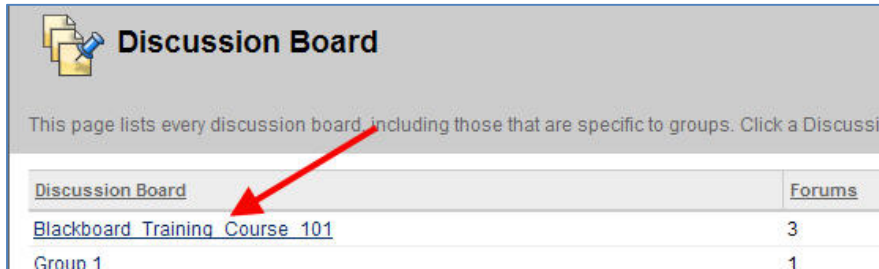


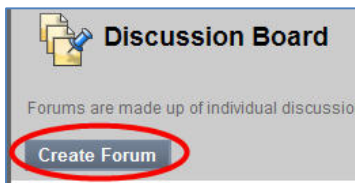
University of St. Thomas – Blackboard 9 Training

Adding a Forum to the Discussion Board

Forums are used to organize discussions on related topics. Click on the link to your course id.



1. Click on Create Forum.



2. Enter a Title and Description in the appropriate fields. If you want the forum to be hidden, click No to make it inaccessible to students.

The screenshot shows the 'Forum Information' and 'Forum Availability' configuration screens. The 'Forum Information' section has a 'Name' field with the value 'Hello Class' and a 'Description' field with the text 'Welcome to Blackboard Training!'. The 'Forum Availability' section has an 'Available' radio button set to 'Yes' and two 'Enter Date and Time Restrictions' sections, each with a 'Display After' and 'Display Until' checkbox and date/time pickers. Red arrows point to the 'Name' field, the 'Description' field, the 'Available' radio button, and the 'Display After' checkbox.

3. Select Forum Settings by clicking in the corresponding check boxes. Forum Settings affect how users interact with the Forums.

3. Forum Settings

- Allow Anonymous Posts
- Allow Author to Delete Own Posts
 - All posts
 - Only posts with no replies
- Allow Author to Edit Own Published Posts
- Allow Post Tagging
- Allow Users to Reply with Quote
- Allow File Attachments
- Allow Members to Create New Threads
- 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
- Allow Members to Rate Posts
- Force Moderation of Posts
- Grade**
 - No Grading in Forum
 - Grade Forum: Points possible:
 - Grade Threads

4. Click Submit.

Cancel Submit