

Adding a New Discussion Forum

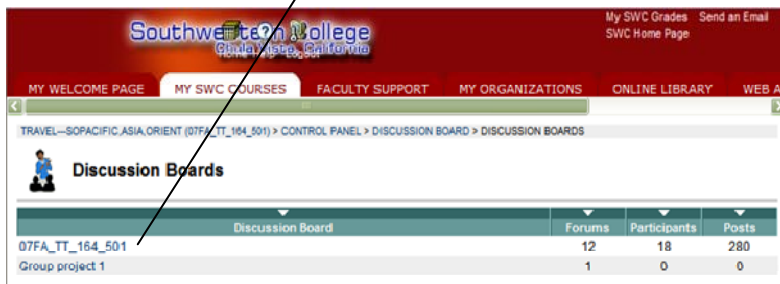
The Discussion Board is another communication tool that can be used to enhance a course Web site. This feature is similar to the chat, but users are not present at the same time to converse on-line. An additional advantage of the discussion board is that student conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies. For particular recourse information about how to use a form for best student success, please see the Blackboard Faculty Survival Guide

Step 1: Click on the **Control Panel** button.

Step 2: Click Discussion Board in the **Course Tools** area



Step 3: click into the **discussion board** you want to add the forum.



Step 3: Click the **Add Forum** button.



Click the **Add Forum** button to add a new topic for students to engage in.

1 Enter the discussion title. This title should reflect the topic of the discussion from a broad perspective.

Enter a description of the discussion. This could include any questions to be included in a post, or other instructions about the discussion

2 Make your forum available, choose your date, and time restrictions for this forum

Step 4: ADD FORUM options: see table below for field explanations:

Select forum options.

3 Fields

The table details the fields on the Add Forum page.

Field	Required?	Description	Recommended?
Forum Information			
Name	Yes	Enter the name of the Forum.	
Description	No	Enter a description of the Forum in the virtual text box.	
Forum Availability			
Available	No	Make the Forum available or not.	
Choose date and time restrictions	No	Use the Display After and/or the Display Until checkboxes to limit Forum availability.	
Date and Time fields	No	Use the Month, Day, Year, Hour, Minute, and AM/PM drop-down lists to select a specific date and time.	
Calendar Button	No	Click the button to select a date using a calendar GUI.	
Forum Settings			
Allow anonymous posts	No	Allow anonymous posts on the Forum.	NO
Allow author to remove own posts	No	Allow authors to remove their own posts.	NO
Allow author to modify own published posts	No	Allow authors to edit their own published posts.	NO
Allow message tagging	No	Allow tags (Text Labels) to be added to messages on the Forum.	NO
Allow users to reply with quote	No	Allow users to include the text of the original message in any replies to that message. This is enabled by default.	YES
Allow file attachments	No	Allow files to be attached to messages within the Forum.	YES, with restrictions
Allow members to create new threads	No	Allow Forum members to create new threads in the Forum.	Yes, but the conversation could get out of control quickly
Allow members to rate posts	No	Enable Forum members to rate individual posts.	NO
Force moderation of posts	No	Require that all messages be reviewed before they are posted to the Forum.	Depends on the class
Subscribe			
Do not allow subscriptions	No	No subscriptions for this Forum.	
Allow members to subscribe to threads	No	Allow subscription to threads only. Click to receive an email alert when a post is updated or a user posts a reply.	YES
Allow members to	No	Allow subscription to the entire Forum.	YES

subscribe to Forum			
Grade			
No grading in Forum	No	No grading in the Forum.	
Grade Forum	No	Enable grading at the Forum level. Add the total number of points possible in the window	YES, will include all threads of each student
WARNING: DO NOT CHANGE THE GRADE CENTER NAME ONCE YOU HAVE ADDED GRADING TO THE FORUM			
Grade threads	No	Enable grading at the thread level.	NO, too much work!

Step 5: **4** Click **submit** to post your Discussion Forum. You can look at the forum by going to the discussion board link in the student view. You may also click on the modify button to change your title/description.