

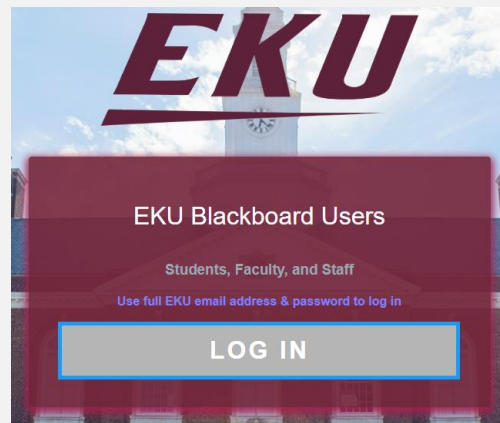
EKU ONLINE INSTRUCTIONAL DESIGN CENTER

CREATING A DISCUSSION BOARD

An essential element of any online course is that students can engage in meaningful and substantial interaction with one another, which can be facilitated through the use of Discussion Boards. These steps will walk you through the process of setting up a discussion board:

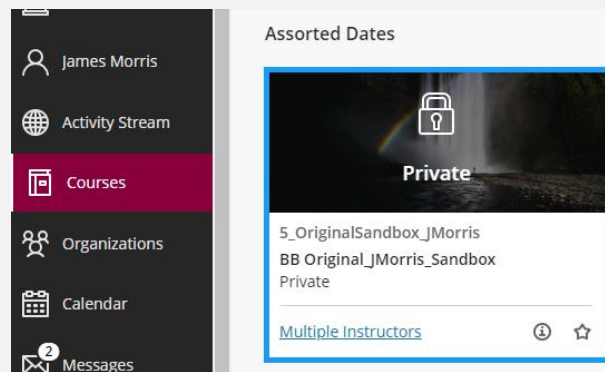
STEP 1

Log into Blackboard.



STEP 2

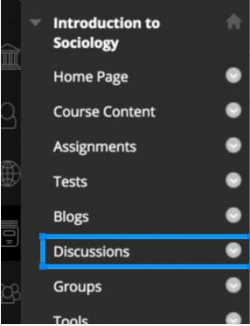
Select the appropriate course in which needs to be made available.



STEP 3

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Select the section of the course labeled Discussions or Discussion Boards.



Introduction to Sociology

- Home Page
- Course Content
- Assignments
- Tests
- Blogs
- Discussions**
- Groups
- Tools

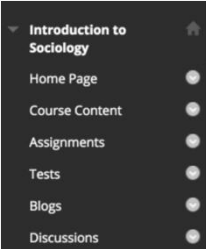
Discussion Board

Create Forum

FORUM	DESCRIPTION	TOTAL POSTS
<input type="checkbox"/> General Topics	Welcome to Introduction to Sociology. This forum contains general interest topics for discussion.	7

STEP 4

Create the Discussion by selecting Create Forum.



Introduction to Sociology

- Home Page
- Course Content
- Assignments
- Tests
- Blogs
- Discussions**
- Groups
- Tools

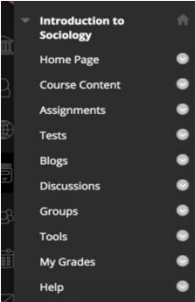
Discussion Board

Create Forum

FORUM	DESCRIPTION	TOTAL POSTS
<input type="checkbox"/> General Topics	Welcome to Introduction to Sociology. This forum contains general interest topics for discussion.	7

Step 5

On the Create Forum page, provide a name.



Introduction to Sociology

- Home Page
- Course Content
- Assignments
- Tests
- Blogs
- Discussions
- Groups
- Tools
- My Grades
- Help

Create Forum

* Indicates a required field.

FORUM INFORMATION

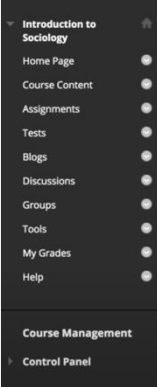
* Name

Description

Rich text editor toolbar with options like Paragraph, Arial, 12pt, Bold, Italic, Underline, Link, Unlink, etc.

Step 6

Add instructions or a description that acts as a prompt in the Description box.



Introduction to Sociology

- Home Page
- Course Content
- Assignments
- Tests
- Blogs
- Discussions
- Groups
- Tools
- My Grades
- Help

Course Management

- Control Panel

Create Forum

* Indicates a required field.

FORUM INFORMATION

* Name

Description

Rich text editor toolbar with options like Paragraph, Arial, 12pt, Bold, Italic, Underline, Link, Unlink, etc.

Path: p Words: 0

EKU ONLINE INSTRUCTIONAL DESIGN CENTER

Step 7

In the forum availability section select Yes to make the forum available to users or you can set forums to start and stop displaying on a specific date and time.

FORUM AVAILABILITY

Available Yes No

Enter Date and Time Restrictions

Display After

Display Until

Step 8

Forum settings are grouped into related areas on the page making it easier to scan and select options.

Viewing Threads/Replies Standard View
 Participants must create a thread in order to view other threads in this forum.

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
 Allow Author to Edit Own Published Posts
 Allow Members to Create New Threads
 Allow File Attachments
 Allow Users to Reply with Quote

Step 9

At the bottom right, click on the *Submit* button.

Cancel **Submit**