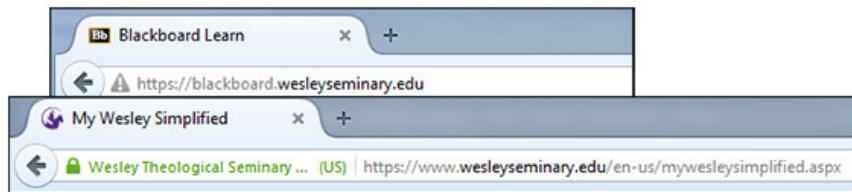


## Creating a Discussion Forum

A **forum** is an area of the discussion board where participants discuss a topic or a group of related topics. Within each forum, users can create multiple threads. A **thread** includes the initial post and all replies to it. You can create forums to organize discussions into units or topics relevant to your course.

1. Navigate to Blackboard then enter your username and password.

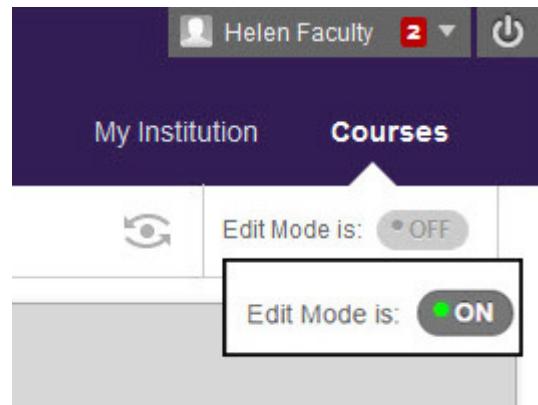
You can do this either through  
[MyWesley](#) or  
[blackboard.wesleyseminary.edu](#)



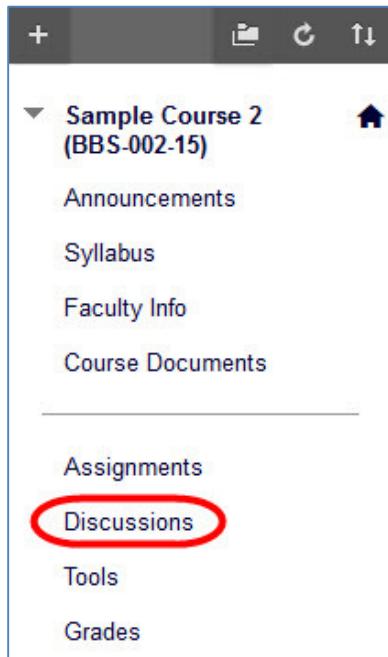
2. Enter your course.



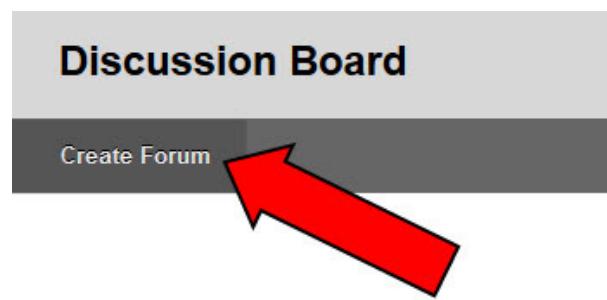
3. Make sure Edit Mode is On.



- 
4. Click Discussions in the Course Menu.



- 
5. Click Create Forum



- 
6. Name the Forum and write directions or a question for students in the Description box.

You will want to name your forum in a way that follows a pattern. For example, Week One Discussion.

Note: If this is the first posting, you may want to include instructions for students on how to create a thread in the Discussion Board.

