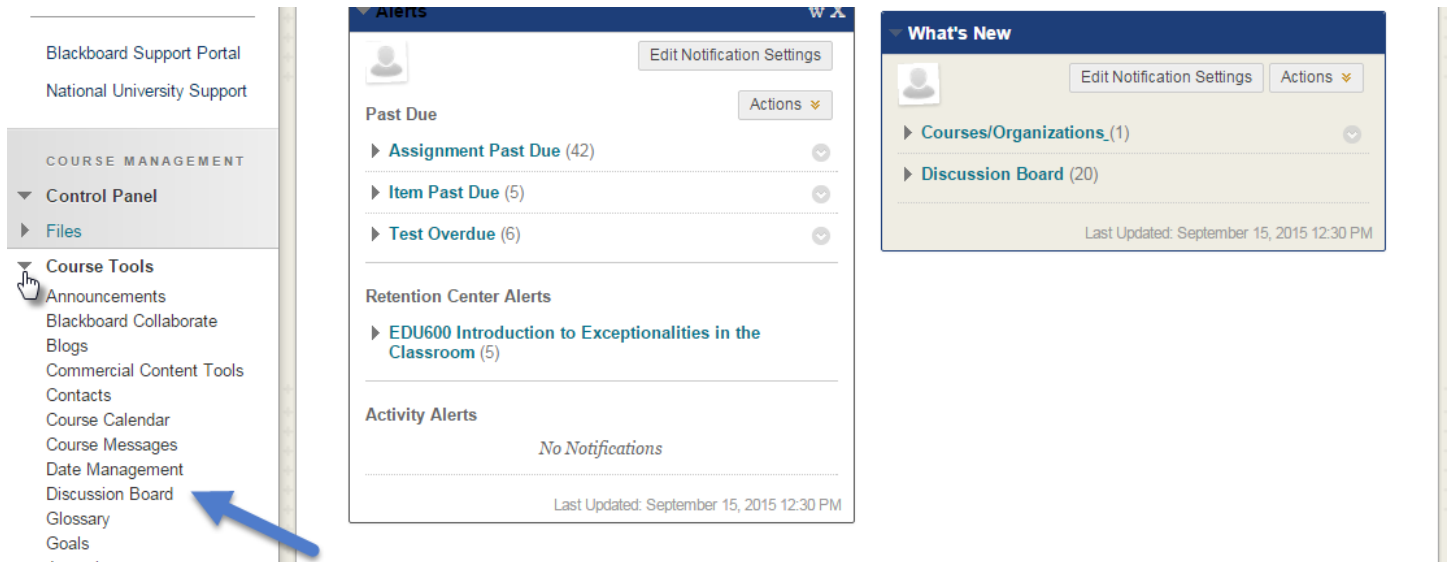




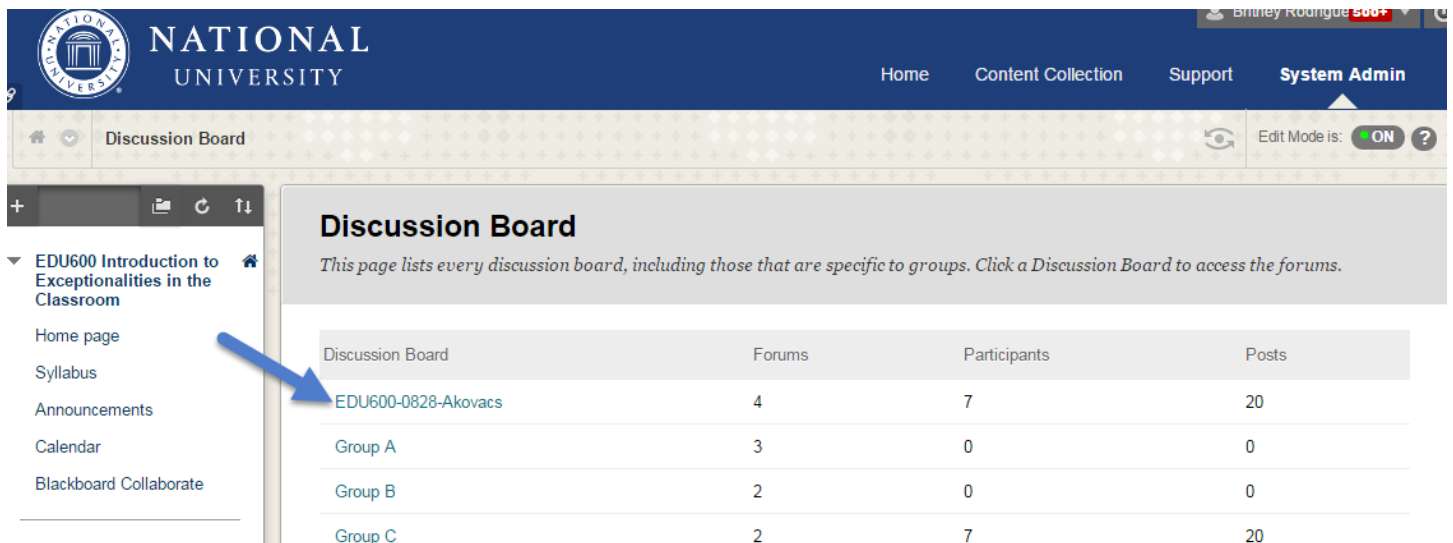
Job Aid Objective: This job-aid will provide faculty with the step-by-step instructions on how to create and link discussion