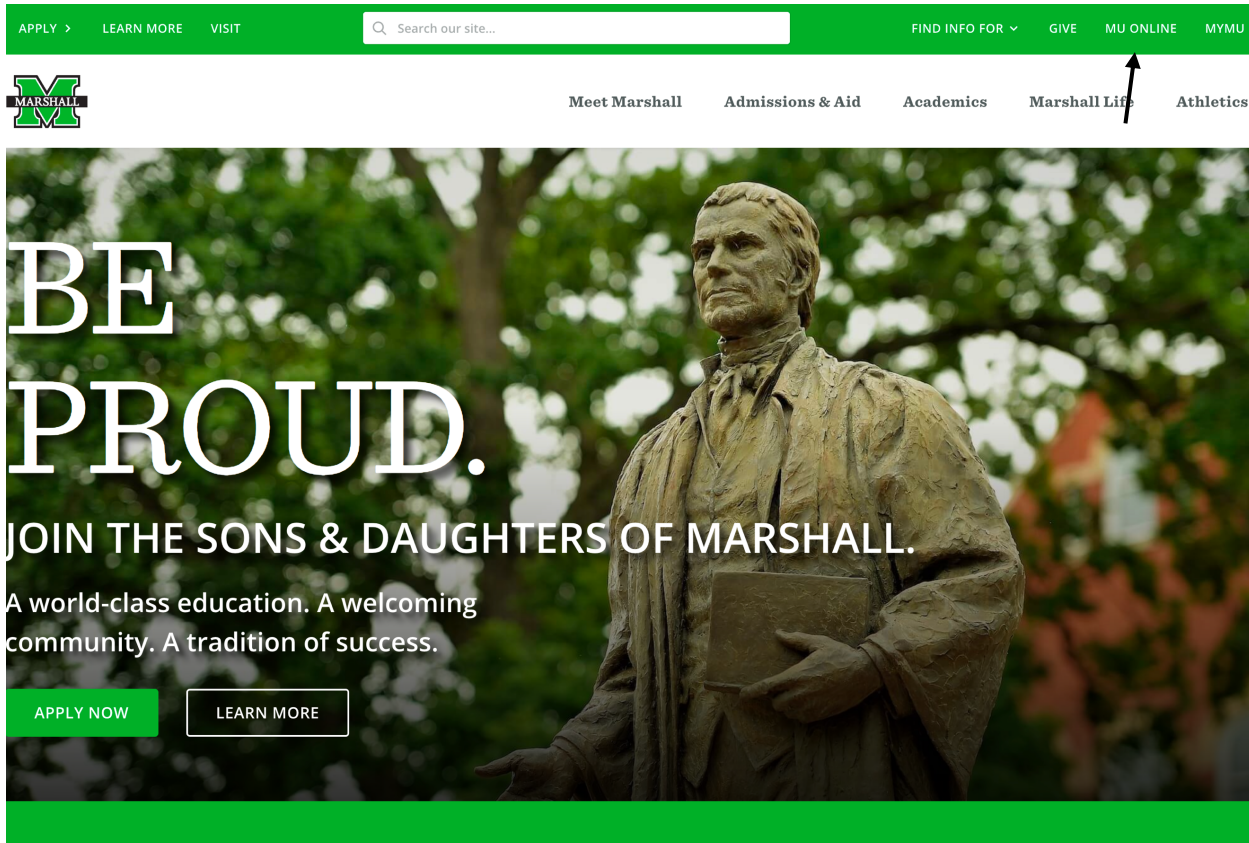
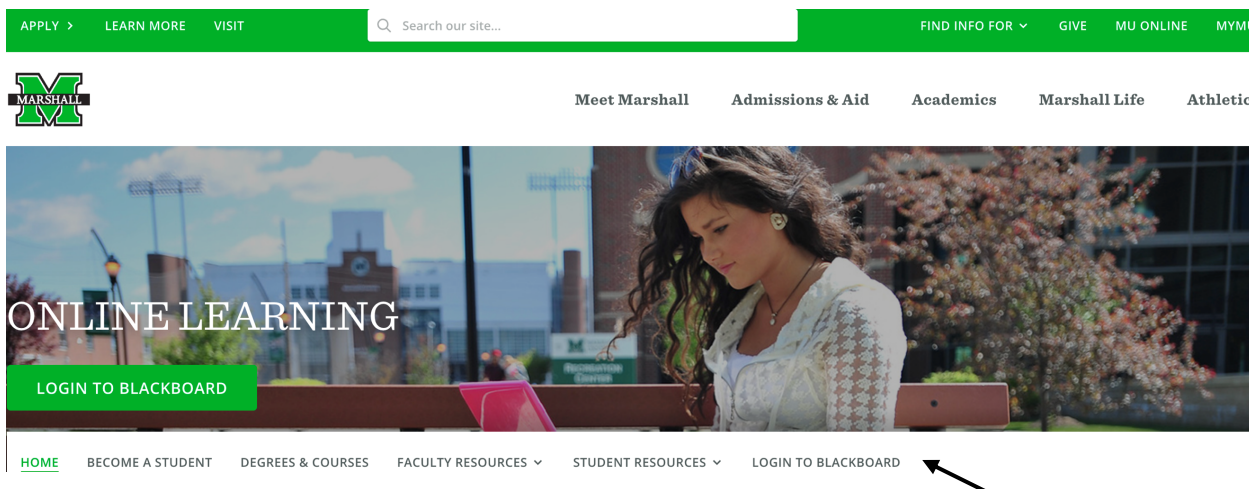


