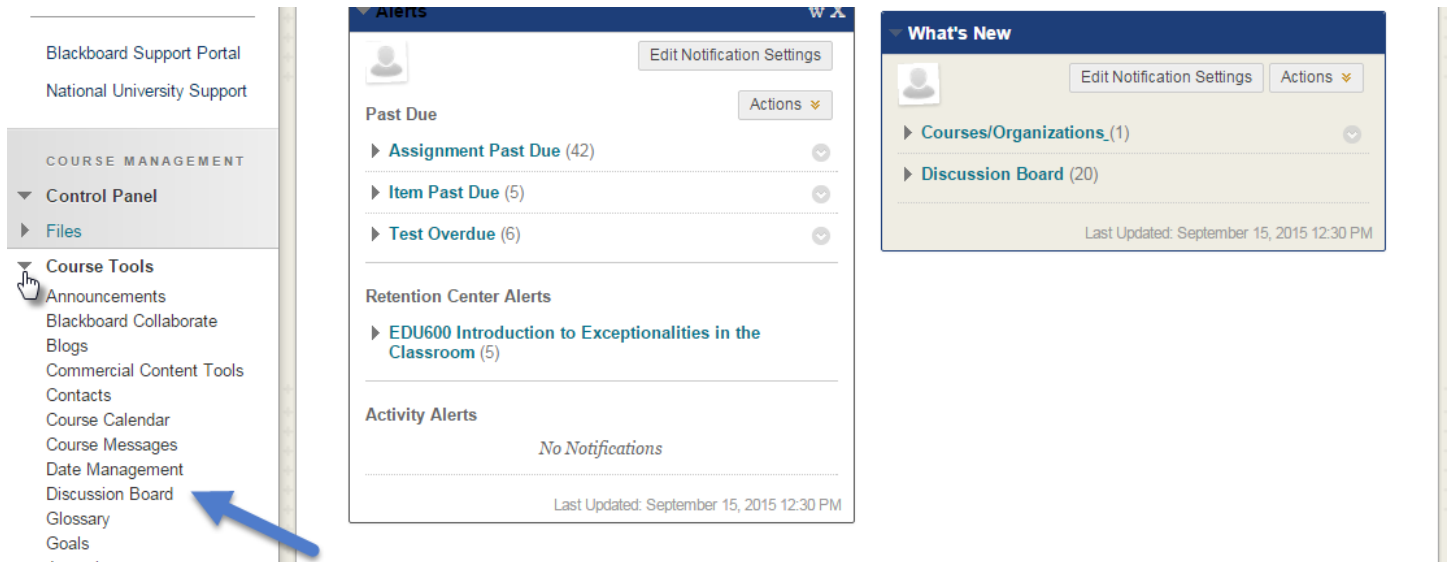




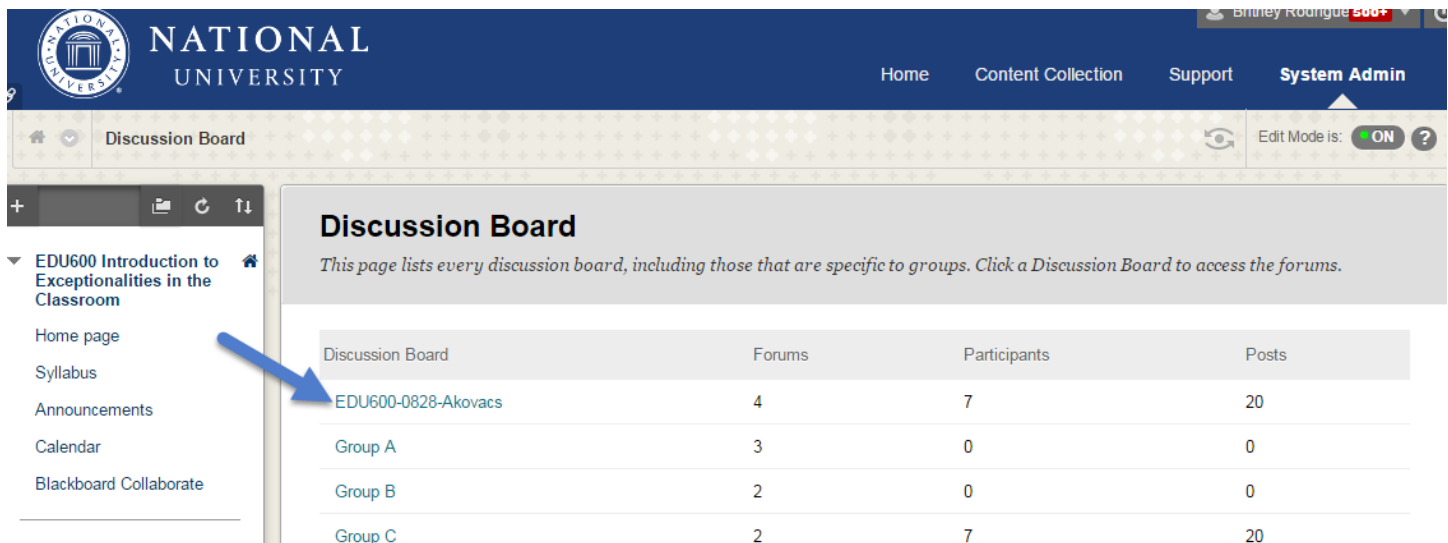
Job Aid Objective: This job-aid will provide faculty with the step-by-step instructions on how to create and link discussion boards in the weekly content areas.

Creating a Discussion Board

