

Creating a Discussion Board

How to create a Discussion Board in
Blackboard

Create the Discussion “area”

The screenshot displays the Blackboard LMS interface for Frederick Community College. At the top, the college logo and name are visible on the left, and the user's name 'Doug Valentine' and a notification icon are on the right. Below this is a navigation bar with 'FCC Online', 'My Courses', 'Community Resources', and 'System Admin'. A message '(Course is unavailable to students) Start Here' is shown. The main content area is titled 'Start Here' and contains a sub-header with 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. A left-hand menu is open, showing options like 'Content Area', 'Module Page', 'Blank Page', 'Tool Link', 'Web Link', 'Course Link', 'Subheader', and 'Divider'. A red arrow points to the '+' icon at the top of the menu, and another red arrow points to 'Tool Link'. A text box with the instruction 'Begin going to the “+” and selecting “Tool Link”' has arrows pointing to these elements. Below the menu is a 'COURSE MANAGEMENT' section with a 'Control Panel' and various course management options. The main content area contains the text 'It's time to add content...' and 'Use functions above to add it.' with a large curved arrow pointing upwards. The Blackboard logo and copyright information are at the bottom.

Frederick Community College

Doug Valentine 3

FCC Online My Courses Community Resources System Admin

(Course is unavailable to students) Start Here

Edit Mode is: ON

+

- Content Area
- Module Page
- Blank Page
- Tool Link
- Web Link
- Course Link
- Subheader
- Divider

COURSE MANAGEMENT

- Control Panel
 - Content Collection →
 - Course Tools
 - Evaluation →
 - Grade Center →
 - Users and Groups
 - Customization →
 - Packages and Utilities →
 - Help

Start Here

Build Content Assessments Tools Partner Content

It's time to add content...
Use functions above to add it.

Blackboard

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[Accessibility information](#) [Installation details](#)

Create the Discussion “area”

Add Tool Link

Name:

Type:

Available to Users

Cancel Submit

In the dialogue box, under Tool, you will scroll down to “Discussion Board”. You will also need to give this a name, such as Discussion Board. You will also want to click in the box to make this Available to your students.

Frederick Community College

FCC Online My Courses Community Resources System Admin

(Course is unavailable to students) Start Here

Edit Mode is: ON

Assessments Tools Partner Content

It's time to add content...
Use functions above to add it.

COURSE MANAGEMENT

- Control Panel
- Content Collection →
- Course Tools
- Evaluation →
- Grade Center →
- Users and Groups
- Customization →
- Packages and Utilities →
- Help

Blackboard

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[Accessibility information](#) [Installation details](#)

Create the Discussion “area”

The screenshot shows the Blackboard LMS interface for a course. At the top, the Frederick Community College logo is visible on the left, and the user name 'Doug Valentine' is on the right. The main navigation bar includes 'FCC Online', 'My Courses', 'Community Resources', and 'System Admin'. Below this, a message states '(Course is unavailable to students) Start Here'. The left sidebar shows a course menu for 'Doug test 2' with items like 'Start Here', 'Assignments', 'Student Support', 'My Grades', 'Course Evaluation', 'Help', 'Collaborate', and 'Discussion Board'. The 'Discussion Board' item is highlighted with a red arrow. Below the sidebar is a 'COURSE MANAGEMENT' section with various tools like 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main content area has a 'Start Here' header and a sub-header with 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. The main area contains the text 'It's time to add content...' and 'Use functions above to add it.' with two curved arrows pointing towards the content area. A text box with an arrow pointing to the 'Discussion Board' in the sidebar contains the instruction: 'You will now see your Discussion Board added to the course. Click on it to add your subject/Forum'. The Blackboard logo and copyright information are at the bottom.

You will now see your Discussion Board added to the course. Click on it to add your subject/Forum

Blackboard
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[Accessibility information](#) [Installation details](#)

Creating a “Forum”

Frederick Community College

Doug Valentine 3

FCC Online My Courses Community Resources System Admin

(Course is unavailable to students) Discussion Board

Edit Mode is: ON

Success: Forum deleted.

Discussion Board

Create Forum Search

To begin, Click on “Create Forum”

No items found.

Course Management:

- Control Panel
 - Content Collection →
 - Course Tools
 - Evaluation →
 - Grade Center →
 - Users and Groups
 - Customization →
 - Packages and Utilities →
 - Help

Creating a "Forum"

Create Forum

* Indicates a required field.

FORUM INFORMATION

* Name **You will need to give your forum a name and to list your question/subject**

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

After reading this weeks chapter, what is your position on the question of civil disorder? Is this acceptable in a just society? Can it go too far? Please support your position.

Path: p Words:31

FORUM AVAILABILITY

Available Yes No

Enter Date and Time Restrictions Display After
 Display Until

FORUM SETTINGS

Course Management Sidebar:

- Doug test 2
 - Start Here
 - Assignments
 - Student Support
 - My Grades
 - Course Evaluation
 - Help
 - Collaborate
 - Discussion Board
- COURSE MANAGEMENT
 - Control Panel
 - Content Collection
 - Course Tools
 - Evaluation
 - Grade Center
 - Users and Groups
 - Customization
 - Packages and Utilities
 - Help
 - Quick Enroll

Creating a “Forum”

FORUM SETTINGS

- Viewing Threads/Replies Standard View
 Participants must create a thread in order to view other threads in this forum.
- Grade No Grading in Forum
 Grade Discussion Forum: Points possible:
 Grade Threads
- Alignments Forum alignments
 Thread alignments
- 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
- Create and Edit Allow Anonymous Posts
 Allow Author to Delete Own Posts
 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

