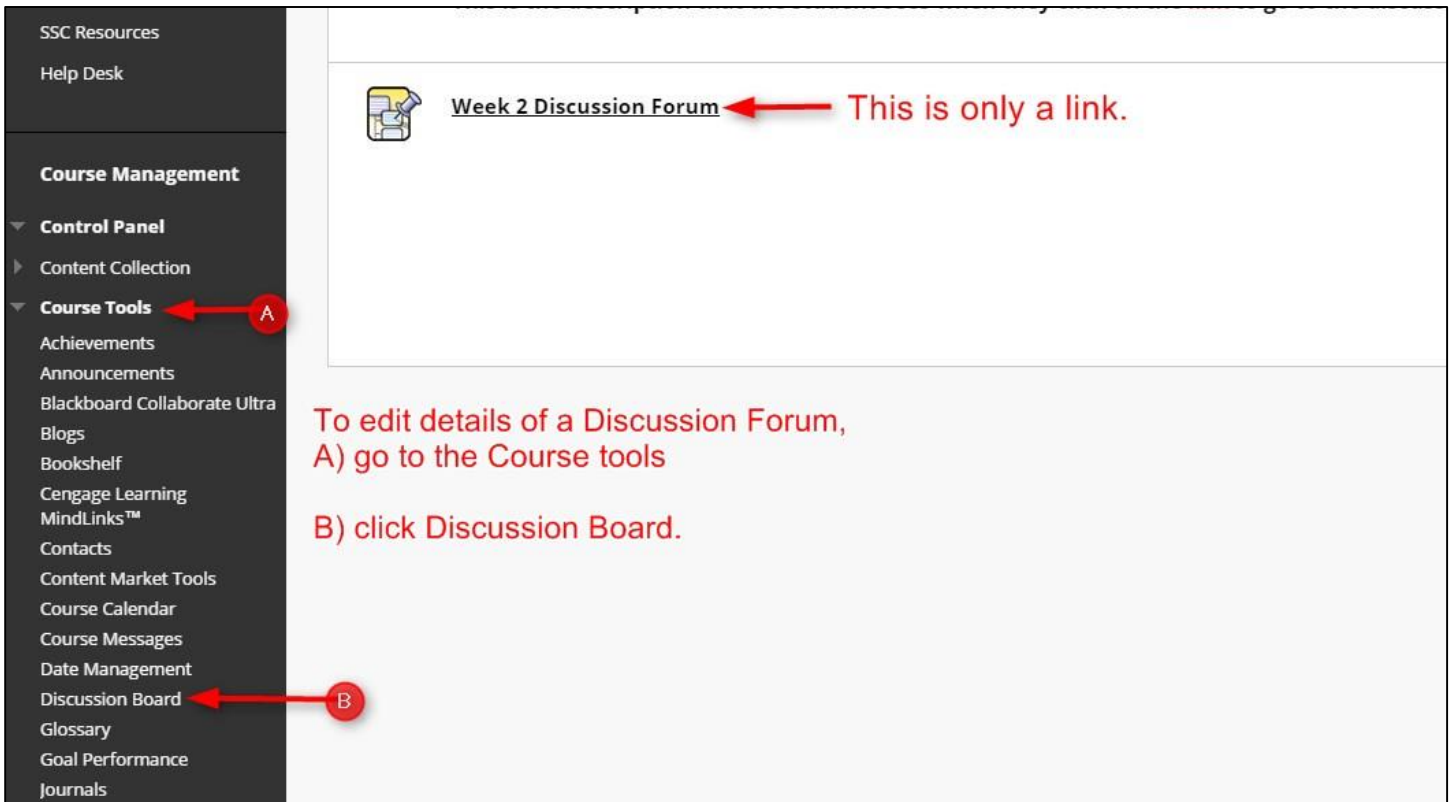


How Do I edit a Discussion Forum?

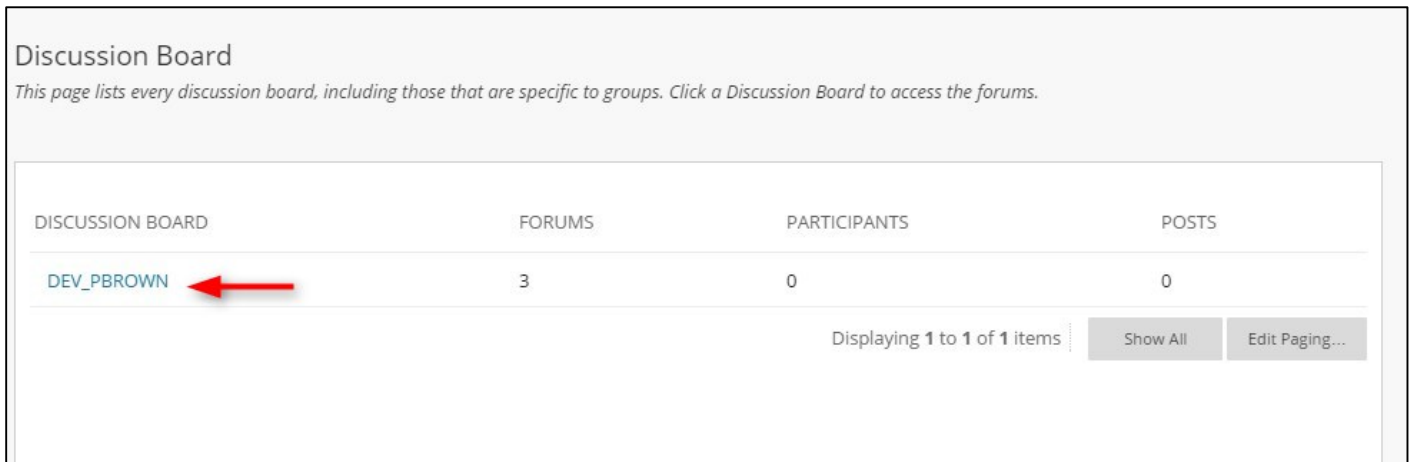
In Blackboard, Discussion Forums are all found in Course Tools/Discussion Boards.

