 Blackboard - Creating a Discussion

## Quick Guide for Faculty

Discussion boards are useful to give students an opportunity to engage and learn from each other in Blackboard.

## Create a link to the Discussion Board

1. Go to the course in which you want to create Discussions.
2. Hover over the plus sign on the course menu and click Tool link.
3. From the drop-down menu, click Discussion Board.
4. Name it Discussion Board and check the box to make the tool available to users.
5. The link to discussions will be on the bottom of the course menu. Hover over the Discussion Board link, hold down your mouse button and drag the link up the course menu to a better location so it will be easier for students to see.

## Creating a Discussion Forum

1. A forum is the main question or prompt that comes from you, as the instructor.
2. Go to the discussion board and click Create Forum.
3. Give the forum a name that’s specific to the activity (not just Discussion).
4. In the text area under Description, type instructions to students.
   1. Suggestions: link to videos, articles, files, websites, or give your students a question to discuss, compare, or contrast.
5. Under Forum Settings, you can choose to make the discussion a graded activity by clicking grade discussion and assigning a point value.
6. You can then choose a due date, but due date options will not appear until you have clicked “Grade Discussion.”

## Instructions for Students:

1. Alert your students that you have created a forum on the discussion board.
2. In order to respond, students should click on the link to discussion board.
3. Then, click on the specific forum that you would like to respond to.
4. Click Create New Thread.
5. In the text box, students can enter their responses. Because of known Blackboard issues, students should highlight their answer and copy it prior to hitting the Submit button. If you get booted out of Bb or your browser, you can go back into the Discussion and paste your answer so it is not lost.