Step 1: Once you have entered your course, navigate the **Course Management** panel along the bottom of the left-hand navigation. Click on **Discussion Board** from the **Course Tools** dropdown menu.

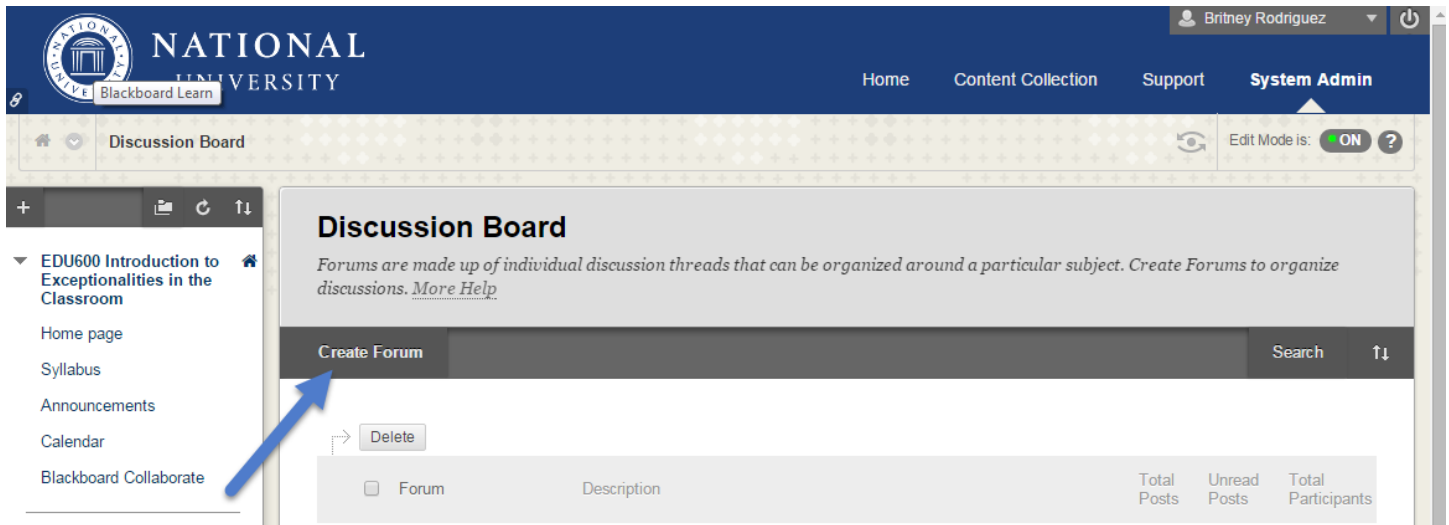


Step 2: From the Discussion Board page, click on the course title.

