

Course Tools – Discussion Forums – Forum Settings

Forum Information

- Enter a **Name** for the forum. This is a required field.
- Enter a **Description** of the forum in the text box to provide students with information and directions for posting. The description can contain formatted text, links, images, and attachments.

Forum Availability

- Select **No** to hide a forum from users. This will make the forum unavailable.
- Select dates to begin and end making the forum available to students. These dates can be set before the term starts.

Forum Settings

- Viewing Threads/Replies
 - **Standard View:** students can see all posts as they are added.
 - **Participants must create a thread in order to view other threads in this forum:** this means that participants cannot be allowed to delete or edit their own posts, or post anonymously. Those options will be disabled automatically.
- Grade
 - **No Grading in Forum:** forum is informational only.
 - **Grade Discussion Forum:** users' posts can be graded in two different ways.
 - Users can have their overall participation in a forum graded. This option creates a column in the Grade Center and requires a Points Possible entry when the forum is created.
 - Users can be graded on a thread-by-thread basis. This option creates a column in the Grade Center when the instructor creates the thread.
 - Selecting either **Grade Forum** or **Grade Threads** allows the option to select the box and the number of posts required to show participants in **Needs Grading** status. Applying this setting will show the Needs Grading icon in the Grade Center and place the posts in the queue on the Needs Grading page after the specified number of posts have been made.
 - **Due Date:** this can only be added to graded forums, and only in these settings, not when adding a link to a content area. Posts received after the due date are marked late on the Needs Grading page.
- Alignments
 - **Forum alignments** are attached to the forum itself and cover all threads in the forum.
 - **Thread alignments** are attached to the individual top-level threads inside a single forum.

- **Subscribe**
 - Subscriptions to threads and forums are sent to users by email. Once a subscription option is selected, users can select from the following:
 - **Include body of post in the email:** the entire post is sent in the body of the email message.
 - **Include link to post:** a link to the post is sent in the body of the email message.
- **Create and Edit:**
 - **Allow Anonymous Posts:** if forums allow anonymous posts, they cannot be graded.
 - **Allow Author to Delete Own Posts:** users can delete all their own posts or just posts without replies. Deleted posts cannot be recovered.
 - **Allow Author to Edit Own Published Posts:** no record of the original post is kept.
 - **Allow Members to Create New Threads:** this setting is enabled by default. If threads are graded, members cannot create new threads and members cannot post anonymously.
 - **Allow File Attachments:** this setting is enabled by default. Attaching large files will slow down the Discussion Board.
 - **Allow Users to Reply with Quote:** this setting is enabled by default. When users select **Quote**, the message they are replying to is included in the post.
 - **Force Moderation of Posts:** this requires all messages to be reviewed by the instructor before they can be published to the forum or returned to the author for editing.
- **Additional Options:**
 - **Allow Post Tagging:** tagging is a way to add metadata to posts to make them easier to retrieve in searches. To tag items in a forum, first select them and then select **Collect**. For faster Discussion Board page loading, do not allow Post Tagging.
 - **Allow Members to Rate Posts:** users can rate the quality of the post using a five-star system.

Associating Rubrics

- Associated rubrics are visible under the Grade section when **Grade Discussion Forum** is selected, or by enabling **Grade Threads** and then selecting a thread's **Grade** icon.
- To associate a rubric, point to **Add Rubric** and choose one of the options.
 - **Select Rubric** associates an existing rubric.
 - **Create New Rubric** opens a pop-up window for immediate creation of a new rubric.
 - **Create From Existing** uses a previously created rubric as a template to create a new rubric.
- When associating a points-based rubric, the option to use the rubric's points value as the **Points Possible** will be available after selecting **Submit** on the rubric creation or selection page.
- Learn more about rubrics on the online manual's [Rubrics Page¹](https://help.blackboard.com/Learn/Instructor/Grade/Rubrics) (link opens in a new window).

¹ <https://help.blackboard.com/Learn/Instructor/Grade/Rubrics>