How to Create Forums in a Discussion Board on Blackboard

Your discussion board can include multiple forums, so that your discussion topics can be organized and focused. To add a forum:

Step 1) Enter your course on Blackboard. On the left hand side, within the blue course menu, click “Discussion Board”

Step 2) In the Discussion Board, click the Create Forum button
**Step 3** Under Forum Information, type in a name and description or instructions for how you want students to use the Forum. Scroll down to the next section...

**Step 4** Select YES for Available if you want students see this Forum at the end of this guide. Scroll to next section...
**Step 5** Review the options in this section:

1) **VIEWING THREAD / REPLIES** - Choosing Standard View will let students see all posts currently in the Forum. The other option forces students to first create a post of their own before seeing other student posts.

2) **GRADE** – You can grade by Forum. After selecting Grade Discussion Forum, be sure to put the points possible you want, and this will create a column in your Full Grade Center matching the title of each Forum. This is not mandatory, so you can check “No Grading in Forum” and there will be no columns created in your grade center.

Scroll down to the next section... “Create and Edit”
**Step 6** Under Create and Edit, choose the options you want students to have. We recommend selecting the following:

- “Allow members to Create New Threads”
- “Allow Author to Edit Own Published Posts”
- “Allow File Attachments”
- “Allow Users to Reply with Quote”.

![Options menu](image-url)
**Step 7** Now you are ready to deploy the Discussion Forum! Click Submit on the bottom right to finalize the process.

Now your students can enter that forum, and create threads (posts) to respond to your Forum question!