1. To edit details of a discussion forum, Click **Course Tools** and then click **Discussion Board**



The screenshot shows the Blackboard interface. On the left is a dark sidebar with a 'Course Management' menu. A red arrow labeled 'A' points to the 'Course Tools' option. In the main content area, there is a link for 'Week 2 Discussion Forum' with a red arrow pointing to it and the text 'This is only a link.' Below this, red text instructions state: 'To edit details of a Discussion Forum, A) go to the Course tools B) click Discussion Board.' A second red arrow labeled 'B' points to the 'Discussion Board' option in the sidebar menu.

2. Click the **Course name** under Discussion Board for a list of all your discussion forums.

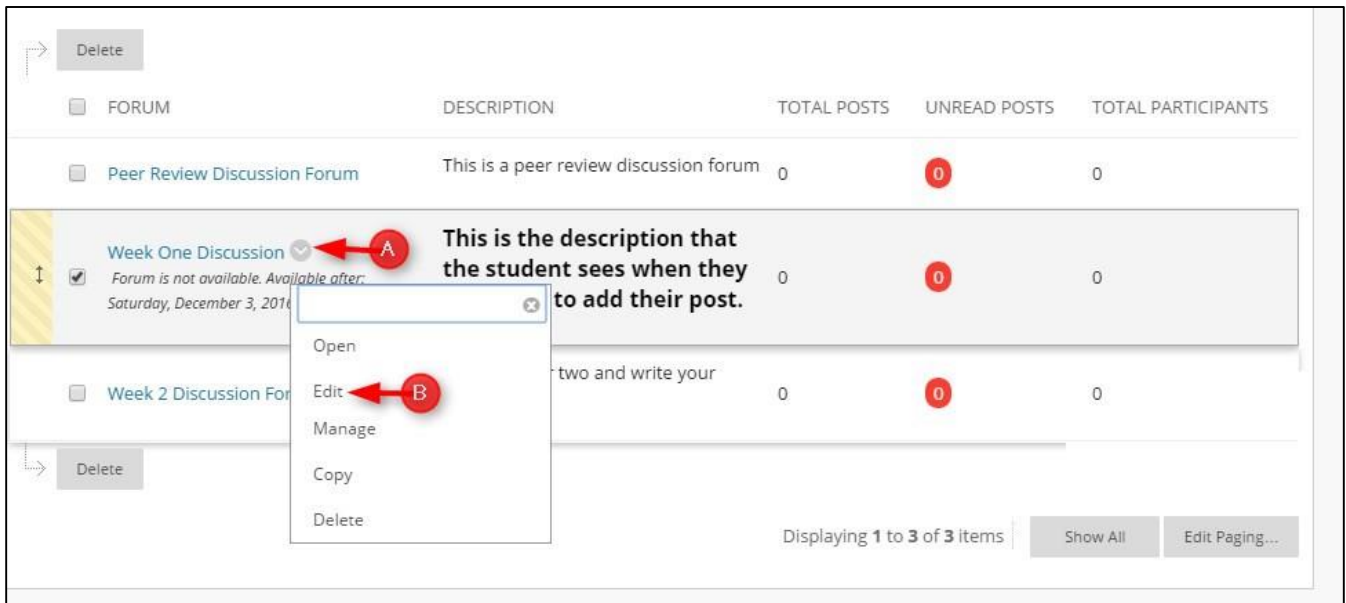


The screenshot shows the 'Discussion Board' page. It includes a table with the following data:

DISCUSSION BOARD	FORUMS	PARTICIPANTS	POSTS
DEV_PBROWN	3	0	0

Below the table, it says 'Displaying 1 to 1 of 1 items' and has buttons for 'Show All' and 'Edit Paging...'. A red arrow points to the 'DEV_PBROWN' link in the table.

3. Click the **chevron** next to the forum you want to edit and then click **Edit**.



4. Edit any information, including the grading and dates and then click **submit**.

Edit Forum

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

* Indicates a required field.

FORUM INFORMATION

* Name

Description

This is the description that the student sees when they are ready to add their post.

Path: p » strong » span Words:16

FORUM AVAILABILITY

If links to this forum exist and are hidden, the forum itself may be hidden, even if this setting is set to 'Yes'.

Available Yes No

Enter Date and Time Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed. Click **Cancel** to go back.