

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>).*

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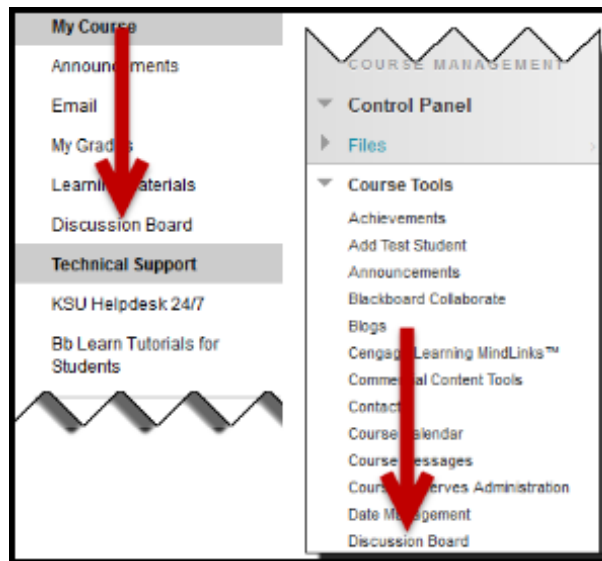
Needed to Complete:

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**.

