

## 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.

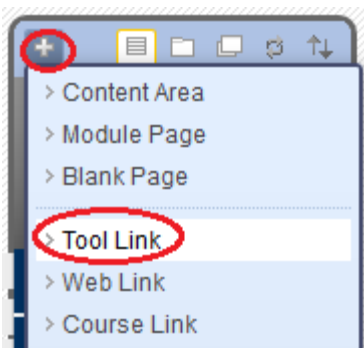
**Step 1: Add Groups link to Course Menu.**

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

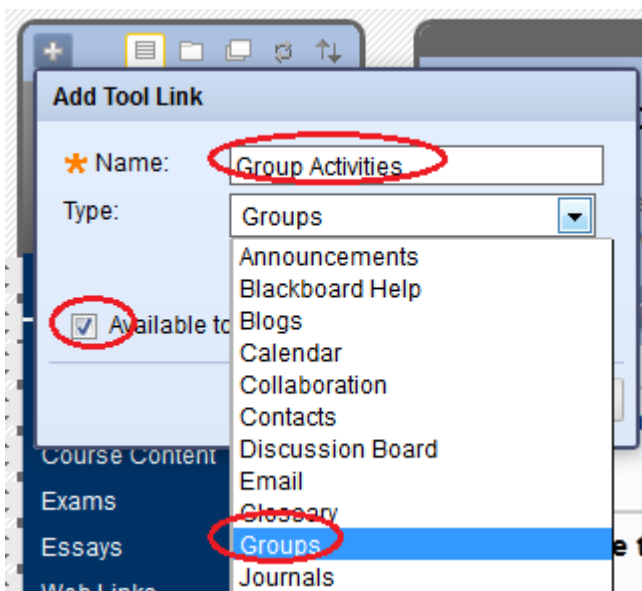
**Step 3: Create a Group Discussion Forum**

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

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



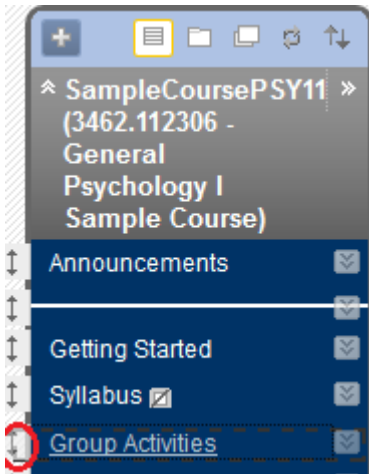
- b. Type a name for the “Tools Link” such as “Group Activities”. Choose “Groups” in “Type”. Check “Available to Users”. Click “Submit”.



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- 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”.

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## 4. Membership

Automatic distribution applies only to students who are currently enrolled in the course. Additional students may be enrolled manually.

\* Determine Number of Groups by

Number of Students per Group

Number of Groups

\* Determine How to Enroll any Remaining Members

Distribute the remaining members amongst the groups

Put the remaining members in their own group

Manually add the remaining members to groups

## 5. Submit

Click Submit to proceed. Click Cancel to quit.

- 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.

## 4. Membership

Items to Select

Suan-Raczkowski, Student

Student, Test

YG, MxCC-DL(Instructor)

Selected Items

Move to list of selected items

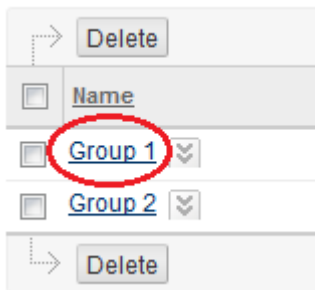
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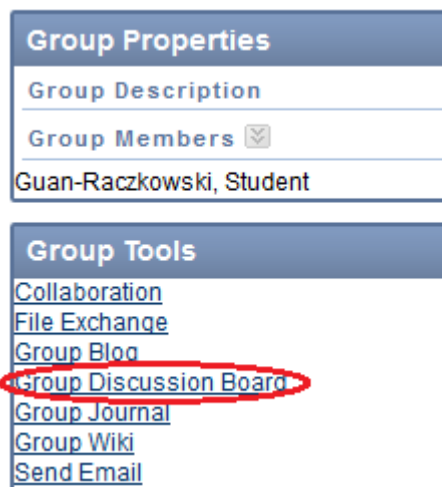
\*As default, when you create a group, a discussion board will be automatically created for the group. If you need more than one discussion boards, follow Step 3 to create additional discussion boards associated with a group.

### 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”

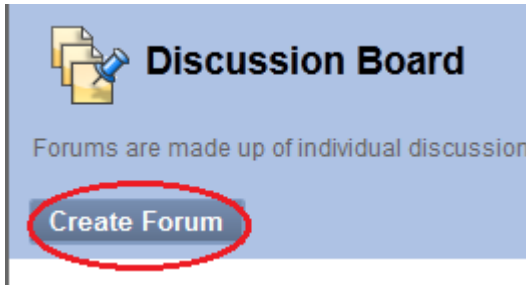


- b. To create a discussion forum for a group, click “Group Discussions Board” link.



- 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”.

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- 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."

\* Indicates a required field.

Cancel Submit

**1. Forum Information**

\* Name

Description Text Editor is: ON

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup> | [List Icons] | [Image Icons]

- 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".

Grade

No Grading in Forum

**Grade Discussion Forum: Points possible:**

Grade Threads

- 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.

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- 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. Then follow the Step 3-d and e to change its name and type in Description.

