

Blackboard: Creating Discussion Forums for Student Questions

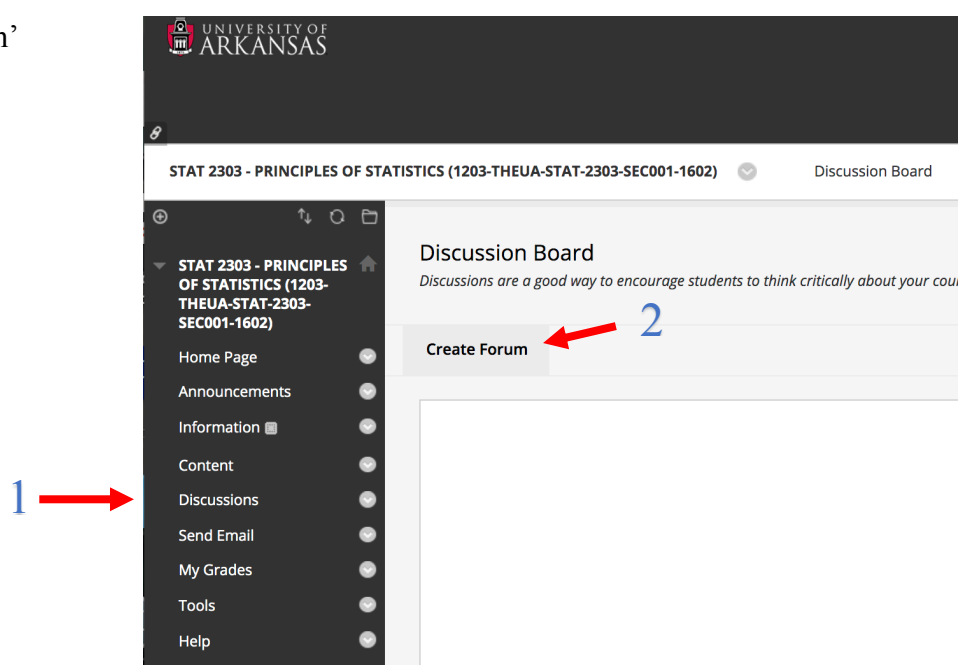
Note: *If your course is small, you can consider answering all questions via email.*

First things first! Log into <https://learn.uark.edu/>

On the first page you encounter, look under ‘My Courses’ at ‘Spring 2020 [1203]’ course listings and click on the course where you would like to grade uploaded assignments/assessments

1. Click on the ‘Discussions’ tab
 - a. I would suggest creating a general discussion forum for student questions as well as individual discussion forums for specific assignments
 - b. Make sure to communicate with students about the type of questions you will allow in discussion forums and the type of questions you will **not** allow

2. Click on ‘Create Forum’



3. Enter all of the relevant forum information (e.g., Name, Description, Availability, etc.)
**Shown on the next page*
4. Then click ‘Submit’
5. And you are done! Confirm, confirm, confirm!

You should receive a ‘Success’ message in a purple bar after submitting.

You can also enter ‘Student Preview’ mode to make sure everything worked out the way you would like.

Questions? Email me! sewrob@uark.edu OR Check out <https://tips.uark.edu/> for all things!

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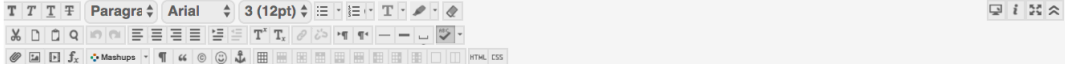
Create Forum
Create Forums to organize discussions. [More Help](#)

* Indicates a required field.

FORUM INFORMATION

* Name ← Give the forum a name

Description





Tell students what you need from them here!
Any special instructions? Type them.



Path: p Words:0

FORUM AVAILABILITY

Available ☒ Yes ☐ No

Enter Date and Time 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. ← Set the availability of the discussion forum
I typically just leave forums open the whole semester so students can go back to previously answered questions

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

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.

Grade ☒ No Grading in Forum

☐ Grade Discussion Forum: Points possible:

☐ Grade Threads

Alignments ☐ Forum alignments

☒ Thread alignments

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

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

Defaults are fine here if you are not grading these discussion posts and just using them as Q & A forums essentially

You might consider allowing students to edit their own posts by clicking 'Allow Author to Edit Own Published Posts'

I do not actually allow students to delete their own posts because, if off topic, I can always do that myself

When done, click 'Submit' →

Click **Submit** to proceed.

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