

# Create a Forum on BB 9.1

**Step 1.** To create a Discussion Board/Forum access your course.

The screenshot shows a Blackboard course interface. On the left, there are sections for 'My Announcements' (with a red arrow pointing to a 'more announcements...' link), 'Internships and Job Search' (with a 'Kickstart Your Career!' banner and a search box), and 'CitizenCUNY'. On the right, the 'My Courses' section is expanded to show 'Courses where you are: Instructor'. The first course listed is '2013 Fall Term (1) CAREER 2 0244[00001] (LaGuardia Community College)', which is highlighted with a red box and a red arrow. Below it are several other courses, some marked as 'not currently available'. At the bottom of the 'My Courses' section, there is a sub-section for 'Courses where you are: Student' with one course listed.

**Step 2.** Select the **Discussions Link**

The screenshot shows a vertical navigation menu for a Blackboard course. The menu items are: Home Page, Information, Content, Discussions, Groups, Tools, and Help. The 'Discussions' item is highlighted with a red box and a red arrow pointing to it from the left.



## Step 5. Be sure to select any specific settings you may like offered to students

**3. 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:
- Grade Threads

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
  - All-posts
  - Only posts with no replies
- 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

## Step 6. Click **Submit** when finished

**4. Submit**

*Click Submit to proceed. Click Cancel to quit.*



To view the Video Tutorial for this handout access the link below.  
<http://youtube.com/LAGCCISMD>