Creating a Forum in the Blackboard Discussion Board
(Audience: Instructors)

1) Log into Blackboard. Navigate to the Discussion Board page.

2) Click <Create Forum>.

3) Under Forum Information, enter a name for the forum in the Name textbox and a description in the Description textbox.

4) Under Forum Availability, select whether or not to make the forum available to users by selecting Yes or No next to Available. If there should be date restrictions, check the corresponding checkbox(es) and enter dates and times in the Display After and/or Display Until textboxes.
5) Under **Forum Settings**, choose the appropriate settings for the discussion board based on course objectives. Settings to note:

- **Allow Author to Delete Own Posts** – enable this option if users should be allowed to delete their own posts.
- **Allow Author to Edit Own Published Posts** – enable this option if users should be allowed to go back and edit posts they have made in the discussion board.
- **Allow members to subscribe to threads/forum** – users that subscribe to a thread or forum will be notified via email of any changes made to the thread or forum.
- **Force Moderation of Posts** – if enabled, posts must be approved by the instructor before being published to the forum for all users to view.

In the **Grade** section under **Forum Settings**, select either:
- No Grading in Forum
- Grade Discussion Forum – users will receive an overall participation grade. If selected, a points possible value must be entered.
- Grade Threads – users are graded for their participation in each thread. An entry is made in the grade book for each thread. If selected, a points possible value must be entered.

Check the Show participants in “needs grading” status after every # Posts to have the posts show up in Needs Grading queue of the Grade Center. The number of posts can be chosen from the drop-down list.

If Grade Discussion Forum or Grade Threads is selected, a rubric can be added by clicking <Add Rubric>. From the drop-down menu click Select Rubric, Create New Rubric or Create from Existing. For more information on grading rubrics, see Blackboard Rubrics. (insert link here)

6) Click <Submit>.