

# Creating Discussion Forums

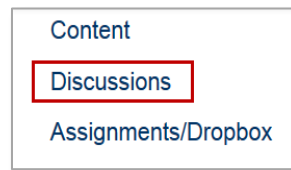


Discussion forums are used to organize class discussions around particular topics. This tutorial will explain how to create a discussion forum, link to a discussion forum, participate in a discussion and set forum options.

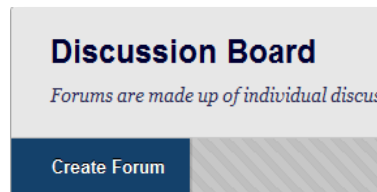
## How to Create a Discussion Forum

1. In the course menu select the **Discussions** tool.

**Please note:** *The Discussions tool may be listed in another location on your course menu.*



2. Click on **Create Forum**.



3. **Name** the forum and enter a **Description** that can include instructions, links, images, or file attachments. This can help your students better understand your expectations of how they should participate in the discussion.

**FORUM INFORMATION**

\*Name

Description

T T T Paragraph Arial 3 (12pt)

[Rich Text Editor Icons: Bold, Italic, Underline, Paragraph, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source, HTML, CSS]

4. Under **Forum Availability**, you can elect to hide a forum from students or set the forum to be available for a specific date and time range.

**FORUM AVAILABILITY**

Available  Yes  No

Display After 10/19/2014 11:59 PM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until 10/25/2014 11:59 PM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

5. **Forum Settings** allows you to customize various settings:

a. **Viewing Threads/Replies:**

You have the option to force students to post a message to the forum before they can see what other students have posted.

b. **Grade:**

If you choose to grade the forum you will be asked to enter the number of points the forum is worth.

**Please note:** A grade column is then automatically created in the Grade Center for you.

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.  
*If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.*

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

6. The options in sections **Create and Edit** and **Additional Options** can be turned on or off for any settings you wish.

**Create and Edit**

- Allow Anonymous Posts
- Allow Author to Delete Own Posts
  - All posts
  - Only posts with no replies
- Allow Author to Edit Own Published Posts
- Allow Members to Create New Threads
- Allow File Attachments
- Allow Users to Reply with Quote
- Force Moderation of Posts

**Additional Options**

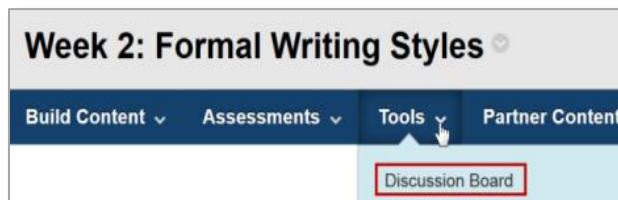
- Allow Post Tagging
- Allow Members to Rate Posts

7. Select **Submit** to save your work.

### Linking to a Discussion Forum

Go to the specific course area, such as a learning module or content folder where you need to create the link to the forum just created.

1. Click on **Tools** and then **Discussion Board**.



2. Click on **Select a Discussion Board Forum** to select the forum.

Note: You also have the option to create a new forum, from within a content area.

**1. Create Link: Discussion Board**

*Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new Discussion Board forum. Creating a link to a forum here and making it hidden will make the forum hidden as well.*

- Link to Discussion Board Page
- Select a Discussion Board Forum
  - Select a Discussion Board Forum
  - Select forum below----
    - Business Writing Styles
    - Formal Writing Styles**

Create New Forum    Create New Forum

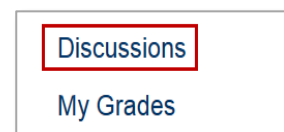
3. In section two, select **Next**.
4. The **Text** box should be used to enter instructions and/or a description of the forum.

5. Select the **Options** you want and then click on **Submit**.

You can locate the **Discussion Forum** by scrolling down the content area page. For example:

### Participating in a Discussion Forum

Faculty and students can participate in a discussion forum from a content area or from the discussion board tool. Each Blackboard course at Suffolk is initially set up with a discussions link in the course menu.



1. Click on the link to **Discussions**.
2. The list of discussions you have created will appear.

<input type="checkbox"/> Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/> Discussion 1	Is it unethical for a colleague to tell another colleague your pay increase?  Post an initial discussion  Respond to two of your classmates	1	0	1
<input type="checkbox"/> Business Writing Styles		0	0	0
<input type="checkbox"/> Formal Writing Styles	After reading Chapters 1 and 2, discuss one of the three most important features of the formal style of writing and choose two examples described in the chapters that best addressed that feature.	7	1	4

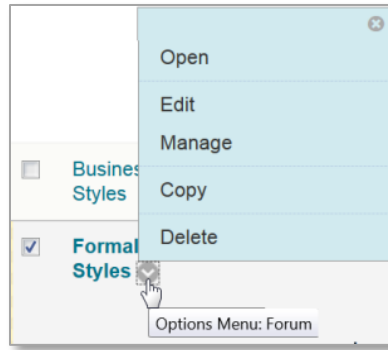
**Please**

**note:** Students can only participate in discussions that are open. In addition, students' ability to create and/or reply to threads is based on forum settings made by the instructor.

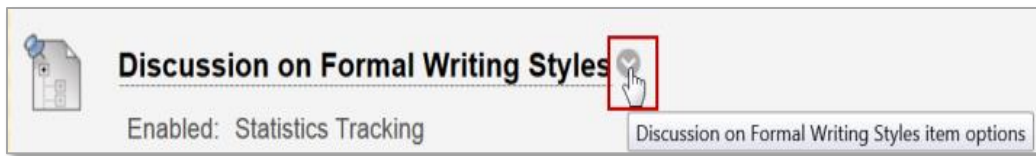
After selecting an available forum, instructors can create new threads or reply to existing ones.

### Forum Options

1. In the **Discussion Board** area, mouse over a discussion forum, and click on the down arrow to view the options.



2. To select an option for a discussion forum, go to a content area, mouse over the name of the forum and then click on the down arrow.



There are many options to choose from, including **Edit**.

