


Creating and editing discussion topics in Blackboard

Role: Designers

 The **Discussions** tool allows you to create topics relevant to the unit where users can post and reply to messages. Only users enrolled in that unit can post and reply to messages to the discussion.



[Create a discussion topic](#)

[Add a link to an existing discussion topic or category](#)

[Edit a discussion topic](#)

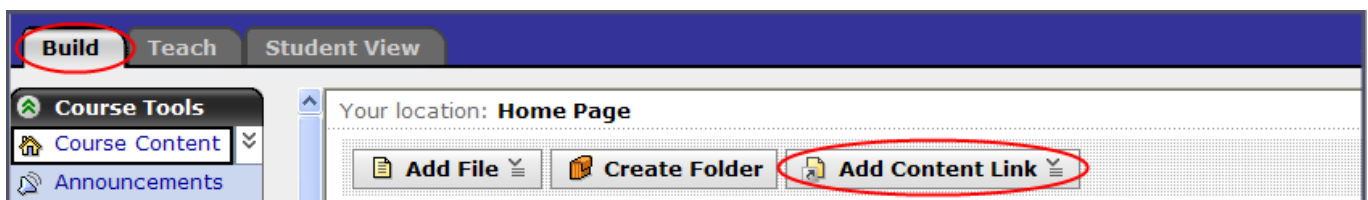
[Remove a link to a discussion topic](#)

[Delete a discussion topic](#)

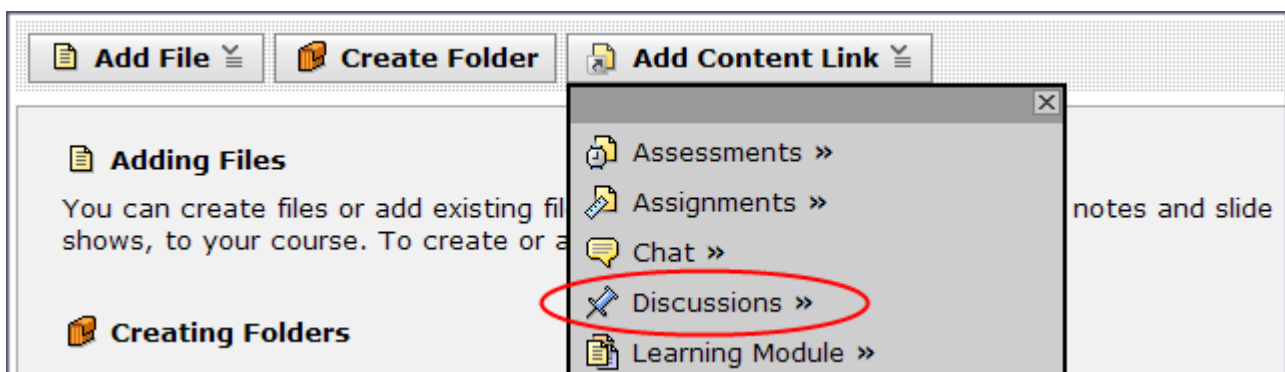
Note: For instructions on creating discussion topics and categories, as well as moving, locking, selectively releasing them, etc. refer to the [Managing discussions in Blackboard](#)  guide. For instructions on creating, editing and deleting **messages**, refer to the [Participating in discussions in Blackboard](#)  guide.

Create a discussion topic

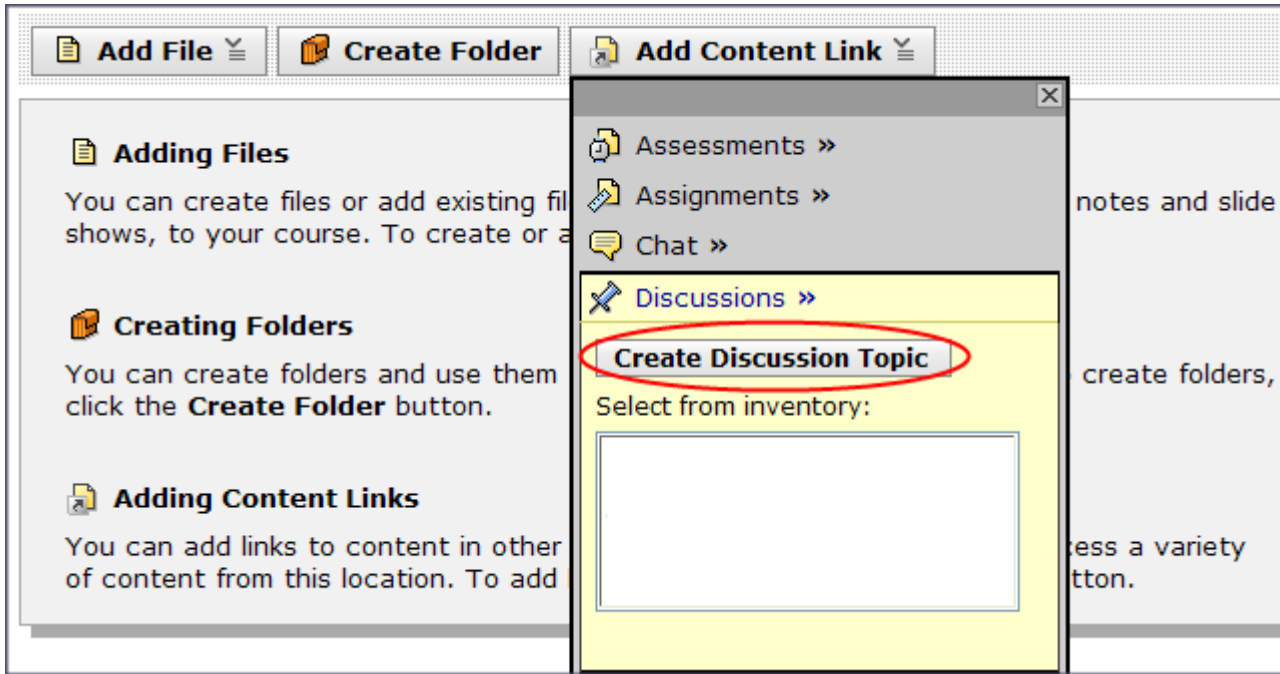
1. Click on the **Build** tab.
2. Go to the folder, learning module or Home Page where you wish to add the discussion topic.
3. Click on the **Add Content Link** button at the top of the window.



