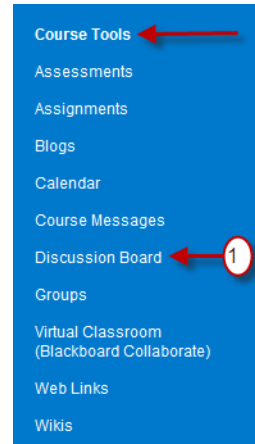# How to Create Forums in the Discussion Board

1. On the **Course Menu** under **Course Tools** click **Discussion Board**
2. On the Discussion Board page, click **Create Forum** on the action bar.

3. On the Create Forum page, type a Name. Choose a descriptive and unique name because users click this name to access the forum.

4. Optionally, type instructions or a description in the Description box.

5. In the Forum Availability section, select **Yes** to make the forum available to users. You can create forums ahead of time and set the availability to No until the discussion is ready to start.

6. For Enter Date and Time Restrictions, you can set forums to display on a specific date and time and to stop displaying on a specific date and time.

7. Select the Display After and Display Until check boxes to enable the date and time selections. Use the pop-up Date Selection Calendar and Time Selection Menu to select dates and times or type dates and times in the boxes. Display restrictions do not affect the forum availability, only when it appears.

8. Select the Forum Settings based on your specific needs.

9. Click **Submit.**

For more help on using Blackboard 9.1 go to **http://tinyurl.com/csng4wk** or visit the Blackboard On Demand site at **http://ondemand.blackboard.com/**