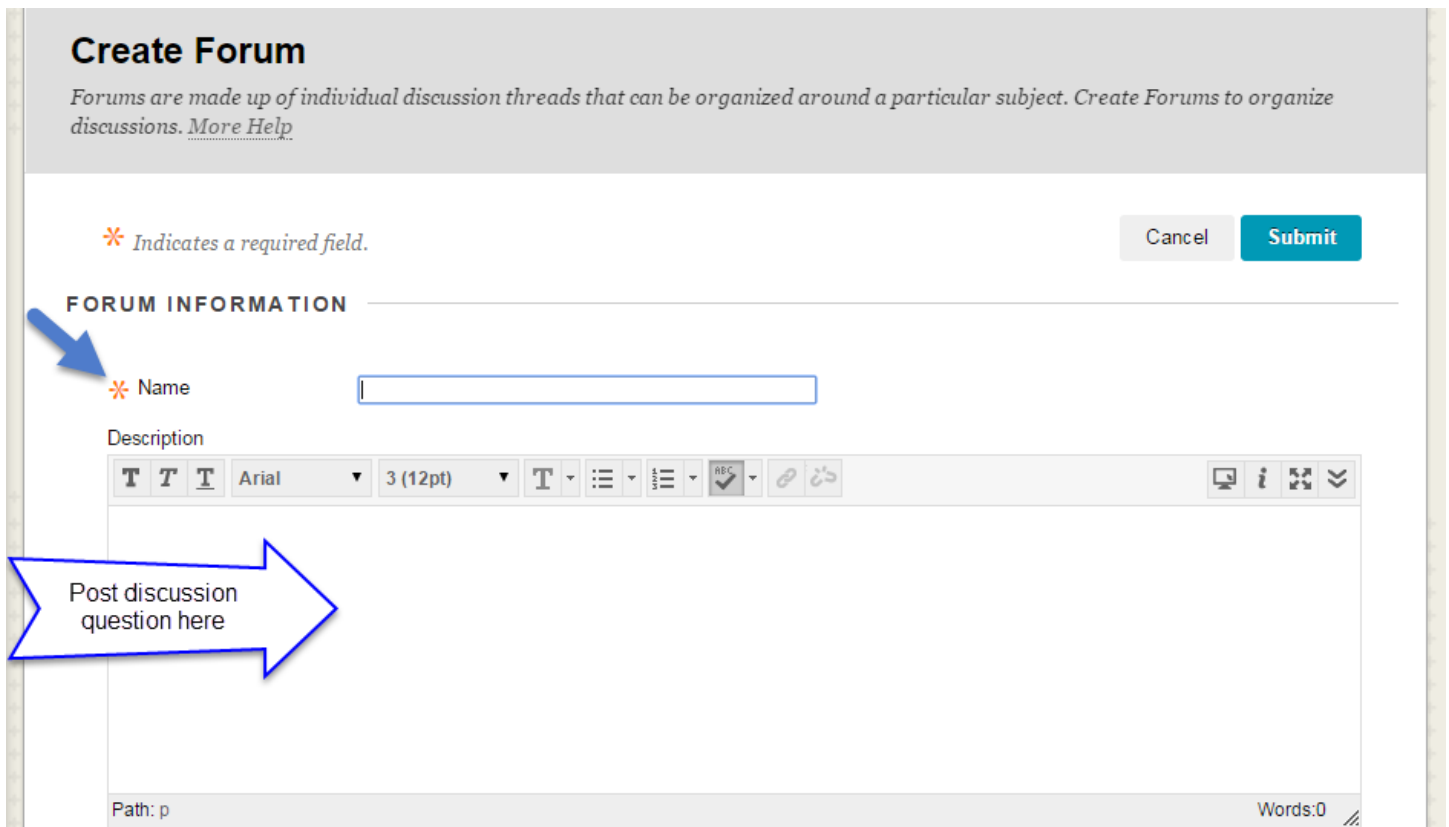




Next, click Create Forum.



