

BLACKBOARD 9.1 QUICKSOURCE GUIDE CREATING A DISCUSSION BOARD

Blackboard Short Reference Guide

FACULTY
EDITION

CREATING A BLACKBOARD DISCUSSION BOARD

1 Go to the **Control Panel** Menu of the specific course

2 Click on **Course Tools** and select **Discussion Board** from the drop down



3 Click on **Create Forum**

Create Forum

4 Fill out the required fields, type your instructions in the text box, and check the appropriate settings before clicking **Submit**

A name must be entered

WYSIWYG text editor - to type instructions

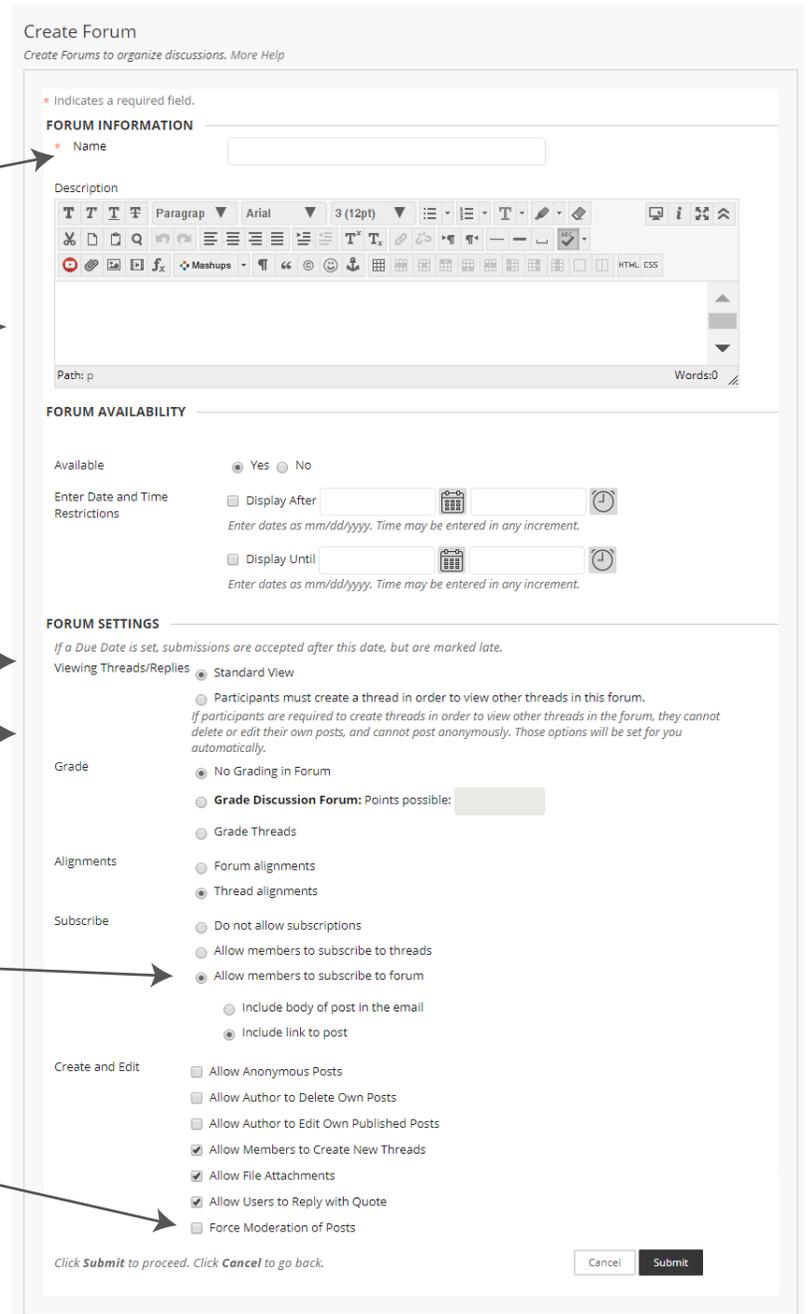
Default - Standard View posts discussion board threads immediately to the Forum

Setting choice - before a participant can view the full Discussion Forum their thread needs to be drafted and submitted

Members can choose to subscribe to threads and have notification sent via e-mail

Posts are sent to a queue to be reviewed by the instructor before being published

** students will not see posts before the instructor approves*



The screenshot shows the 'Create Forum' form in Blackboard. It includes sections for 'FORUM INFORMATION', 'FORUM AVAILABILITY', and 'FORUM SETTINGS'. Annotations with arrows point to various fields and options:

- An arrow points to the 'Name' field in the 'FORUM INFORMATION' section.
- An arrow points to the 'Description' text editor.
- An arrow points to the 'Viewing Threads/Replies' section, specifically to the 'Standard View' radio button.
- An arrow points to the 'Subscribe' section, specifically to the 'Allow members to subscribe to forum' radio button.
- An arrow points to the 'Create and Edit' section, specifically to the 'Allow Members to Create New Threads' checkbox.