Start a discussion thread (Forum)

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 MindLinke
  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.
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 Grading 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.*