4. Click on **Discussions**.



5. Click on **Create Discussion Topic**.



6. Select the **type** of discussion topic you would like to create (**Threaded**, **Blog** or **Journal**) by clicking on the **circle** next to its title.

Note: This option will only be available if the Blog and Journal features have been enabled. To enable these, click on **Manage Course** in the **Designer Tools** menu and select **Settings**, then click on **Discussions** in the **Tools** list. Click on the **circle** next to **true** for **Enable Blog and Journal type topic creation** and then click on **Save Values**.

7. Click on the **Next** button.





1. Type a **Title** and a **Description**.

Create Threaded Topic

*Title:

Description:

Use HTML

Item Visibility: Show Item
 Hide Item

2. To organise the discussion topics into categories, select a category or **Create New Category** from the drop-down list.

Category: Topics can be organized into categories.

Select Category:

3. To make the discussion topic gradable, click on the appropriate **circle** under **Allow the topic to be graded**. A column will automatically be created in the Grade Book.

Grading

Topic is not gradable

Allow the topic to be graded

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

A column is automatically created for this topic in Grade Book

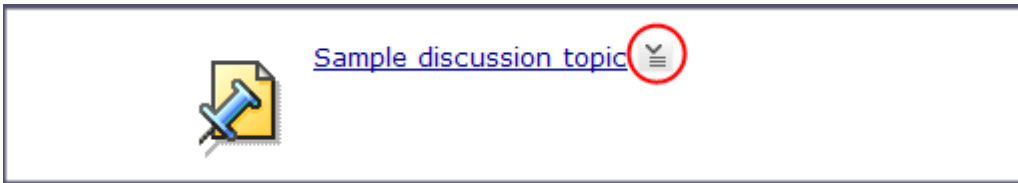
Grade Book column title:


Release grade to Students in *My Grades*

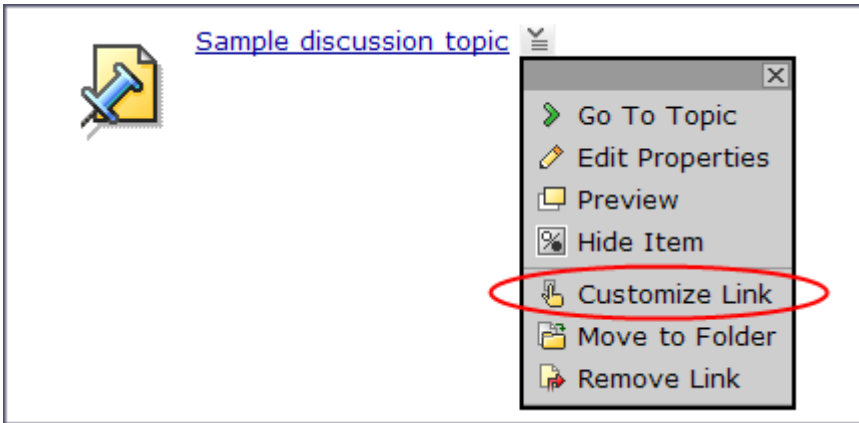
Note: If you want to use a grading form, you must create the grading form first before you can attach it to a discussion topic.

4. Click **Save**.

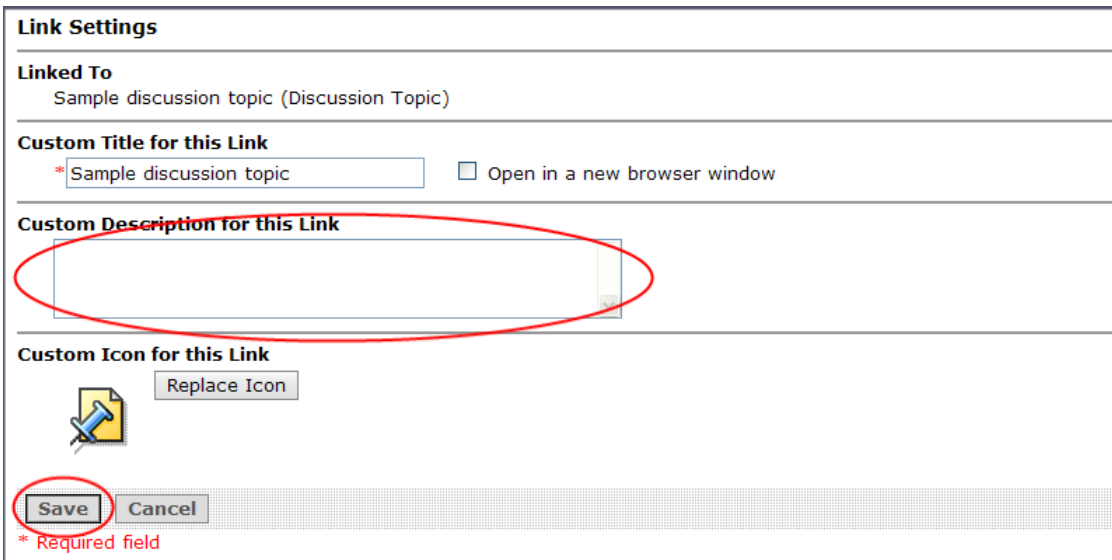
5. Go to the discussion topic link you have just made.



6. If you do not wish for the description to appear on this page then click on the **ActionLinks** icon  next to its title and select **Customize Link**.



7. In the **Custom Description for this Link** field, type in a **space** and delete the remainder of the text, then click **Save**. The description will still appear within the discussion space.



The "Link Settings" dialog box is shown. It has several sections: "Linked To" (Sample discussion topic (Discussion Topic)), "Custom Title for this Link" (Sample discussion topic, with an "Open in a new browser window" checkbox), "Custom Description for this Link" (a text area circled in red), and "Custom Icon for this Link" (with a "Replace Icon" button). At the bottom, there are "Save" and "Cancel" buttons. The "Save" button is circled in red. A red asterisk and the text "* Required field" are located below the "Save" button.

