

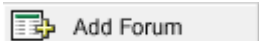
Blackboard 6: Adding a Discussion Board Forum 6 Steps

- Announcements
- Course Information
- Staff Information
- Course Documents
- Assignments
- Communication
- Discussion Board**
- External Links
- Tools
- Syllabus
- Books

This Step-by-Step explains the procedures for adding a Discussion Board Forum in Blackboard 6.

This Step-by-Step assumes that the user has already accessed the proper course.

1.) Click on the “Discussion Board” button at the side of your screen or click the "Communication" button and find the "Discussion Board" link.

2.) Click “Add Forum” 

3.) Type the title in the text field labeled “Title” and the description in the text field labeled “Description”

Title

Description

Smart Text Plain Text HTML

4.) You may change the settings of the forum by selecting or deselecting the desired options.

Forum Settings:

- Allow anonymous posts.
- Allow author to modify message after posting.
- Allow author to remove own posted messages.
- Allow file attachments.
- Allow new threads.

5.) To make edit a persons access select their name and click the appropriate option.

Fessler, Brad (bsfessle)	↑		
A Fessler, Brad (bsfessle_i)	⋮	MODERATE	NORMAL
A SID, Stu Inst Designer (sidbbadmin)	↓	BLOCK	UNBLOCK

6.) Click “Submit” 