boards in the weekly content areas.

## 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.

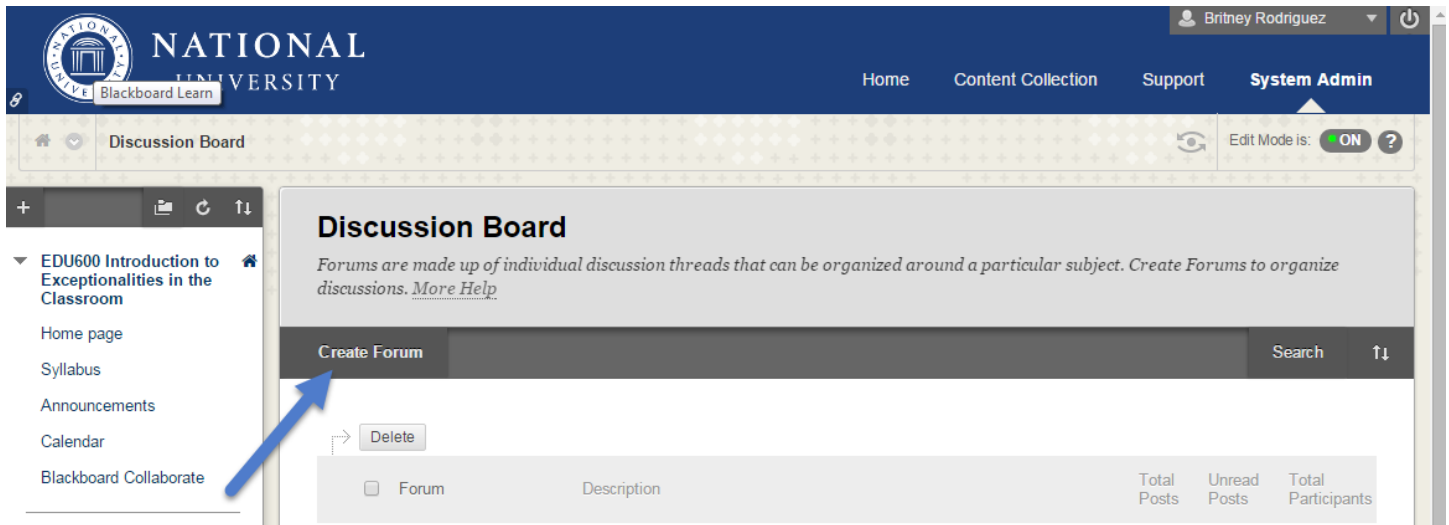


Step 2: From the Discussion Board page, click on the course title.