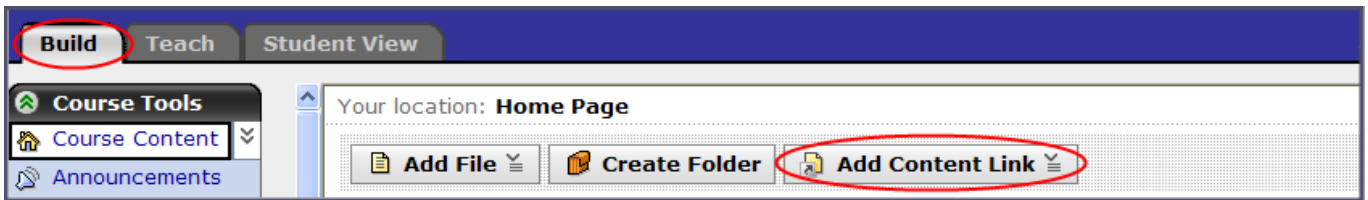
[top](#)

Add a link to an existing discussion topic or category

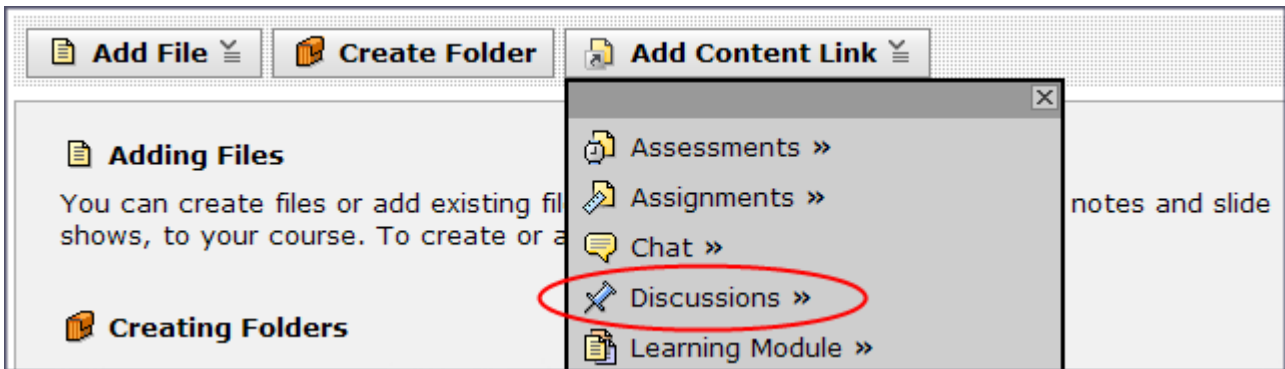
1. Click on the **Build** tab.

