

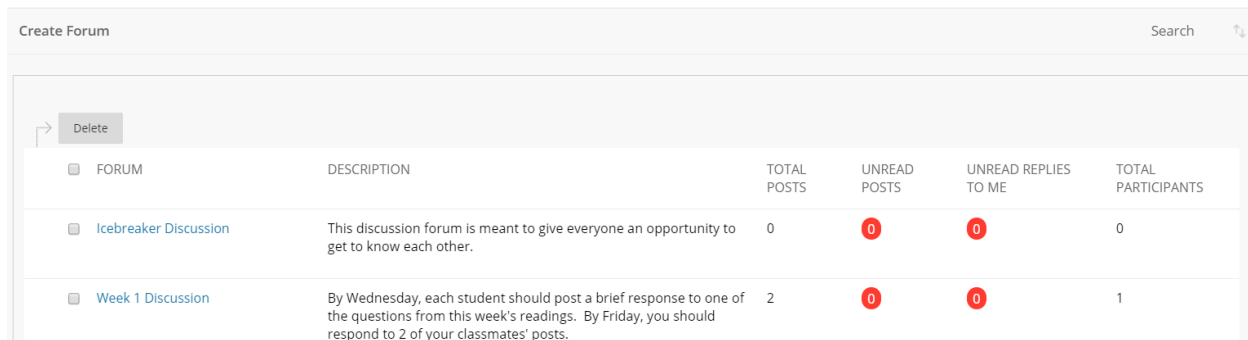
How to Facilitate Class Discussions Using Blackboard

What are Blackboard Discussions?

Discussions are a Blackboard feature which allows you to create and facilitate forum (text-based) discussions.

How to set up a Discussion

- Log in to Blackboard using your Hofstra portal credentials, and navigate to your course.
- Click on **Discussions** on the left side navigation menu.
- Click **Create Forum**.
- Enter a *Name* for the forum.
- In the *Description*, type or paste the explanation of what you expect from your students for this discussion.
- If you want to grade the discussion, select the *Grade Discussion Forum* radio button, and type in the number of points possible.
- Leave *Allow members to subscribe to forum* selected.
 - Select *Include body of post in the email*.
- Leave the other default settings.
- Click the **Submit** button to create the forum.



The screenshot shows the 'Create Forum' page in Blackboard. At the top, there is a 'Delete' button and a search icon. Below this is a table with the following columns: FORUM, DESCRIPTION, TOTAL POSTS, UNREAD POSTS, UNREAD REPLIES TO ME, and TOTAL PARTICIPANTS. There are two rows of forum data.

| FORUM | DESCRIPTION | TOTAL POSTS | UNREAD POSTS | UNREAD REPLIES TO ME | TOTAL PARTICIPANTS |
|---------------------------------------|--|-------------|--------------|----------------------|--------------------|
| Icebreaker Discussion | This discussion forum is meant to give everyone an opportunity to get to know each other. | 0 | 0 | 0 | 0 |
| Week 1 Discussion | By Wednesday, each student should post a brief response to one of the questions from this week's readings. By Friday, you should respond to 2 of your classmates' posts. | 2 | 0 | 0 | 1 |

How to facilitate your Discussion

- From the *Discussions* page, click on the name of the forum.
- Click **Create Thread** to start a new conversation.
- Give the thread a title in the *Subject* box.
- Paste or type your text into the *Message* editor.
- Click **Submit**.
- Inside the forum, click on the name of the thread to read the posts.
- Click the **Reply** button to respond to an existing post.
- Note: If you click the **Subscribe** button, you will get an email when there is a new post.