

## **How to Use A Discussion Forum on Blackboard**

A discussion forum is an asynchronous communication tool, meaning participants can create new topics or respond to others' postings at their convenience. Such a forum provides students and instructors the opportunity to more fully discuss subjects that could use more time than is available in class. It also provides a way to get a topic in front of students before class, so they are better prepared to discuss it. Blackboard discussion forums have been used at LPTS for students to post book reviews, sermons, and reflections on readings; and to share evaluations of church websites and experiences with multimedia and church administration software.

To create a discussion forum on a Blackboard coursesite:

1. Click on Control Panel
2. Click on Discussion Boards under Course Tools.
3. Click the Add Forum button.
4. Type in a title and description and click OK.

Anyone who will be attaching documents to messages in the discussion forum, should save the document as a text file or a rich text file, which allows the greatest number of people to access it. There is no formatting in a text file, minimal formatting in a rich text file. Use the "Save as" option in your word processing software and under "Save as type" select text (.txt) or rich text (rtf).

You can search a discussion by subject, subject and body, author, or keyword by clicking on the Search button above and to the right of the messages.