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**
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.