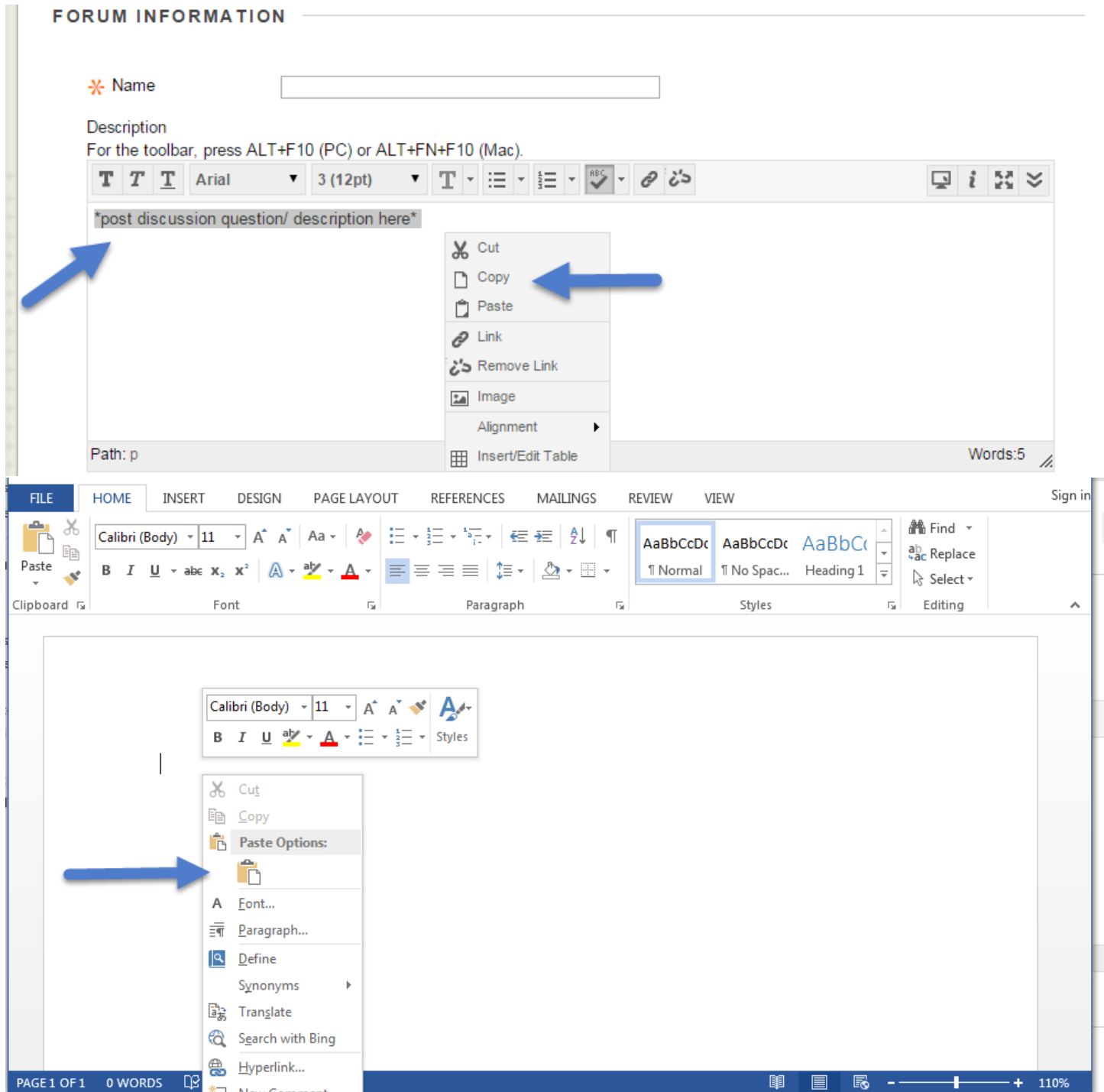
Step 3: Enter a name for the discussion and the discussion question and/or description.