# Quick Tutorial on How to Create a Discussion Board in Blackboard/MUOnline

## 1. Go to MU Online



## 2. Choose Login to Blackboard.



3. Sign in with your single user sign-on.



Sign in with your MUNet username and password

munetuser12

Password

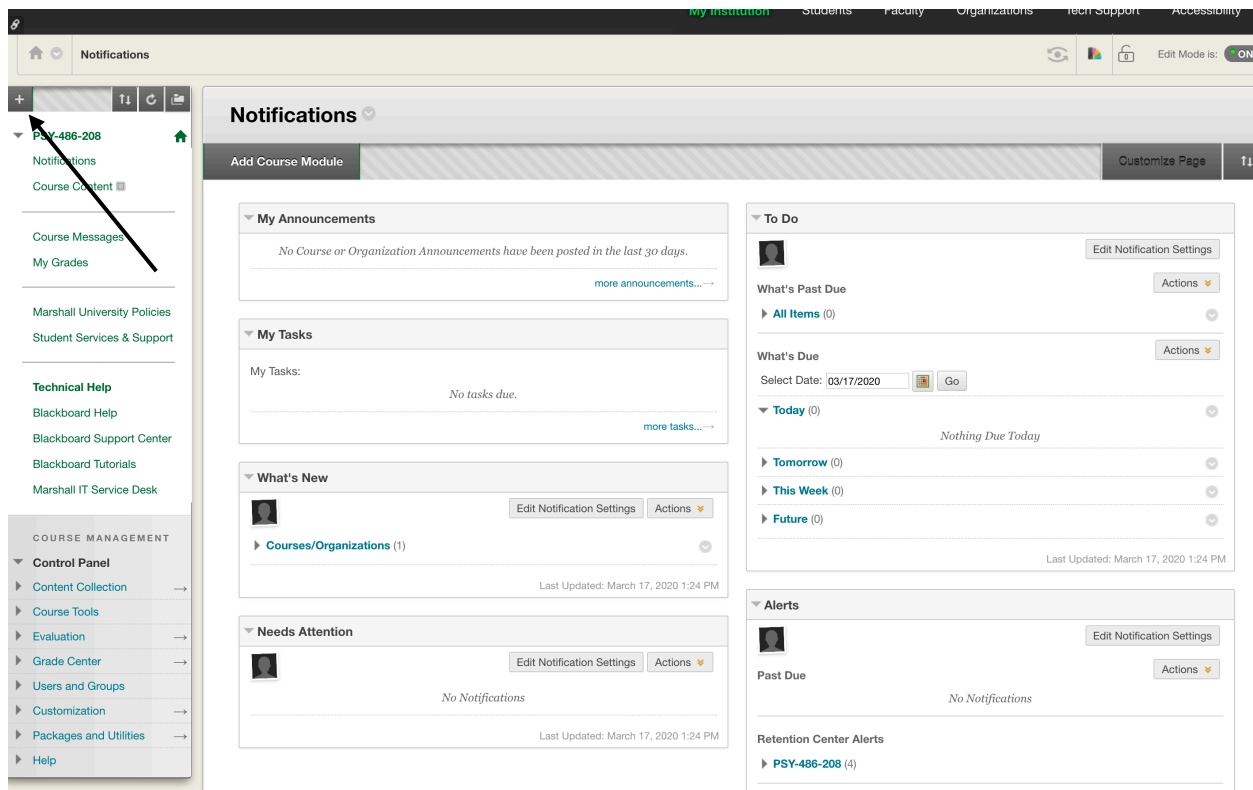
Sign in



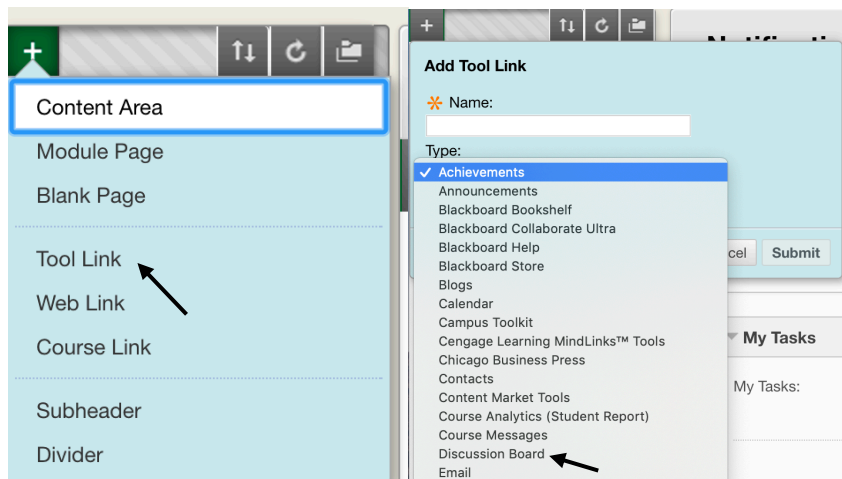
4. Open the course that you want to edit.

