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 MindLinker 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.

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

**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.*