

# Creating a Discussion Forum

The purpose of this procedural document is to provide instructions on how to create a discussion forum in Blackboard. *This procedural document assumes that users are logged in to Blackboard and in an active course shell.*

1. From the left-hand navigation menu, click the **Discussions** link.

The **Discussion Board** page displays.

**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](#)

<input type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/>	<a href="#">Discussion Training Event</a>	The point of this discussion is to provide the instructor in the online training an event for grading practice and posting responses to students.  Utilize this link to determine how you grade a discussion by a student! <ul style="list-style-type: none"><li><a href="#">Discussion Scoring Rubric</a></li></ul>	3	3	2
<input type="checkbox"/>	<a href="#">Week 1 Discussion</a>	Upon completing the required reading, discuss why you feel that online education is the wave of the future. Will traditional classrooms be wiped out in the years to come or will there always be a place for classroom learning? Why or why not.	0	0	0

The **Discussion Board** page lists all of the discussion forums in the course.

2. [Create Forum](#) Click the **Create Forum** button.

The **Create Forum** page displays.

**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](#)

\* Indicates a required field.

**1. Forum Information**

\* Name

Description

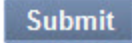
Path: [body](#)

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3.	In the <b>Name</b> field, enter a name for the discussion. The name entered here is also the name that will be displayed in the Grade Center.				
4.	In the <b>Description</b> field, enter the discussion question that students will answer.				
5.	<p>From the <b>Forum Availability</b> section, select whether the forum will be available to students or set date restrictions for the discussion forum.</p> <div data-bbox="285 432 1377 726"><p><b>2. Forum Availability</b></p><p>Available <input checked="" type="radio"/> Yes <input type="radio"/> No</p><hr/><p>Enter Date and Time Restrictions</p><p><input type="checkbox"/> Display After <input type="text"/> <input type="text"/> <input type="text"/></p><p>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</p><p><input type="checkbox"/> Display Until <input type="text"/> <input type="text"/> <input type="text"/></p><p>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</p></div>				
6.	<p>From the <b>Forum Settings</b> section, accept all of the defaults for the checkboxes and the <b>Subscribe</b> sub-section.</p> <div data-bbox="285 852 1377 1734"><p><b>3. Forum Settings</b></p><p><input type="checkbox"/> Allow Anonymous Posts</p><p><input type="checkbox"/> Allow Author to Delete Own Posts</p><p><input type="radio"/> All posts</p><p><input checked="" type="radio"/> Only posts with no replies</p><p><input type="checkbox"/> Allow Author to Edit Own Published Posts</p><p><input type="checkbox"/> Allow Post Tagging</p><p><input checked="" type="checkbox"/> Allow Users to Reply with Quote</p><p><input checked="" type="checkbox"/> Allow File Attachments</p><p><input checked="" type="checkbox"/> Allow Members to Create New Threads</p><hr/><p>Subscribe <input checked="" type="radio"/> Do not allow subscriptions</p><p><input type="radio"/> Allow members to subscribe to threads</p><p><input type="radio"/> Allow members to subscribe to forum</p><p><input type="radio"/> Include body of post in the email</p><p><input checked="" type="radio"/> Include link to post</p><hr/><p><input type="checkbox"/> Allow Members to Rate Posts</p><p><input type="checkbox"/> Force Moderation of Posts</p><hr/><p>Grade <input type="radio"/> No Grading in Forum</p><p><input checked="" type="radio"/> <b>Grade Discussion Forum:</b> Points possible: <input type="text" value="20"/></p><p><input type="radio"/> Grade Threads</p><p><input checked="" type="checkbox"/> Show participants in "needs grading" status <input type="text" value="1"/> after every <input type="text" value="1"/> Posts</p><hr/><p>Associated Rubrics <input type="button" value="Add Rubric"/></p><table border="1"><thead><tr><th>Name</th><th>Type</th><th>Date Last Edited</th><th>Show Rubric to Students</th></tr></thead><tbody></tbody></table></div>	Name	Type	Date Last Edited	Show Rubric to Students
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7.	Do not uncheck the <b>Show participants in “needs grading” status</b> checkbox. Leaving this selected will alert you, via the Grade Center that students have participated and the forum can be graded.
8.	If desired, use the <b>Add Rubric</b> menu to associate a rubric with this discussion.
9.	 Click the <b>Submit</b> button. The discussion forum is successfully created.