Blackboard-How to Create a Discussion Board Assigned to a Group

There are three steps involved in creating a discussion forum and associate it to a group. If you have already created groups and assigned members, you will only need to follow Step 1 and Step 3.

**Step 1: Add Groups link to Course Menu.**

**Step 2: Create Groups and Assign Members**

**Step 3: Create a Group Discussion Forum**

**Step 1: Add Groups link to Course Menu.**

a. Click on “+” in Course Menu. Select “Tool Link”.

b. Type a name for the “Tools Link” such as “Group Activities”. Choose “Groups” in “Type”. Check “Available to Users”. Click “Submit”.

![Add Tool Link]

![Tool Link]

a. The newly created Groups tool link, “Group Activities” is placed at the bottom of the Course Menu. You may move it up to appropriate order. Drag the move icon and drop the link to a position of your choice.

Step 2: Create Groups and Assign Members

a. You may create a random group to let Blackboard randomly assign group members. Go to “Create Group Set” and select “Random Enroll”.

b. Type the Name for the group such as “Group”. Scroll all the way down. You may choose the “Number of Groups” or “the Number of Students per Group”. This example chooses “Number of Groups” as “2”. Blackboard will create two groups with randomly assigned members. Click “Submit”.
c. You may choose to manually create a group by selecting members. Go to the Action icon next to “Create Single Group” and select “Manual Enroll”.

d. Type the name for the group such as “Group 1”. Scroll all the way down. In “4. Membership”, choose a student and click “>” to move the student to “Selected Items” box. After you have selected all group members, click “Submit”. To create another group, repeat Step 2 – c and d.
*As default, when you create a group, a discussion board will be automatically created for the group. If you need more than one discussion boards, follow Step 3 to create additional discussion boards associated with a group.

**Step 3: Create a Group Discussion Forum**

a. Click on the newly created “Groups” Tool Link, “Group Activities”. To create a discussion board in a group, click on the Group link, such as “Group 1”

b. To create a discussion forum for a group, click “Group Discussions Board” link.

c. When you create a group, as default, a discussion board is automatically created for the group. However, if you would like to create more discussion boards, click “Create Forum”.

d. Type the “Name” and “Description” of the Forum. For example, the name of the forum is “Week 1 Discussion – Group 1”. The Description is: “Refer to the syllabus, Group Topics, for Week 1 Group 1 topics.”.

![Forum Information form]

- **Name**: Week 1 Discussion - Group 1
- **Description**: Refer to the syllabus, Group Topics, for Week 1 Group 1 topics.

* Indicates a required field.

1. **Forum Information**

   - **Name**: Week 1 Discussion - Group 1
   - **Description**: Refer to the syllabus, Group Topics, for Week 1 Group 1 topics.

**Grade Discussion Forum**: Points possible: [50]

Cancel  Submit

- **Grade**
  - No Grading in Forum
  - Grade Discussion Forum: Points possible: [50]
  - Grade Threads

- **e.** If you grade the discussion forum, scroll down until you see “Grade Discussion Forum” Points Possible. Check “Grade Discussion Forum” and enter the grade points in Points Possible. Click “Submit”.

- **f.** If you would like to create more discussion forum for the same group, repeat Step3- c, d, and e.

- **g.** If you would like to create discussion forum for a different group, in Step 3-a, choose a different group. Then continue with Step 3-b, c, d, and e.
h. For the default group discussion board, if you would like to change its name, click the action icon next to the board and select Edit. The follow the Step 3-d and e to change its name and type in Description.