2. Go to the folder, learning module or Home Page where you wish to add a link to the discussion topic or category.

3. Click on the **Add Content Link**  button at the top of the window

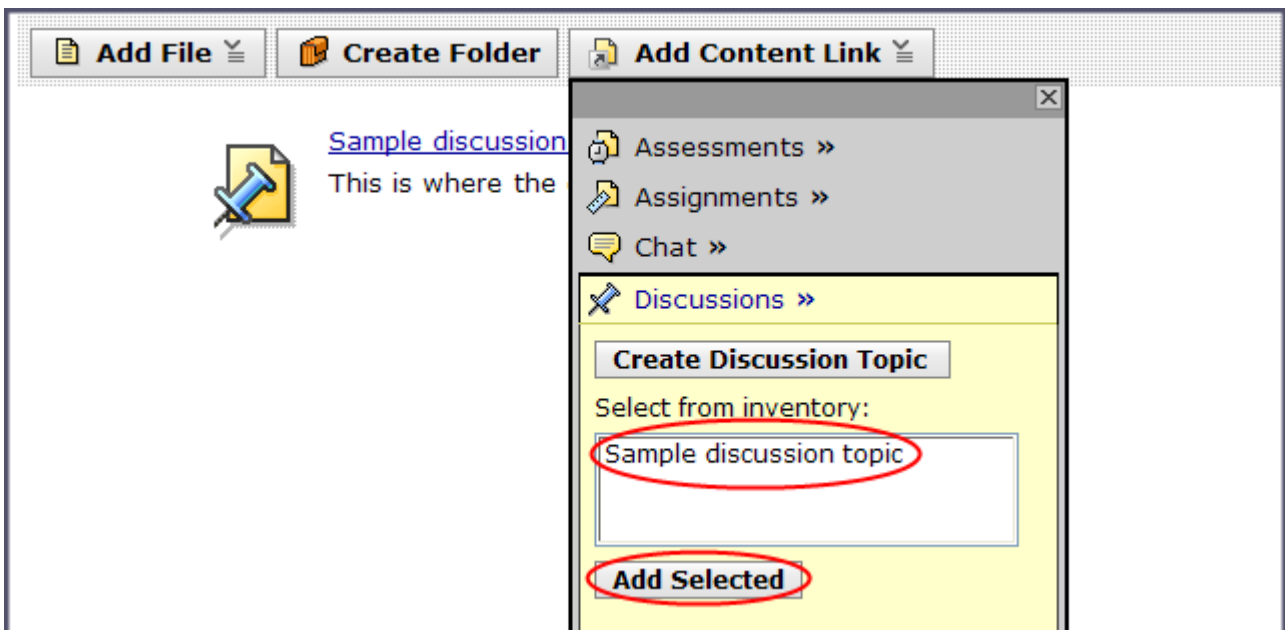


4. Select **Discussions**  from the drop-down list.

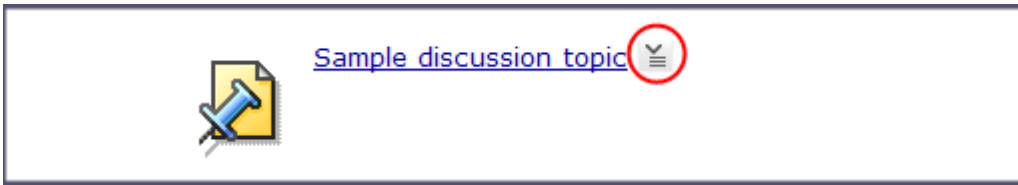



5. Click on the discussion topic or category you wish to add from the **Select from inventory** list.

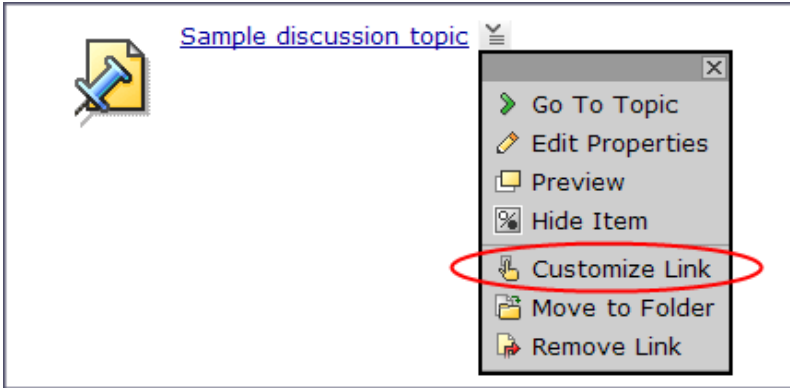
6. Click **Add Selected**.



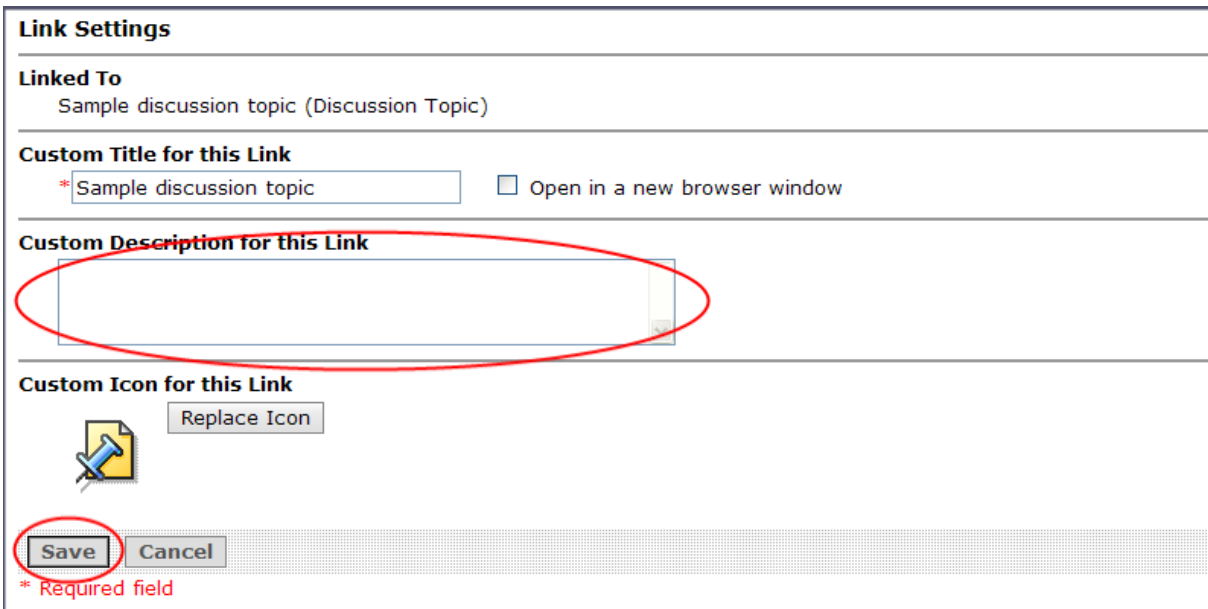
7. Go to the discussion topic or category link you have just made.



8. If you do not wish for the description to appear on this page then click on the **ActionLinks** icon  next to its title and select **Customize Link**.




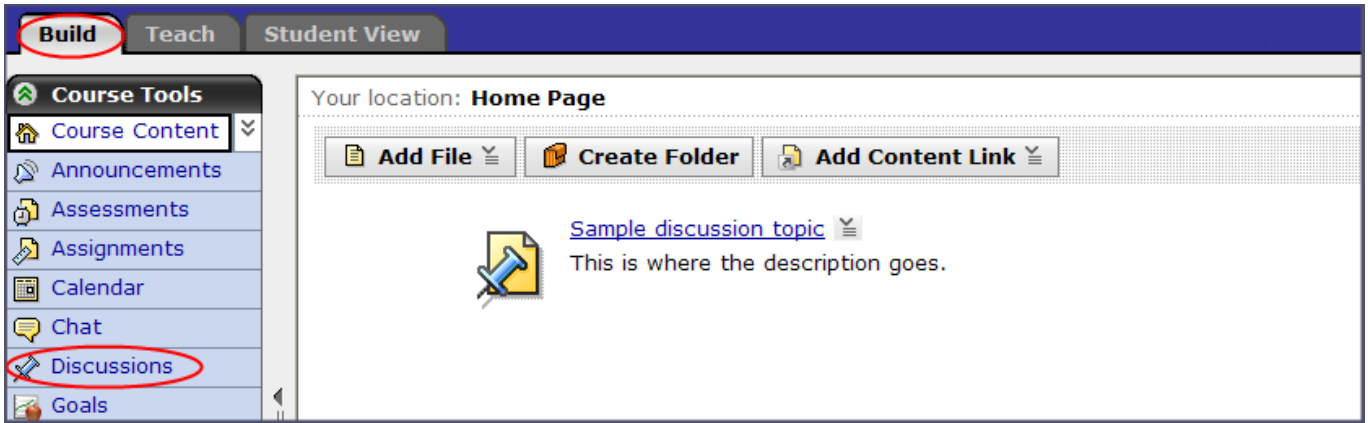
9. In the **Custom Description for this Link** field, type in a **space** and delete the remainder of the text, then click **Save**. The description will still appear within the discussion space.



