How do I create a discussion board forum in Blackboard?

**Blackboard Original**

**Tell Me**

1. Make sure **Edit Mode is ON**

2. Click on the **Discussions** link on the **Course Menu**

3. Click on the **Create Forum** button

4. Enter a **Name and Description** of the forum

5. Select **forum availability**

6. Select appropriate **forum settings**:
   - **Allow Anonymous Posts**: students will have the option of posting replies or messages anonymously
   - **Allow Author to Delete Own Posts**: students will be able to remove previously posted messages
   - **Allow Post Tagging**: allow text labels or tags to be used to group similar messages together for search purposes.
     - NOTE: For faster Discussion Board page loading, disable message tagging.
   - **Allow Users to Reply with Quote**: students can include the text of the original message in any replies to that message
   - **Allow File Attachments**: students may attach files to their messages and replies
   - **Allow Members to Create New Threads**: students may introduce a new subject to the forum. Otherwise, students will only be allowed to reply to the original thread
   - **Allow Members to Subscribe to Threads**: students can choose to receive emails when a new post is made to the discussion board.
   - **Force Moderation of Posts**: a designated moderator must approve all posts before they can be viewed by other students
   - **Grade Discussion Forum**:
     - Points Possible: assign the total point possible for the entire forum
     - Grade Discussion Forum: enable grading of individual threads within the forum

7. Click **Submit**

**Blackboard Ultra**

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In Blackboard Ultra, discussion posts can be added directly into the course content, or they can be added through the Discussions page from the course navigation.

**To have the discussion in your course content:**

1. Locate the item, module, or folder where you would like to place the Discussion in. Hover your cursor to the center of the item, and click on the purple + icon.

2. Click **Create**

   ![Create](image)

3. Under Participation and Engagement, click **Discussion**.

4. You can rename the thread, provide the prompt for the discussion, and change the settings of the discussion.
5. Select appropriate discussion settings:

- **Display on Course Content Page**: Using the above method, this will be selected by default.
- **Post First**: Students will not be allowed to see other threads and replies to threads until they post their own thread.
- **Grade Discussion**: Determine if the discussion will be assigned grades. After checking this box, you will be prompted to complete the assignment settings.
- **Align with Goals**: If you have created course goals in Blackboard, you can select the goals and attach them to a particular discussion board.
- **Group Discussion**: Allows the instructor to ensure that the discussion will be visible only to a particular group in the course.

You can have a Discussion board that does not live in your Course Content from the Discussion page, located in your Course Navigation. This page will also list all discussion boards in your course.

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