Next, you will add any parameters you may wish. These are the default settings. If you wish to grade the discussion posts, you will need to add a point value. IF you give a point value, Blackboard will automatically create a column in the Grade Center

The "Forum" is set

The screenshot displays the Blackboard LMS interface for Frederick Community College. At the top, the user is identified as Doug Valentine. The navigation menu includes 'FCC Online', 'My Courses', 'Community Resources', and 'System Admin'. A message at the top indicates '(Course is unavailable to students) Discussion Board'. A green success banner reads 'Success: Forum Module 1 Discussion created.' The main content area is titled 'Discussion Board' and features a 'Create Forum' button and a search bar. Below this is a table of forum entries:

<input type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Unread Replies To Me	Total Participants
<input type="checkbox"/>	Module 1 Discussion	After reading this weeks chapter, what is your position on the question of civil disorder? Is this acceptable in a just society? Can it go too far? Please support your position.	0	0	0	0

Below the table, a large white box contains the message: 'Your Discussion post has now been created'. At the bottom right of this box, it says 'Displaying 1 to 1 of 1 items' with 'Show All' and 'Edit Paging...' buttons. The left sidebar shows a navigation menu for 'Doug test 2' with options like 'Start Here', 'Assignments', 'Student Support', 'My Grades', 'Course Evaluation', 'Help', 'Collaborate', and 'Discussion Board'. Below this is a 'COURSE MANAGEMENT' section with a 'Control Panel' and various sub-options like 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'.

Student View and Process

Student Preview mode is ON

Settings Exit Preview

(Course is unavailable to students) Discussion Board

Discussion Board

The main discussion board page appears with a list of available discussion forums. Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. [More Help](#)

Search

Forum	Description	Total Posts	Unread Posts	Unread Replies To Me	Total Participants
Module 1 Discussion	After reading this weeks chapter, what is your position on the question of civil disorder? Is this acceptable in a just society? Can it go too far? Please support your position.	0	0	0	0

Displaying 1 to 1 of 1 items | Show All Edit Paging...

Your Students will click on the Name of the post to create their Thread to the Discussion

Student View and Process

The screenshot shows a web interface for a discussion board. At the top, an orange banner reads "Student Preview mode is ON" with "Settings" and "Exit Preview" buttons. Below this, a breadcrumb trail shows "(Course is unavailable to students) Discussion Board Forum: Module 1 Discussion". A left sidebar under "Doug test 2" contains "My Grades", "Course Evaluation", "Help", and "Discussion Board". The main content area is titled "Forum: Module 1 Discussion" and includes a "List View" button and a "Tree View" link. A descriptive paragraph states: "In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post." Below this is a "More Help" link. A dark navigation bar contains "Create Thread" and "Subscribe" buttons, along with "Search" and "Display" options. The main content area displays "No items found." A red arrow points from the text "The student will begin by Clicking on 'Create Thread'" to the "Create Thread" button. A "← OK" button is in the bottom right corner.

Student Preview mode is ON

Settings Exit Preview

(Course is unavailable to students) Discussion Board Forum: Module 1 Discussion

Doug test 2

- My Grades
- Course Evaluation
- Help
- Discussion Board

Forum: Module 1 Discussion

List View Tree View

In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post.

[More Help](#)

Create Thread Subscribe Search Display

No items found.

The student will begin by Clicking on "Create Thread"

← OK

Creating the student response

The screenshot shows the Blackboard 'Create Thread' interface. At the top, a navigation bar includes 'Settings' and 'Exit Preview' buttons. A left sidebar contains 'My Grades', 'Course Evaluation', 'Help', and 'Discussion Board' links. The main content area is titled 'Create Thread' and includes a 'FORUM DESCRIPTION' section with a question about civil disorder. Below this is a 'MESSAGE' section with a 'Subject' field containing 'Module 1 Discussion DValentine' and a rich text editor with the text 'I believe that there are many reasons for the use of.....'. A toolbar is visible above the editor. At the bottom, there are 'Cancel', 'Save Draft', and 'Submit' buttons. A central text box with arrows pointing to the subject field, the text editor, and the 'Submit' button reads: 'The student will give their response a name, Complete their post, and then click "Submit"'.

Response now complete

The screenshot shows a Blackboard interface in 'Student Preview mode'. At the top, a green banner displays 'Success: Thread Module 1 Discussion DValentine created.' Below this, the page title is 'Forum: Module 1 Discussion'. A navigation sidebar on the left includes 'Doug test 2' with sub-links for 'My Grades', 'Course Evaluation', 'Help', and 'Discussion Board'. The main content area features a table of forum threads. The table has columns for 'Date', 'Thread', 'Author', 'Status', 'Unread Posts', 'Unread Replies To Me', and 'Total Posts'. One thread is listed with the date '4/13/20 12:42 PM', the title 'Module 1 Discussion DValentine', and the author 'Doug Valentine_PreviewUser'. The status is 'Published', and there are 0 unread posts and 0 unread replies. Below the table, a pagination control shows 'Displaying 1 to 1 of 1 items' and an 'Edit Paging...' button. A red arrow points from the text 'They will see their post in the Discussion Board' to the author's name in the table.

Student Preview mode is ON

(Course is unavailable to students) Discussion Board Forum: Module 1 Discussion

Success: Thread Module 1 Discussion DValentine created.

Forum: Module 1 Discussion

In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post.

[More Help](#)

Create Thread Subscribe Search Display

Date	Thread	Author	Status	Unread Posts	Unread Replies To Me	Total Posts
4/13/20 12:42 PM	Module 1 Discussion DValentine	Doug Valentine_PreviewUser	Published	0	0	1

Displaying 1 to 1 of 1 items Edit Paging...

They will see their post in the Discussion Board