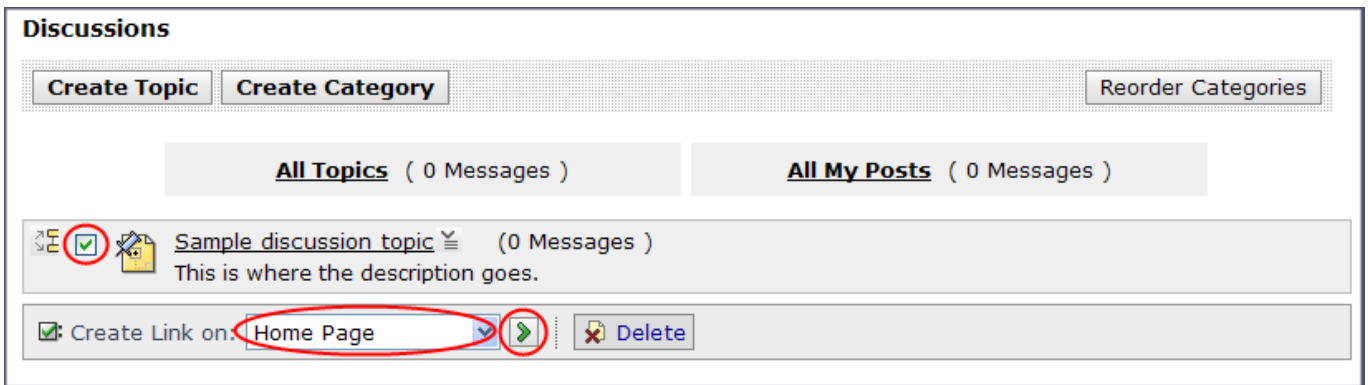
A screenshot of the "Link Settings" dialog box. The "Linked To" field shows "Sample discussion topic (Discussion Topic)". The "Custom Title for this Link" field contains "* Sample discussion topic" and there is an unchecked checkbox for "Open in a new browser window". The "Custom Description for this Link" field is empty and circled in red. The "Custom Icon for this Link" section shows a notepad icon and a "Replace Icon" button. At the bottom, the "Save" button is circled in red, and there is a "Cancel" button. A red asterisk and the text "* Required field" are visible at the bottom left.

Alternatively:

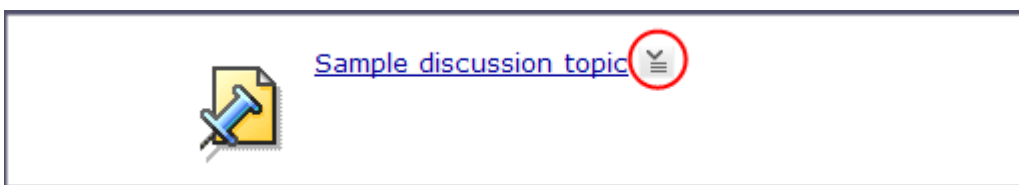
1. Click on the **Build** tab.
2. Click on **Discussions**  in the **Course Tools** menu.




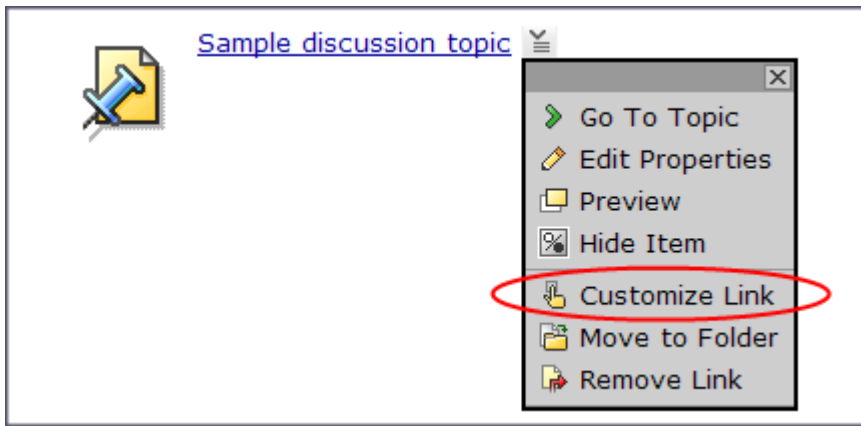
3. Click on the **box** next to the topic or category title.
4. Go to **Create Link on** at the bottom of the listed discussions and select the desired location from the drop-down list.
5. Click on the **Go** ➔ button.



