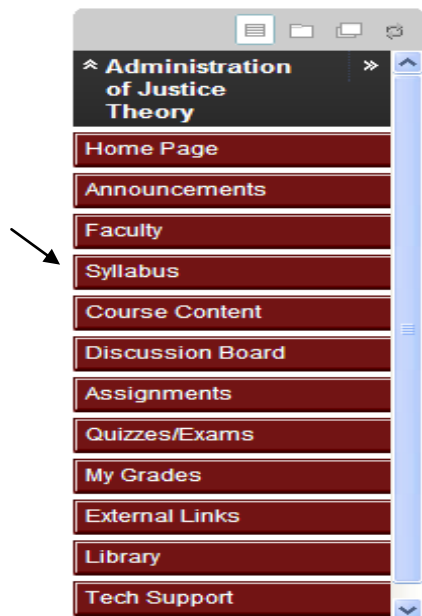
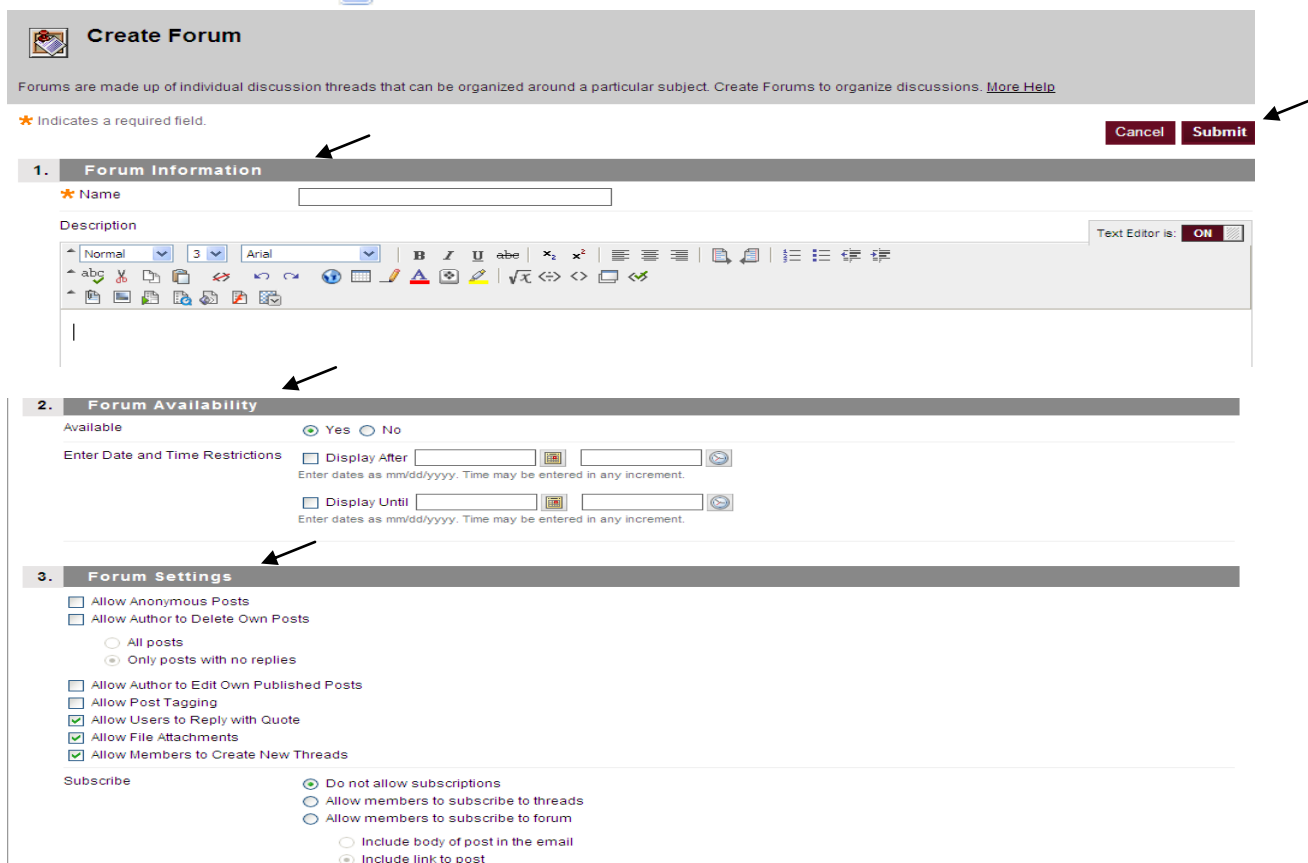
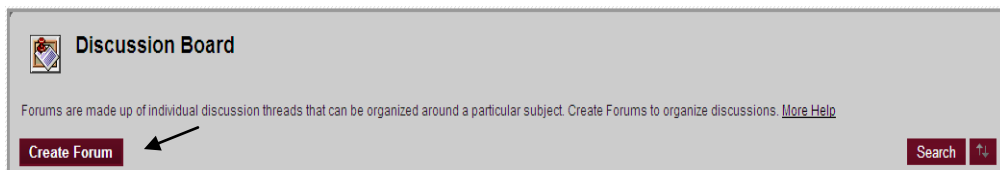


Step 1 - Create a Discussion Forum in Blackboard:



1. Log into **Blackboard** and go into your Course
2. Click on the **Discussion Board Tab**
3. Inside Discussion Board, click on the **Create Forum Tab**



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

Text Editor is: **ON**

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.

3. 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

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

4. Fill in the **Forum Information, Forum Availability and Forum Settings** and click **Submit**

5. Click to open newly created Discussion Forum.

Step 2 - Click on Create Thread. Type Topic details and click **Submit**.

6. You have successfully created a **Discussion Forum and Thread** for your student to respond to.