Changing Author on Discussion Starter Posts Instructions

Purpose: Changing Author on Discussion Starter Posts Instructions walks through the process of updating the Author on Discussion starter posts from Anonymous.

*Note* These instructions reference the Kent State Online Template. If you are not using this template for your course and would like more information, please review the Getting Started section on The Framework Build page of the Online Teaching website (http://www.kent.edu/onlineteaching/build).

Changing Author on Discussion Starter Posts Instructions

Needed to Complete:

To complete “Changing Author on Discussion Starter Posts Instructions”, you will need to:

- Be logged into Blackboard Learn
- Be in the course that needs the Author changed on discussion starter posts
- Be enrolled as an Instructor, Teaching Assistant, or Course Builder in the course
Step 1: Navigate to the Discussion Board

Navigate to the Discussion Board. In the Kent State Online Template, this can be accessed by clicking the Discussion Board link under the My Course section on the left-hand navigation menu. This tool can also be accessed by expanding the Course Tools under the Control Panel section on the left-hand navigation menu and clicking the Discussion Board link.

Step 2: Set Author of Anonymous Posts

Choose "Set [Your Name] as author." and click the Submit button. All posts will now have your name as the Author.