Creating a Discussion Board

1. Log into Blackboard.
2. Navigate to your course.
3. Select the lesson/ week in which you wish to set up the discussion board.
4. Hover over <Tools> and select <Discussion Board>.

5. In the next page, you can choose to link the discussion board to the Discussion Board page, or link the discussion to previous discussion boards, or choose to create a new forum.
6. Click **Next** when finished

7. On the next page, you will create a link for the Discussion Board

8. Give information about the Discussion Board in the text box then select whether the link will become available to students as well as the date restrictions you desire

<table>
<thead>
<tr>
<th>Available</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track Number of Views</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Date 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.

9. Click **Submit** when finished