Add (Create) a Discussion Board Forum

1. Enter the course to add a discussion board forum.

2. If you do not have a Discussion Board course menu button, follow these steps:
   a. From the **Control Panel**, click on **Course Tools --> Discussion Board**.
   b. Click on **your course name** link.
   c. Proceed with step 4 of these instructions.

3. Click the **Discussion Board** course menu button.

4. Click the **Create Forum** button.

5. Type in the title of the Discussion Board in the **Name** text area.

6. Type in the discussion text in the **Description** text area.

7. Under the **Forum Availability** area, set the **Available** option to **Yes**.

8. **Enter Date and Time Restrictions**: use this area to set the duration of time students would be able to access the new forum. This feature works the same principle used elsewhere in Blackboard.

9. Next select the forum settings to apply to the Discussion Board:
   a. **Allow anonymous posts** – selecting this option allows students to have the ability to post replies anonymously.
   b. **Allow author to remove own posts** – selecting this option allows student’s the ability to remove their posts.
      i. **Select All Posts** allows students the ability to remove a post even if another student has replied to it or not.
ii. Selecting **Only post with no replies**, allows students the ability to remove their posts that no other students have replied to.

c. **Allow author to modify own published posts** - selecting this option allows students to modify their own posts.

d. **Allow Post Tagging** - Allows tags to be added to messages the forum.
   **TIP:** For faster Discussion Board page loading, do not allow message tagging.

e. **Allow Users to Reply with Quote** - Allows students to include the text of the original message in any replies to that message.

f. **Allow file attachments** - this option allows students the ability to attach files with their posts.

g. **Allow members to create new threads** - selecting this option will allow students to post a response to the main forum topic - this options needs to be set in order for students to reply to the discussion board.

h. **Allow members to subscribe to threads or forum** - this option allows students to receive an email alert when another student posts a reply to a subscribed thread.

i. **Force moderation of posts** – activating this option will require that all posts are reviewed by a responsible party (the moderator) before the content is shared with the class.

j. Please see information related to grading Discussion Boards for instructions on using the grading part of the discussion board.

10. **Click** the **Submit** button to create the discussion board forum.
Edit a Discussion Board Forum
To make any changes to a Discussion Board forum title, description text, settings, etc. follow the steps below.

1. Enter the course Discussion Board area.

2. Locate the forum.

3. **Click the forum’s contextual menu.**

4. **Select Edit** from menu.

5. Make the necessary edits.

6. **Click the Submit button** to update the forum.

Delete a Forum
Be careful when deleting forums. It is best to archive the course before deleting forums from the course. Archiving first, will enable the restore of forum in the event it was deleted in error.

1. Enter the course Discussion Board area.

2. Locate the forum.

3. **Click the forum’s contextual menu.**
4. **Select Delete** from menu.

5. **Click** the **OK** button when prompted.

**How to change the order of Discussion Board Forums**

Use the click-and-drag tool to change the order of discussion board forums.