---

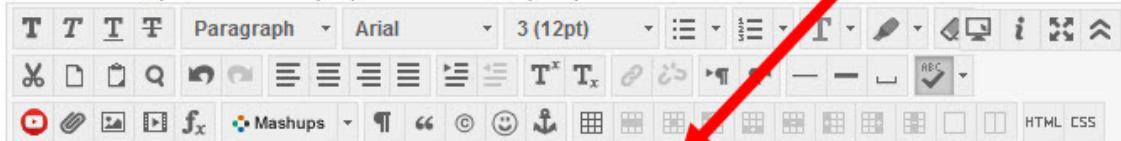
#### FORUM INFORMATION

\* Name

Week One Discussion

Description

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



Explain the importance of the complex factors at work in the historical context for understanding Jesus, Paul or Peter.

Refer to the week's reading and video to answer the question. To respond, click Create Thread in the upper left. Please see rubric for grading criteria.

---

- 
7. To make the Forum available to students, select the radio button next to Yes.

You may also enter date and time restrictions here if desired.

#### FORUM AVAILABILITY

---

Available

Yes  No

Enter Date and Time  
Restrictions

<input type="checkbox"/>	Display After	<input type="text"/>		<input type="text"/>	
<input type="checkbox"/>	Display Until	<input type="text"/>		<input type="text"/>	

- 
8. For Viewing Threads/Replies, there are two options:

-Standard View allows students to enter the forum and view other posts at any time.

-Participants must create a thread in order to view other threads means students will be unable to see or respond to other threads before posting their own.

It is recommended that instructors use the second option for academic integrity.

#### FORUM SETTINGS

---

Viewing  
Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

- 
9. Select your Grading option. If you plan to grade the Forum, Type in a number for the maximum points possible for the assignment.

This number should be an easy number for you grading wise if you are not using a rubric. Generally, we recommend using 100 or 10.

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

- 
- a. If you are grading, leave the box checked next to Show participants in "needs grading" status after 1 post. This will allow the system to notify you when posts are ready to be graded.

Show participants in "needs grading" status after every  Posts

Due Date

06/25/2016 11:59 PM

- b. Check the box next to Due Date. You can add a date by typing it in, or by using the calendar icon to select a date. Once a date is selected, the system requires a time.

There is no specifically recommended time.

Show participants in "needs grading" status after every  Posts

Due Date  06/25/2016 11:59 PM

- c. If you are using rubrics, click on Add Rubric.

It is always recommended that you create rubrics prior to creating the discussion forum.

Click Select Rubric.

Associated Rubrics

Name	Type	Date Last Edited
Alignments	Add Rubric	

Associated Rubrics

Select Rubric	Edited
Create New Rubric	
Create From Existing	

- d. Select a rubric that you would like to use to grade the discussion forum.

Again, rubrics are an option – not a requirement.

### Select Rubrics

Name WTS Discussion Rubric

- e. Your rubric will show with details about grading and visibility to students.

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
WTS Discussion Rubric	Used for Grading	Mar 9, 2016 1:00:57 PM	No

10. Students may be permitted to subscribe to an entire forum or to specific threads within a forum. When subscription is enabled, Blackboard sends out email alerts whenever a new post or a reply to an existing post occurred.

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

You can decide whether to have the subscription email contain the text of the post or a link to the post/reply.

*(NOTE: Individuals decide for themselves when they want to subscribe to a forum or thread. Subscribing does not impact other users in the forum.)*

11. Under Create and Edit, leave the defaults unchecked and checked, except Allowing File Attachments. Uncheck the box next to Allow File Attachments.

Blackboard does not have virus protection, and when students upload a file instead of writing directly into the text editor it complicates grading for you.

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

12. Post Tagging allows users to tag posts with their own comments. In any forum, you can tag a post by clicking on the flag icon next to it.

Rating posts means that each post will get five little stars in the upper right that users can select to give feedback on how well liked or not another person's post was.

Additional Options

- Allow Post Tagging
- Allow Members to Rate Posts

13. When you are satisfied with the forum set up, click Submit.

Cancel

Submit



*If you have any questions or problems, please contact Blackboard Support at extension 6091, 202.885.6091, or email us at [edtech@wesleyseminary.edu](mailto:edtech@wesleyseminary.edu)*

---