Note: You may want to copy and paste your discussion question in a word document to refer back to later. You will need to post the question again in Step 3 of Linking Discussion Boards.

How to Copy and Paste: Step 1- Highlight the text you want to copy. Step 2- Right click on your mouse. Step 3- Click **Copy**. Step 4- In a new, blank word document, right click your mouse again. Then, select your **Paste Options**.







Step 4: Be sure to mark **Yes** to make the discussion board available to students. Optional: Enter the Date and Time Restrictions.



FORUM AVAILABILITY

Available Yes No

Enter Date and Time Restrictions

Display After   ←

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

Display Until   ←

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

Next, select Forum Settings based on your specific needs. Once you have selected all of your forum settings, click **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:

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



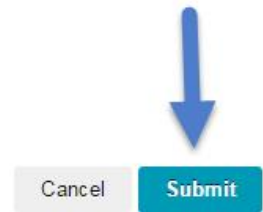
Create and Edit

- 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
- Force Moderation of Posts

Additional Options

- Allow Post Tagging
- Allow Members to Rate Posts

Click **Submit** to proceed. Click **Cancel** to go back.



Linking Discussion Boards

Step 1: In the left-hand navigation, select the week where you want to link the discussion board. Next, hover over **Tools** and click **Discussion Board**.

The screenshot shows the Blackboard interface for National University. The top navigation bar includes the university logo, name, and user profile (Britney Rodrigue 500+). The main content area is titled "Week One" and contains a navigation menu with "Build Content", "Assessments", "Tools", and "Partner Content". The "Tools" dropdown menu is open, showing options like "Discussion Board", "Blogs", "Journals", "Wikis", "Groups", "Tools Area", "Blackboard Collaborate", and "Kaltura Media". A blue arrow points to the "Discussion Board" option. In the left-hand navigation, the "Week One" item is highlighted with a blue arrow.



Step 2: Mark the Link to Discussion Board Page box. Then, click Next.


Create Link: Discussion Board

Adding a link to a Discussion Board forum places the forum in the Content Area. This creates a streamlined experience where users interact with each other in the same area where they discover content. A link can connect to an existing forum or a new forum can be created and linked. [More Help](#)

Cancel **Next**

CREATE LINK: DISCUSSION BOARD

Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new Discussion Board forum. Creating a link to a forum here and making it hidden will make the forum hidden as well.

Link to Discussion Board Page 

Select a Discussion Board Forum

Select a Discussion Board Forum

---Select forum below---

- Week Four Discussion Board
- Week One Discussion
- Week Three Discussion Board
- Week Two Discussion

Create New Forum

Note: Selecting the Link to Discussion Board Page option will route students to the discussion board itself. Marking the Select a Discussion Board Forum option will route students directly to the specified discussion forum.



Step 3: Enter a name for the link. In the text box, you will want to include the discussion question you copied and pasted from earlier in step 3 of Creating a Discussion Board.

Note: Our recommendation is to include the following line at end of your text to inform the student of the next step for accessing the discussion board: To answer this particular question, click the link above. Once you are in the forum, click the “Create Thread” button to view the question again, as well as, create and submit your answer. See image below.



Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

T T T Arial 3 (12pt) **T**

* discussion question here*

To answer this particular question, click the link above. Once you are in the forum, click the "Create Thread" button to view the question again, as well as, create and submit your answer.

Path: p Words:36

Step 4: Under **Available**, select **Yes** to ensure the link is accessible by students. Optional: By marking **Yes** in **Track Number of Views**, you can track the number of times the link is viewed, when it is viewed, and by whom. Select **Display After** and/or **Display Until** to enable date and time selections.

OPTIONS

Available Yes No

Track Number of Views Yes No

Date Restrictions

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

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

*Click **Submit** to proceed. Click **Cancel** to go back.*

Once you have selected your preferences, click **Submit**.