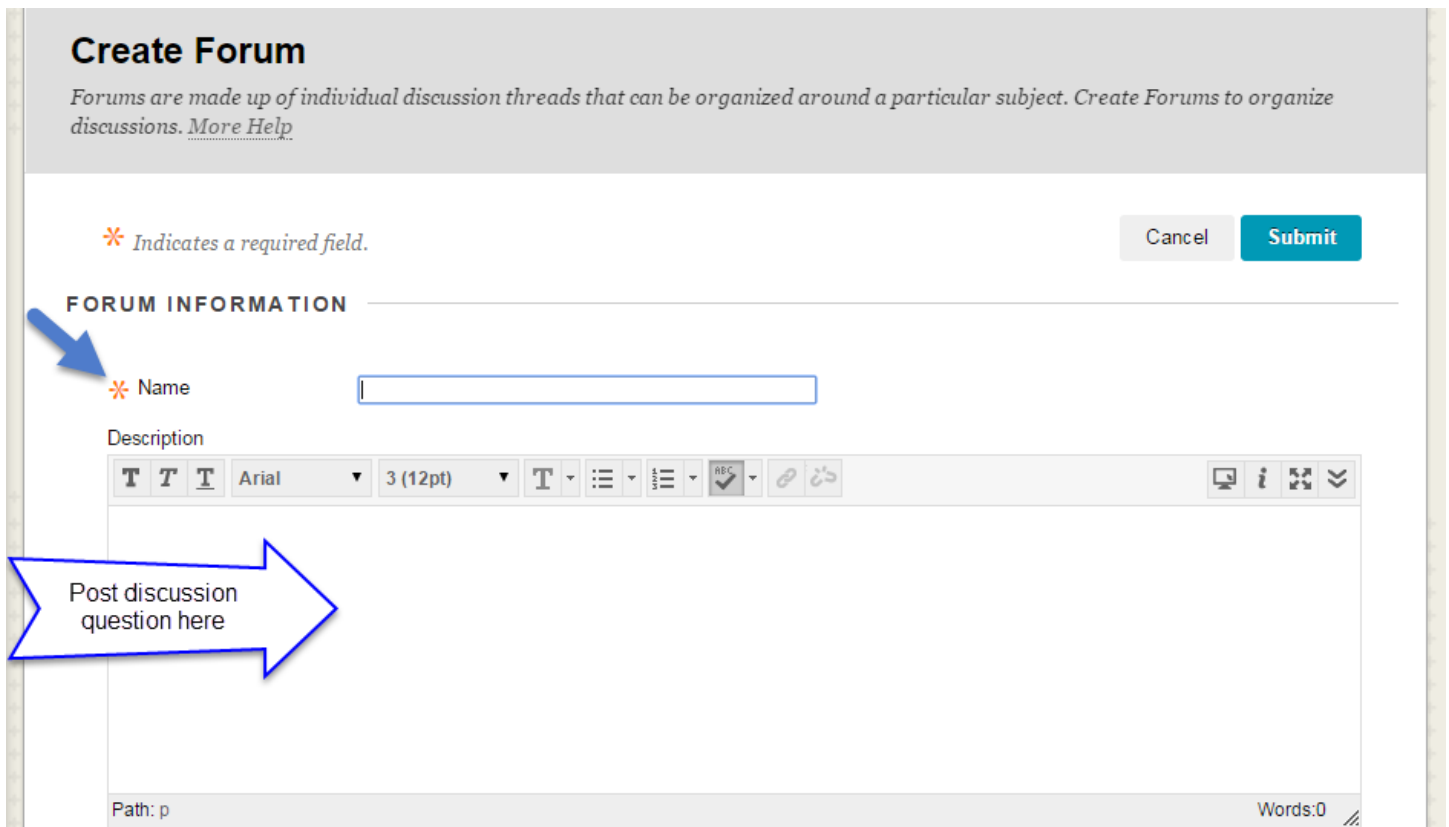




Next, click Create Forum.