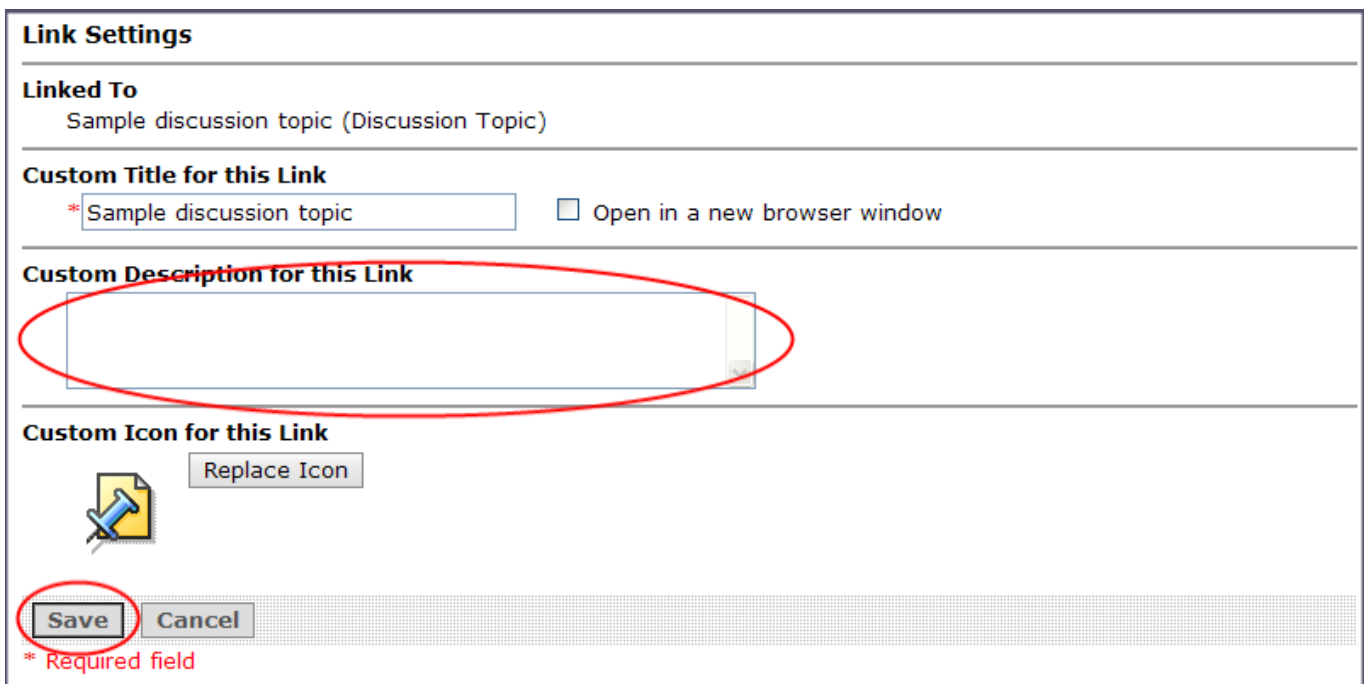
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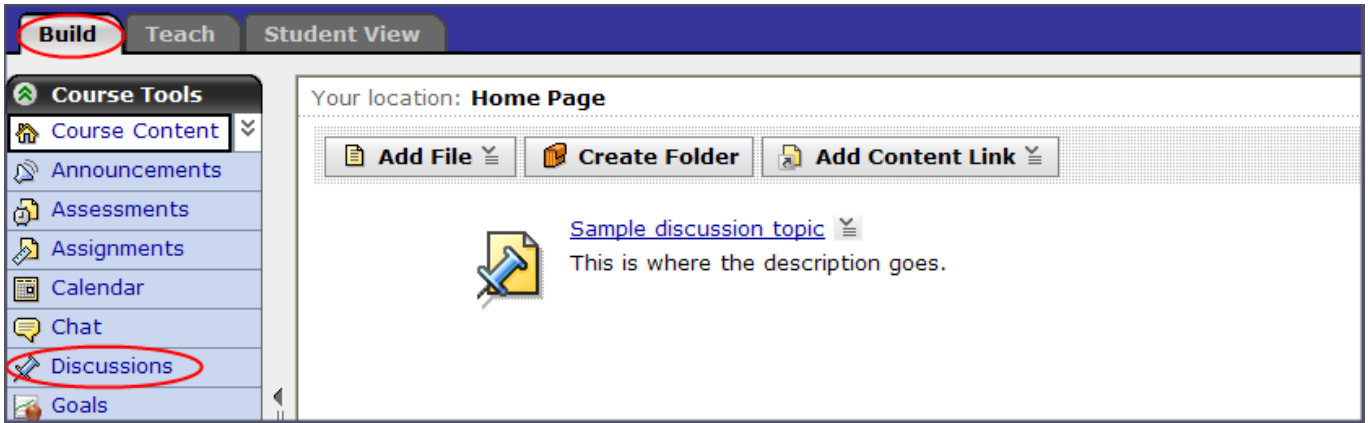
8. In the **Custom Description for this Link** field, type in a **space** and delete the remainder of the text, then click **Save**. The description will still appear within the discussion space.

A screenshot of the "Link Settings" form in Blackboard. The form has several sections: "Linked To" (Sample discussion topic (Discussion Topic)), "Custom Title for this Link" (Sample discussion topic, with a required field asterisk and an "Open in a new browser window" checkbox), "Custom Description for this Link" (a text area circled in red), and "Custom Icon for this Link" (with a "Replace Icon" button and a document icon). At the bottom, there are "Save" and "Cancel" buttons, with the "Save" button circled in red. A red asterisk and the text "* Required field" are visible at the bottom left.

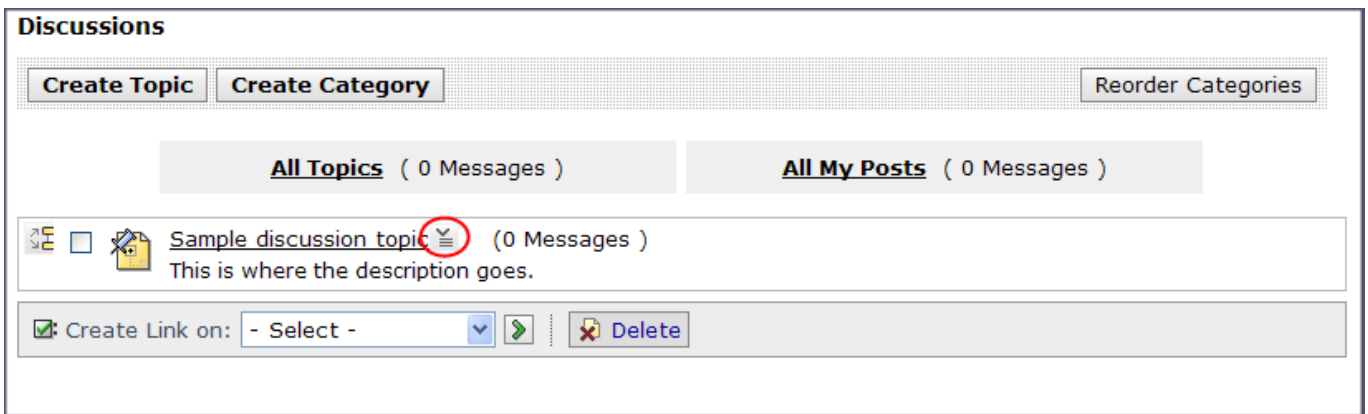
[top](#)