5. This is what your blank course should look like when you land on the "Notifications" page.

6. You want to select the “+” sign in the top left of the course menu.



7. Choose “Tool Link” and then choose “Discussion Board.”



8. Name your tool link, make it available to users, and then choose "Submit."

**Add Tool Link**

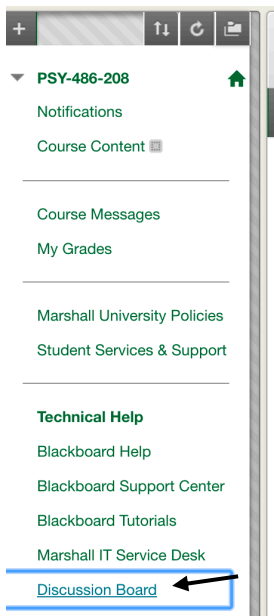
Name: Discussion Board

Type: Discussion Board

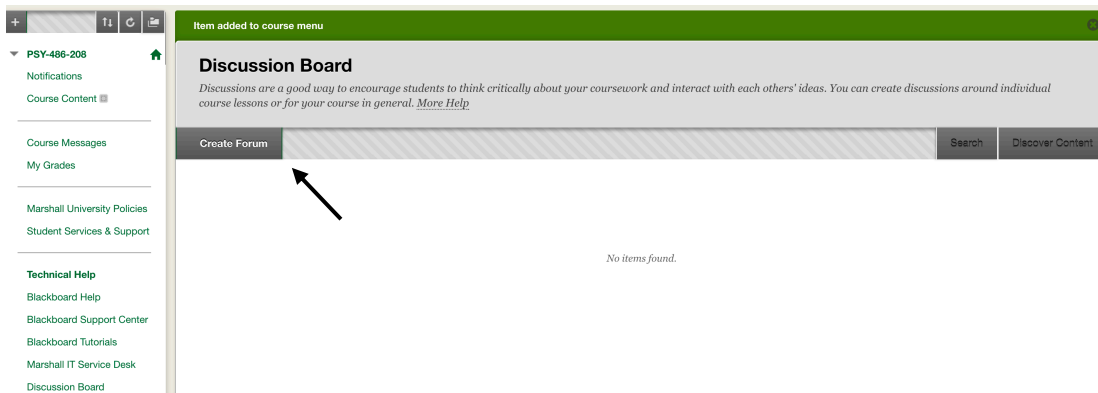
Available to Users

Cancel Submit

9. Select "Discussion Board."



10. Create Forum.



11. Create your forum in the way you want your students to interact with it. A few suggestions are included below. Think about if you want to limit when it is available, or if you want to create assignments ahead and make them available at later dates.

\*continues on the next page...

12. Do you want to be able to grade the discussion board? How many points will it be worth? Can students edit their posts? If you are going to grade it, when will it be due? Once you have all of the settings you like, choose "Submit."

**FORUM SETTINGS**

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

*If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.*

Grade


No Grading in Forum

Grade Discussion Forum: Points possible:


**This type of forum requires a specific set of options enabled. Those options were set for you:**

- Thread alignments was changed to Forum alignments

Grade Threads

Show participants in "needs grading" status  after every  Posts

Due Date



*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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Alignments

