

How To Create a Discussion Forum

- Before anything can happen in the "Discussion Board", ***the instructor must create a forum.***
- Most instructors create a new forum for each week of the course, focused on a new topic.

Here's how to create a forum in Blackboard:

1. Go into the Discussion Board area and click on "Add Forum".
2. Type in a title for your forum, something like this:
3. Type in a description. Many instructors put the week's question HERE, along with the posting deadline. For example:

Title

Description

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Which do you receive more of: spam email, telemarketing
calls, or "junk" mail through the postal service? Which
bothers you the most? Why?
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Do you think there should be legislation that prohibits
spam? Why are why not?
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Post your answer and respond to two classmates before
midnight, Sunday, Sept 28.
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4. Choose your "Forum Settings". I recommend these:

Forum Settings:

- Allow anonymous posts.
- Allow author to modify message after posting.
- Allow author to remove own posted messages.
- Allow file attachments.
- Allow new threads.

5. Scroll down and click SUBMIT.
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TIPS:

- After creating the forum, you (& your students) can click on the forum title to go into the forum.
- A student should then click "Add New Thread" to post his/her answer.
- When you create a 2nd forum (or 3rd, 4th, 5th, etc.), change the "number drop-down" to the left of the forum title to "1" so it will move to the top.