

WHY WOULD YOU USE THIS FEATURE?

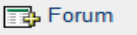
Instructors may add a Forum to a course to facilitate discussion on a particular topic. Forums are an asynchronous form of communication. Forums can appear throughout a course, in any area where an instructor chooses. If an instructor has created groups within their course, each group may have a private Discussion Board with Forums available only to those users that are part of the group and the instructor. All Forums that are not part of a group are accessible from various points in the course or by going to the Discussion Board links.

HOW TO USE THIS IN A BLACKBOARD CLASS

To Add a Forum:

- 1) Access the Control Panel within your course
- 2) Click Discussion Board
- 3) Click the Discussion Board Course Link (it will be in blue font and underlined, located on the left side of the screen under “Discussion Board”)



- 4) Click +Forum 
- 5) Enter a Name for the Forum in the text box next to “Name”
- 6) *Optional:* You can enter a description for the Forum in the text box below “Description”
- 7) Under Forum Availability:
 - a. Choose “Yes” next to available to make the forum visible to students or choose “No” to make it not visible to students
 - b. *Optional:* Choose date and time restrictions
- 8) Select any Forum Settings you wish to apply:
 - a. **Allow anonymous posts** – Allow students to make anonymous post
 - b. **Allow author to remove own posts** – Allow authors to remove their own posts.
 - c. **Allow author to modify own published posts** – Allow author to edit their own published posts. A published thread is available to users.
 - d. **Allow post tagging** – Allow tags to be added to messages on the Forum. Tagging allows instructors to “tag” a Post with the key topics one might find in it. For example, you might Tag any Posts that contain the topic “UTC Sports”. Different from Search, tagging pulls the posts that discuss the topic but doesn’t necessarily contain the actual words. For faster Discussion Board page loading, do not allow message tagging. (Also see How To on Forum Moderation)
 - e. **Allow users to reply with quote** – Allow users to include the text of the original message in any replies to that message. This is enabled by default.
 - f. **Allow file attachments** – Allow files to be attached to messages within the Forum.
 - g. **Allow members to create new threads** – Allow Forum members to create new threads in the Forum. (Also see Adding a Thread)
 - h. **Subscribe** – Allows users to select a button that tells Blackboard to notify them by email each time a new Post is added to a Thread or Forum. By checking this

box in Forum Settings a button will appear on the Forum page or in the Thread detail for students to elect to use the feature. (Also see How To on Forum Moderation)

- i. **Allow members to rate posts** – Enable Forum members to rate individual posts. Users can rate posts in the Forum on a scale of 1-5 stars as a form of peer review.
 - j. **Force moderation of posts** – Require that all messages are reviewed before they are posted to the Forum.
 - k. **Grade** – Once Grading has been enabled, a Grade Center Item is created and all the advanced management features that can be applied to the item should be managed from the Grade Center. (Also see How To on Advanced Group Management)
 1. **No grading in Forum** – No grading
 2. **Grade Forum** – Select Grade Forum to evaluate participants on performance throughout the Forum.
 3. **Grade Threads** – Select Grade Threads to evaluate participants on performance in each thread. Keep in mind that users cannot create new threads if Grade Threads is selected for the Forum.
- 9) Click Submit when you are done

Name

Description

Path: [body](#)

2 Forum Availability

Available Yes No

Choose date and time restrictions

<input type="checkbox"/> Display After	<input type="checkbox"/> Display Until
<input type="text" value="Jan"/> <input type="text" value="28"/> <input type="text" value="2009"/> <input type="text" value="09"/> <input type="text" value="25"/> <input type="text" value="AM"/>	<input type="text" value="Jan"/> <input type="text" value="28"/> <input type="text" value="2009"/> <input type="text" value="09"/> <input type="text" value="25"/> <input type="text" value="AM"/>

3 Forum Settings

Allow anonymous posts

Allow author to remove own posts

All posts

Only posts with no replies

Allow author to modify own published posts

Allow post tagging

Allow users to reply with quote

Allow file attachments

Allow members to create new threads

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

Allow members to rate posts

Force moderation of posts

Grade No grading in forum

Grade Forum: Points possible:

Grade threads

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field