From your Home Page, Select Tools.

**Tools**

- **Announcements**
  Create and view Course Announcements.

- **Blackboard Help for Students**
  Open Blackboard Help in a separate window.

- **Blogs**
  Create and manage blogs for Courses and Course Groups.

- **Calendar**
  Track important events and dates through the Calendar.

- **Cengage Learning MindLink**
  Access Cengage Learning MindLink for this course.

- **Collaboration**
  Create and manage Virtual Classroom and Chat sessions.

- **Contacts**
  Instructors can post contact information about themselves and others.

- **Discussion Board**
  Create and manage Forums within the Discussion Board.

- **Glossary**
  View a list of important terms and their definitions.

- **Groups**
  Create and manage formal groups of students to collaborate on work.

- **Journals**
  Create and manage journals that can be assigned to each user in a group for the purposes of private communication with the instructor.

- **Roster**
  View a list of users enrolled in the Course.

- **Send Email**
  Send email messages to different types of users, system roles, and groups.

- **Tasks**
  Use tasks to keep track of work that must be completed. Each Task has a status and a due date.

- **Wikis**
  Create and manage wikis for Courses and Course Groups.
Select Discussion Board.

Select Create Forum. Enter a Subject for your discussion, add a description, click Yes for availability. Note the Forum Settings and adjust as desired. 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. These options will be set for you automatically.

Grade
- No Grade in Forum
- Grade Discussion Forum: Points possible
- Grade 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

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.