Edit a discussion topic

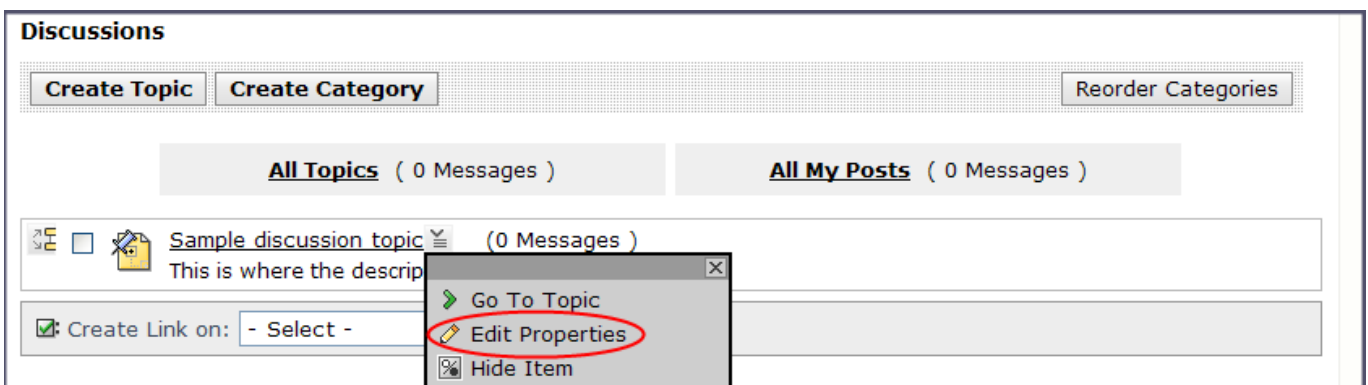
1. Click on the **Build** tab.
2. Click on **Discussions** in the **Course Tools** menu.



3. Click on the **ActionLinks** icon next to the relevant discussion topic.



4. Click on **Edit Properties**.



5. Make your changes.


6. Click **Save**.

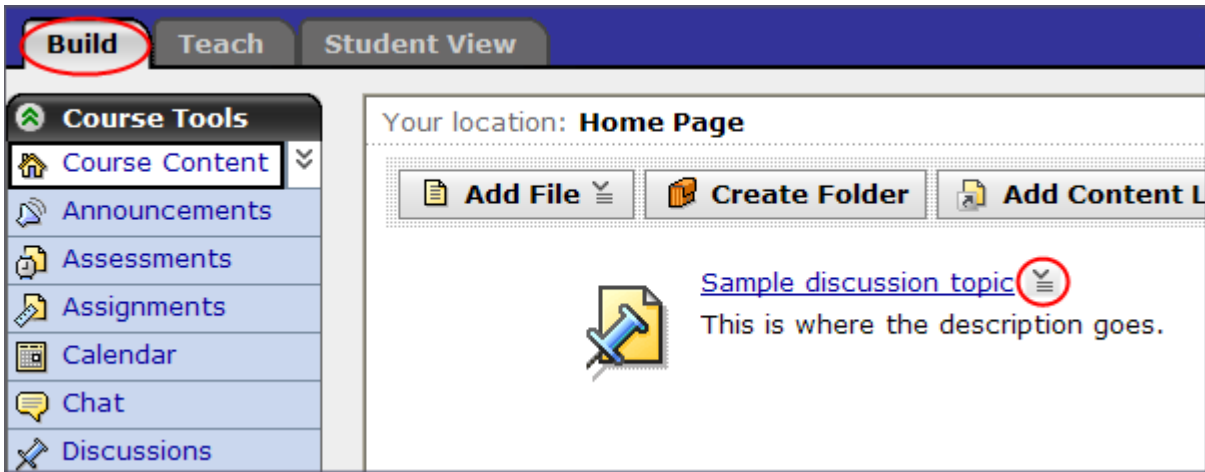
[top](#)

Remove a link to a discussion topic or category

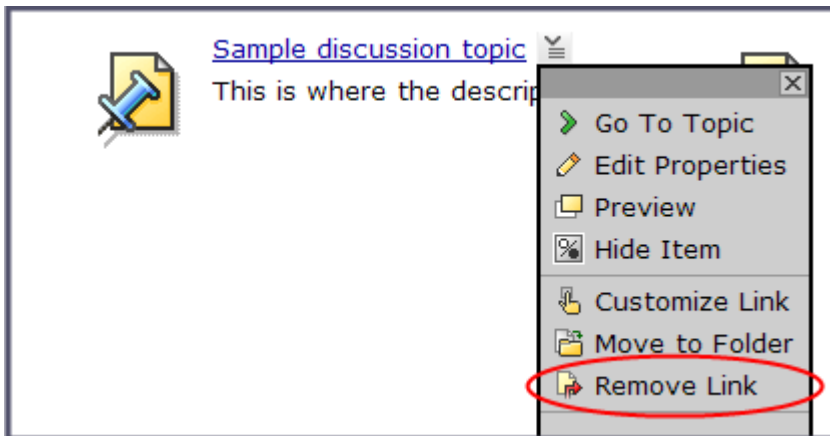
1. Click on the **Build** tab.

2. Go to the folder, learning module or Home Page from where you wish to delete the link to the discussion topic or category.