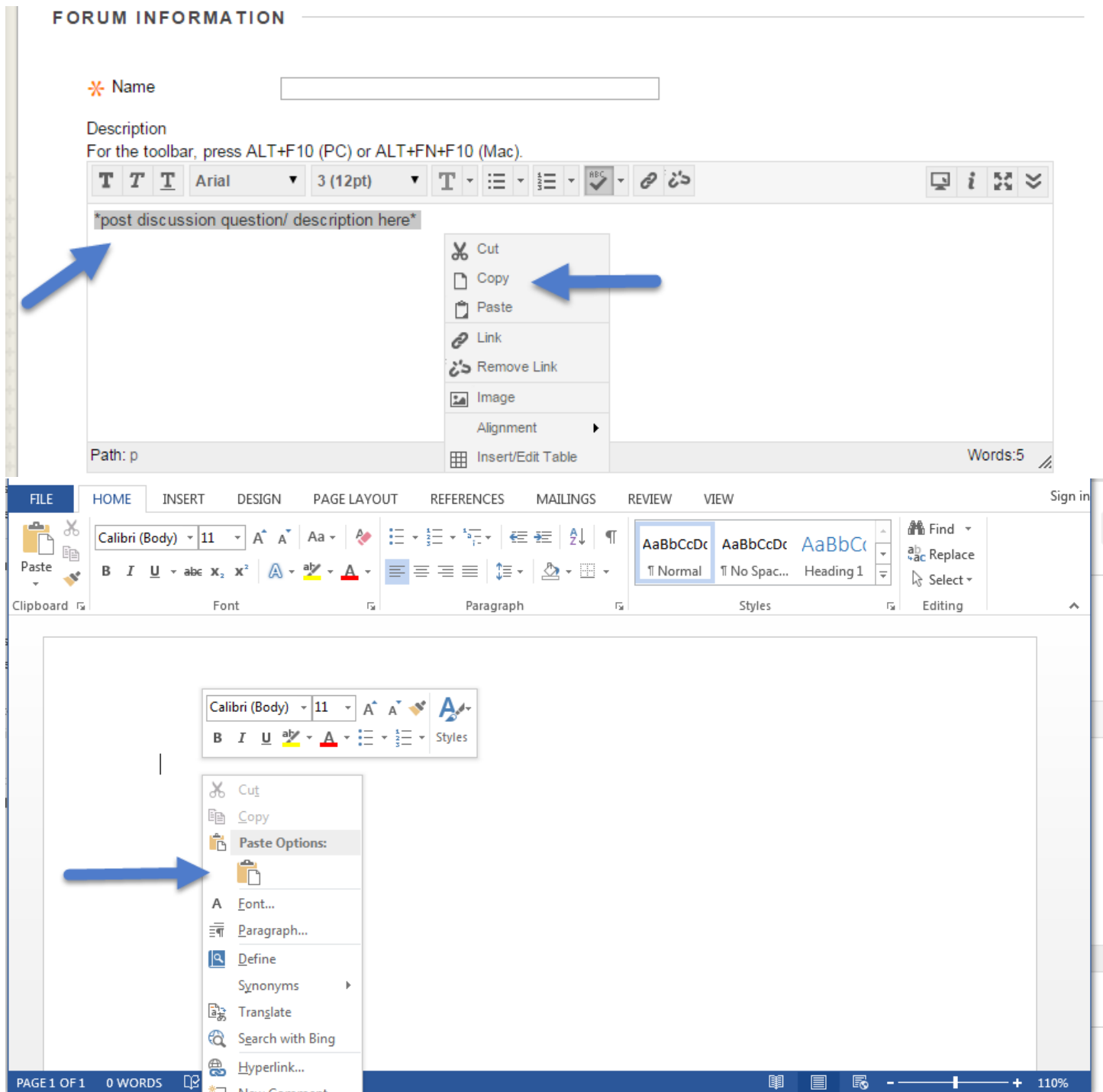
Step 3: Enter a name for the discussion and the discussion question and/or description.





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**.







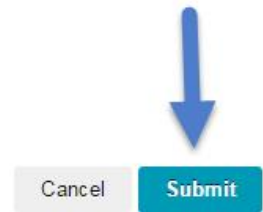
Create and Edit

- 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 LMS 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 'Tools' dropdown menu. The 'Tools' 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 menu, 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**.