

How to: Build a Discussion Forum

Using UB Learns - Original Course View

Accessing the discussion board

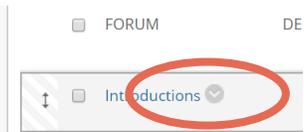
- On the left navigation bar in your course, there is likely a *Discussion Board* tab.
- You can also locate this feature by clicking the *Tools* tab, then *Discussion Board*.

Building a new discussion forum

1. On the *Discussion Board* page, click *Create Forum*.
2. Name the forum and write a description of the assignment. Be sure to include questions students should be answering as well any requirements for the assignment.
Note: You can include images, videos, hyperlinks and attachments within the description text box. However, this is optional.
3. Choose the forum settings such as due date, possible points, sharing options, etc.
4. Click *Submit* when finished.

Editing discussion forums

- With *Edit Mode* turned on, you can reorder forums by hovering over the item. Arrows will appear on the left hand side that will allow you to drag the forum to the desired location.
- To edit a forum or add additional information, click the gray circle next to the forum name. Then select *Edit*.



Student directions

- When students select a discussion forum, they will see other students' posts if you have chosen *Standard View*.

Note: If you would like students to post an original response prior to viewing their peers' responses, select this feature in the individual forum settings.

Viewing

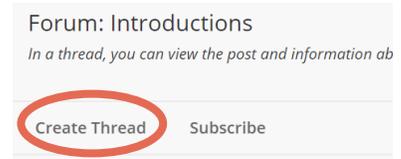
Threads/Replies

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. Those options will be set for you automatically.

- For students to start an original post, they click *Create Thread*.
- This will open a text box that allows them to type responses, embed images, provide links or resources, attach files, etc.
- When finished, students will select *Submit*.
- After returning to the main forum, students can respond to others by selecting a peer's post and clicking *Reply*.



Managing discussion forums

- The main discussion board page will list the available forums as well as the number of responses and total participants.
- Here you can review responses and reply to students' posts, if desired.

Discussion Board

Discussions are a good way to encourage students to think critically about your coursework and interact with each others' ideas. You can create discussions around individual course lessons or for your course in general. [More Help](#)

Create Forum

Search

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL PARTICIPANTS
<input type="checkbox"/> FORUM					
<input type="checkbox"/> Introductions	Please write an original post and respond to others. Share the following: <ul style="list-style-type: none"> • Your department • Courses you teach • Years at UB • Reasons for taking this academy 	15	1	1	6

Note: To write an original post, click "Create Thread." To respond to others, chose their post and click "Reply" at the bottom.

Additional Resources

[Discussion Boards – UB Learns for Faculty](#)

[Use Discussions – Blackboard Help](#)

[Grade Discussions – Blackboard Help](#)