1. Log in to the course and go to the *Control Panel*.
2. Under *Course Tools* in the middle of the left column, select *Discussion Board*.
3. Click on *Add Forum*.
4. Give the forum a title and a description. In the description box, you can also provide instructions on how you would like the class to utilize the discussion board.
5. Un-check the box next to *Allow Anonymous Posts* unless you would like your students to be able to post messages without knowing who the author is.
6. Read through the other forum settings and choose your options.
7. Click *Submit* when you are done.

If you have questions about Blackboard or library research, [Ask A Librarian](http://libraryhome.com)

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