Forum alignments

Thread alignments

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

Create and Edit

Allow Anonymous Posts

Allow Author to Delete Own Posts

Allow Author to Edit Own Published Posts

Allow Members to Create New Threads

Allow File Attachments

Allow Users to Reply with Quote

Force Moderation of Posts

Additional Options

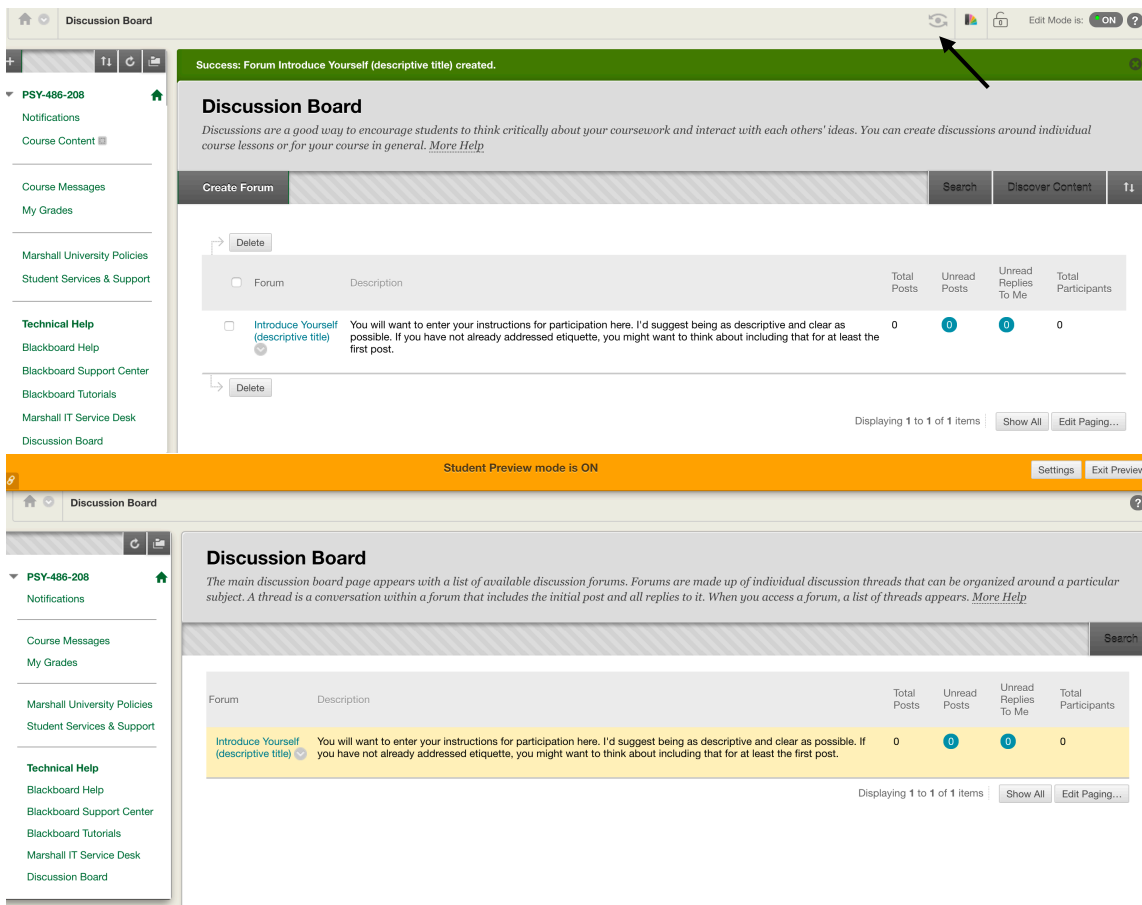
Allow Post Tagging

Allow Members to Rate Posts

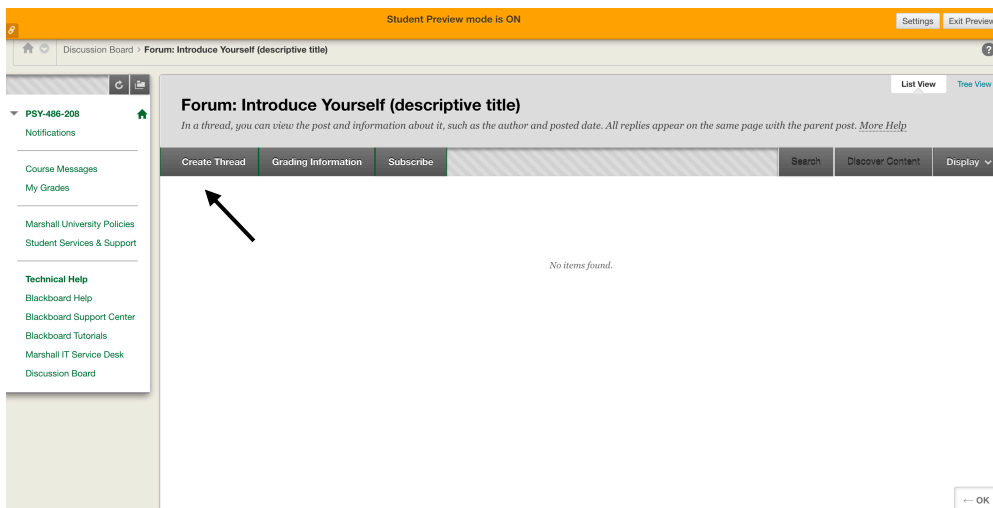
*Click **Submit** to proceed.*

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13. Please keep in mind that some of these settings may change how your students see the “Discussion Board.” I’d encourage you to enter the “Student View” to check this.



14. Students will either need to “Create Thread” or choose on to respond to. Simply clicking “OK” will not give them a chance to read or post.



15. Be sure to exit the preview mode when you are finished.