

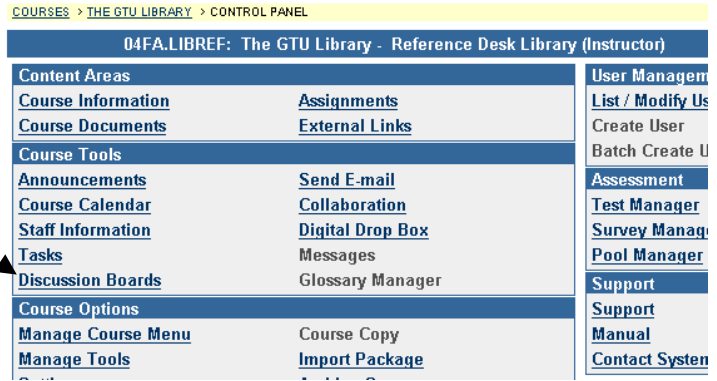


The GTU Blackboard System Instructions for Instructors

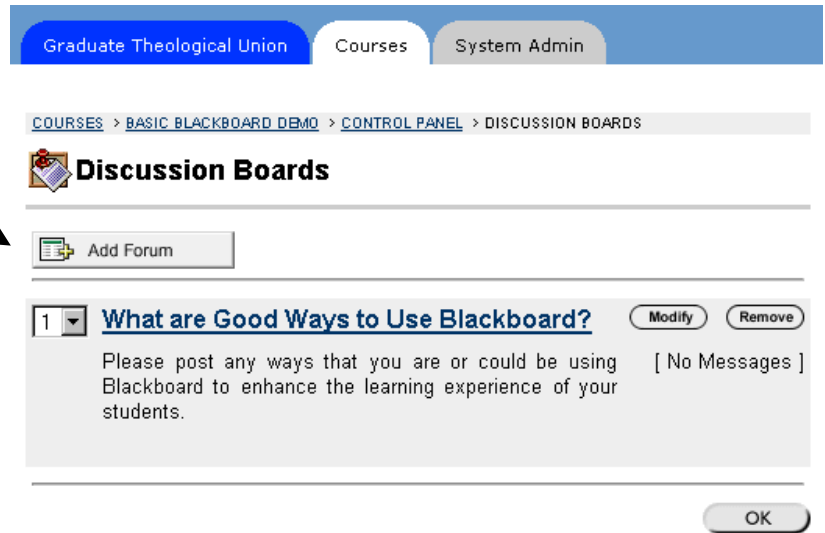
Creating Discussion Boards

One of the most-used features of Blackboard is the Discussion Board. Instead of sending out email messages back and forth, the Discussion Board is a central place to view and post messages. The online discussion can be organized into “threads” that keep the discussion organized and help people respond to a specific message.

Go to your course site’s CONTROL PANEL and click on the Discussion Boards link. (For information on how to find the Control Panel, please see the handout, “Navigating Blackboard,” at <http://library.gtu.edu/blackboard/blackboardinstructor/navigating.pdf>)



Click on the Add Forum button to create a new discussion topic for your class.



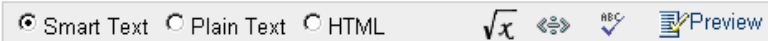
In the Title box, enter the heading that you want to appear. In the Description box, type the question and any explanation that you wish to give.

Title:

Description:

Please post any ways that you are or could be using Blackboard to enhance the learning experience of your students.

Leave it as “Smart Text.” This way, if someone posts a web address, the link will appear as a live link (note: you must write the full address, starting with http://)



Next, change any Forum Settings that you wish to change, if any. Forum User Settings allow you to designate a student as the administrator of a particular discussion, or if necessary, block a particular student from participating.

Forum Settings:

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

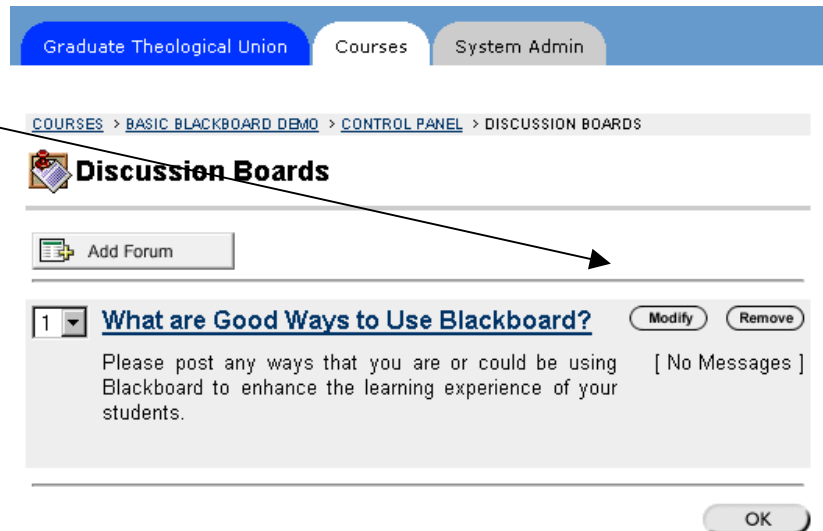
Forum User Settings:

- a** = Forum **Administrator** privileges
- A** = Permanent Forum **Administrator**
- b** = User is **blocked** from posting

Library, Reference Desk Student login (librefstudent)	ADMIN	NORMAL
A Library, Reference Desk (libref)	BLOCK	UNBLOCK

Click on the Submit button and the OK button.

If you need to edit or remove a forum, use the Modify or Remove button .



For information on how you and your students will post messages to the Discussion Forum, please see

<http://library.gtu.edu/blackboard/blackboardinstructor/usediscussionboards.pdf>