consider how the assignment fits into class readings, in-class discussions, and other writing that you are asking your students to do.

Create a Discussion

1. Log in to **Blackboard**.

2. Enter the course to which you wish to add a discussion.

3. Make sure to turn edit mode **ON** at the top.

4. In the bottom left Course Management Menu, click on **Course Tools**.

5. The menu will expand beneath the Course Tools link. Click **Discussion Board**.
6. A list of all discussion boards created within the course is available in the Discussion Board window.

7. Go into the class’ discussion board. Click Create a Forum.
8. In **Forum Information** and **Forum Availability** you may fill in the following:
   a. **Name** – Title of the discussion
   b. **Description** – Nature of the discussion topic. **The Topic Question Does NOT go here. You will add the topic question later in the Create Thread Area.**
   c. **Available** – Choose whether or not you want the discussion to be shown
   d. **Enter Date and Time Restrictions** – Choose the date and times to show and hide the Discussion. **Optional**
9. In Forum Settings select:
   a. **Standard View** – Participants have access to other forum threads.
   b. **Alternative view** - Participants must create a thread in order to view other threads in the forum.

10. **Grade**
   a. **No Grading in Forum**
   b. **Grade Discussion Forum** – Assign points to the Forum.
   c. **Grade Threads** – Assign points to Forum Threads.

11. **Subscribe**
   a. Do not allow Subscriptions.
   b. Allow members to subscribe to threads
   c. Allow members to subscribe to forum.

12. **Create and Edit**
   a. Allow Anonymous posts.
   b. Allow Author to delete own posts.
   c. Allow author to Edit Own Published Posts.
   d. Allow Members to Create New Threads.
1. Navigate to the Discussion Board.

13. Additional Options
   a. Allow Post Tagging
   b. Allow Members to Rate Posts.

14. Click Submit

15. The new forum will now be listed in the Discussion Boards are. To view its entries, click its title.
2. Once inside of the forum click the **Create Thread** button.

3. Within the **Create Thread** window, fill in the following information:
   a. **Subject**- the title of the thread.
   b. **Message**- the content of the thread.
   c. **Attachments** – files you want to add to the thread. You can browse your local computer files or course files.
4. Click Submit

For additional support, visit http://uhd.edu/bbhelpform