

Create a Blackboard Discussion Forum

Blackboard's Discussion Board tool can be used to hold asynchronous, threaded discussions online. You must first create one or more Forums before students can start their discussion threads.

1. Open your Blackboard course, and on the *Course Menu*, click on **Discussions** on the Course Menu.
2. On the Discussion Board page, click **Create Forum**.
3. Enter a title in the **Name** field and the discussion question or topic in the **Description** field.

FORUM INFORMATION

Name

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

Note: Students see the Description next to the Forum name on the Discussion Board page.

4. Set the **Forum Availability**. If you want the discussion to be open only during a specific date range, use the *Date and Time Restriction* fields to limit availability for students.

FORUM AVAILABILITY

Available Yes No

Enter Date and Time Restrictions

Display After 03/19/2019

Display Until 03/20/2019

5. Select the [Forum Settings](#) based on your specific needs.
6. When you are finished click **Submit**.