

# Creating a Discussion Board in Blackboard

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To create a discussion board in Blackboard, you must first access the Control Panel of the course site. The link to the Control Panel is located under the navigational buttons of a course site and is only available to users with instructor status in that course site.

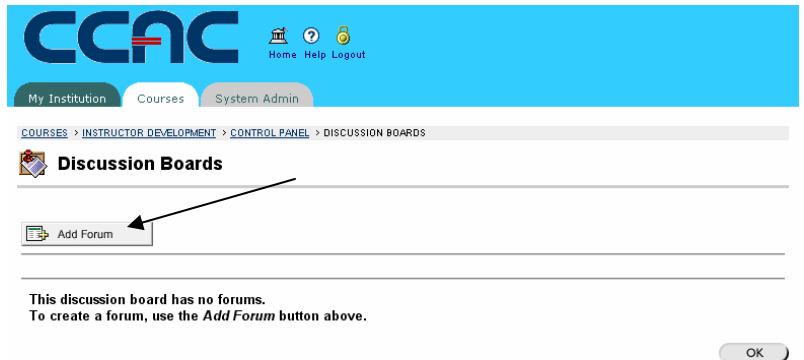
In the *Course Tools* module of the Control Panel, click on the Test Manager link to begin.

1. Click on **Control Panel**
2. Click on **Discussion Boards** in the *Course Tools* module



3. Click the **Add Forum** button to create a new discussion board forum

(It is also possible to Modify and Remove existing forums)



4. Enter the name of the discussion board forum in the **Title** box

5. Enter the description of the discussion board forum in the **Description** box

(Unlike many other Blackboard items, a description is required for a discussion board forum)

6. Apply the **Forum Settings** as desired

(In most cases, you will not want to allow anonymous posts)

7. Individual users can have specific settings for this discussion board forum, specific users can be blocked from posting messages or be given administrative status

8. Click **Submit** to create the discussion board forum