3. Go to the discussion topic or category link and click on the **ActionLinks** icon  next to its title.



4. Click on **Remove Link** 

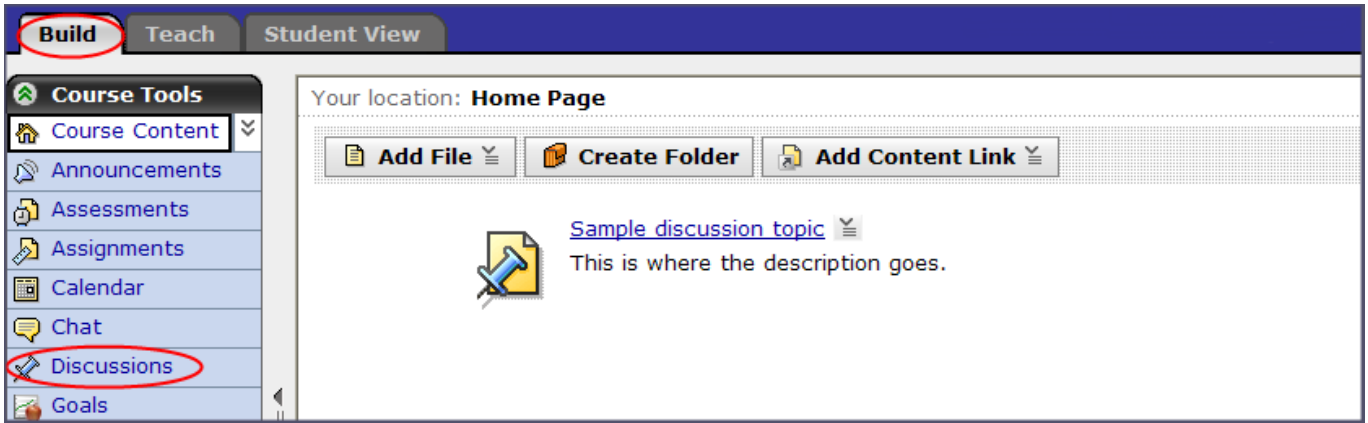


5. Click **OK** to confirm that you wish to remove the link.

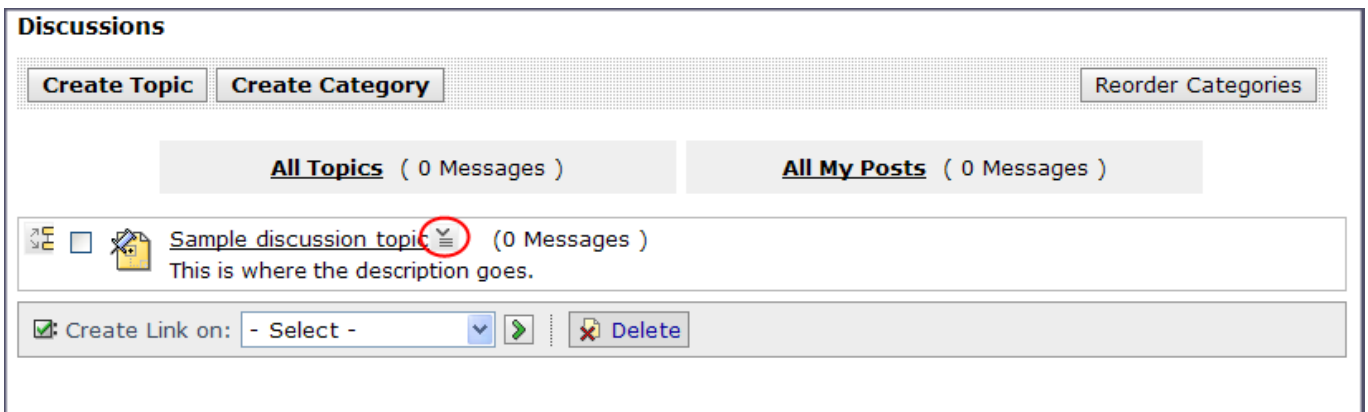
[top](#)

Delete a discussion topic

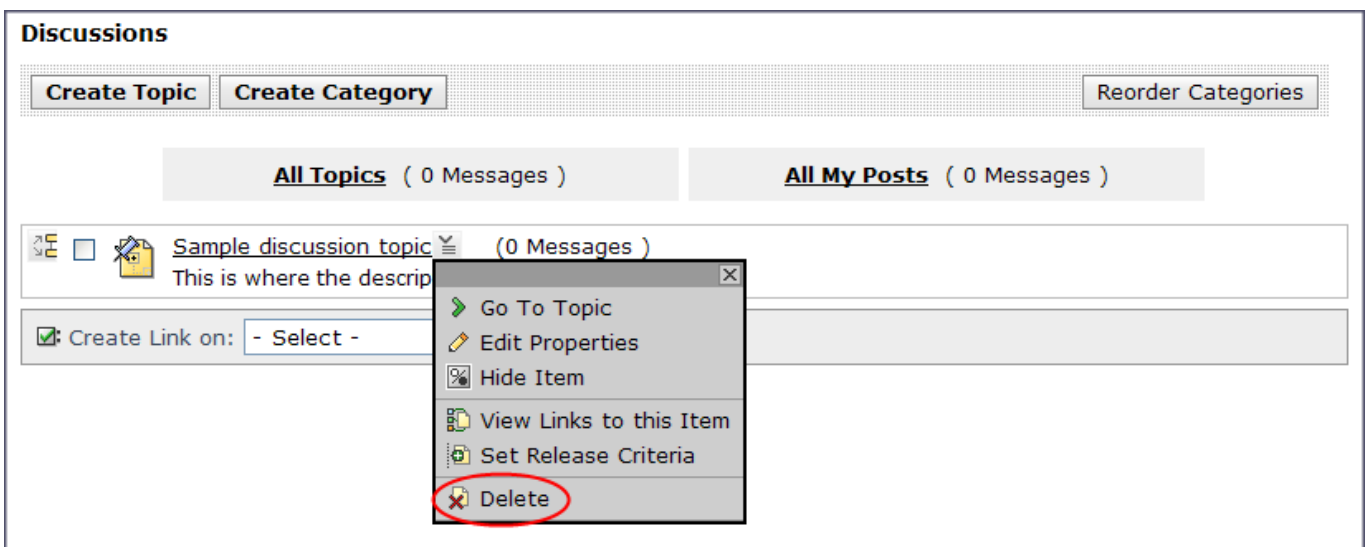
1. Click on the **Build** or **Teach** tab.
2. Click on **Discussions** in the **Course Tools** menu.



3. Click on the **ActionLinks** icon next to the topic you wish to delete.



4. Click on **Delete**.



Note: Deleting a discussion topic will also delete all of its messages.