Create a Forum in a Discussion Board

Important:
Only instructors can create forums in a course.

1. Open Blackboard and enter the course you want to modify.
2. Click the Discussion Board link from the navigation menu.
3. Click Create Forum.
4. Give your forum a name and a description. The description should make it clear the kind of threads students should post in that forum.
5. Choose your Forum Availability rules. By default, the forum will be immediately available to students with no date/time restrictions.

6. Choose your Forum Settings. By default, students will be able to create new threads in your forums, add attachments and quote other students. If you would like assistance or more information on any specific setting, please contact the Faculty Support Center.

7. Click **Submit** to finish creating your forum.