

Setup a Blackboard Discussion

The Discussion Board tool can be used to hold asynchronous, threaded discussions. You must first create one or more Forums before students can start their discussion threads.

1. Open your Blackboard course and click on **Discussions** in the *Course Menu*.
2. On the *Discussion Board* page, click **Create Forum**.
3. Enter a title in the **Name** field and the discussion question or topic in the **Description** field.

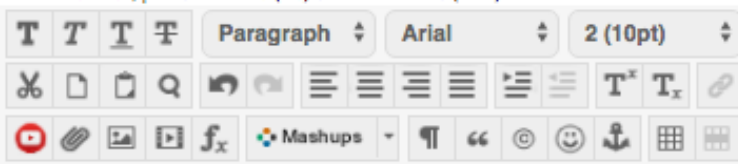
Students see the Description next to the Forum name on the Discussion Board page.

FORUM INFORMATION

Name

Description

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



4. Set the **Forum Availability**. If you want the discussion to be open only during a specific date range, use the *Date and Time Restriction* fields to limit availability for students.

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.

5. Select the [Forum Settings](#) based on your specific needs.
6. Click **Submit** to finish.