Methods of Adding Discussion Board Links to Course Content Areas

Blackboard provides the ability to create discussion board related links within any content area to the area. There are three ways in which a discussion board link can be placed into a content area:

**Method 1:** Create a link directly to the main discussion board area – this acts in the same manner a discussion board course menu button would.

**Method 2:** Create a link directly to a specific forum located within the discussion board area.

**Method 3:** Create a new discussion board forum by adding a link to a content area.

**Method 1:** Link to a Main Discussion Board Area:

1. Make sure the **Edit Mode** is set to **ON**.
2. Enter the content area to add a discussion board related link.
3. Click the **Add Interactive Tool** menu button and select **Discussion Board** from the listing.
4. **Select the Link to Discussion Board Page** option under the -area **Create Link: Discussion Board**.
5. Click the Next button.
6. Type in the name of discussion board link into the **Link Name** text area.
7. Type helpful information and/or instructions for students in the **Text** area.
8. Set the options:
   a. **Available:**
Blackboard 9.1 – Methods of Adding Discussion Board Links to Content Areas

i. Selecting **Yes** allows students the ability to view and access the link.
ii. Selecting **No** will not allow students to view or access the link. *Setting this option to yes allows students to view and access the link.*

b. **Track Number of Views** (Optional): Use this option to collect statistics on student use of link.

c. **Date Restrictions** (Optional): Use this option to specify any needed date/time restrictions for student access. This feature works in the standard capacity as used anywhere else in the Blackboard environment.

9. **Click** the **Submit** button.

**Method 2:** Create a link directly to a specific form located within the discussion board area.

1. Make sure **Edit Mode** is set to **ON**.
2. Enter the content area to add a discussion board related link.
3. **Click** the **Add Interactive Tool** menu button and **select Discussion Board** from the listing.

4. **Click** the **Select a Discussion Board Forum** option under the area **Create Link: Discussion Board**.

5. Select the specific discussion board forum to link to from the list provided.

6. **Click** the **Next** button.

7. Type in the name of discussion board link into the **Link Name** text area.
8. Type helpful information and/or instructions for students in the **Text** area.

9. Set the options:

   a. **Available:**
      i. Selecting **Yes** allows students to view and access the link.
      ii. Selecting **No** will not allow students to view or access to the link. *Setting this option to yes allows students to view and access the link.*

   b. **Track Number of Views** (Optional): Use this option to collect statistics on student use of link.

   c. **Date Restrictions** (Optional): Use this option to specify any needed date/time restrictions for student access. This feature works in the standard capacity as used anywhere else in the Blackboard environment.

10. Click the **Submit** button.

**Method 3:** Create a new discussion board forum by adding a link to a content area.

1. Make sure the **Edit Mode** is set to **ON**.

2. Enter the content area like to add a discussion board related link.

3. Click the **Add Interactive Tool** menu button and **select Discussion Board** from listing.

4. Click the **Create New Forum** button.
5. Use the **Create Forum** area to setup the new discussion board forum with the desired settings and then **click** the **Submit** button.

6. Select the newly created discussion board forum (created in the previous step) from the list provided.

7. **Click** the **Next** button.

8. Type in the name of discussion board link into the **Link Name** text area.

9. Type helpful information and/or instructions for students in the **Text** area.

10. Set the options:

    a. **Available:**

       i. Selecting **Yes** allows students to view and access the link.

       ii. Selecting **No** will not allow students to view or access to the link. *Setting this option to yes allows students to view and access the link.*

    b. **Track Number of Views** (Optional): Use this option to collect statistics on student use of link.

    c. **Date Restrictions** (Optional): Use this option to specify any needed date/time restrictions for student access. This feature works in the standard capacity as used anywhere else in the Blackboard environment.

11. **Click** the **Submit** button.
How to Edit Content Area Discussion Board Links

Editing discussion board link entries are done just like editing any other type of link or content item in Blackboard – use the items contextual menu and select edit.