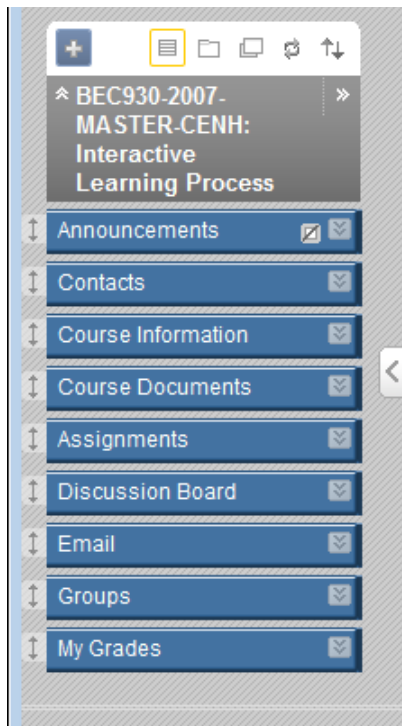


Discussion Board

The Discussion Board is an area where students can communicate with their instructor and other students in an asynchronous threaded discussion format. Generally you will not need to create any new “forums” as those needed for your online course should already be there. However, you will need to be able to add new “threads” and respond to postings.

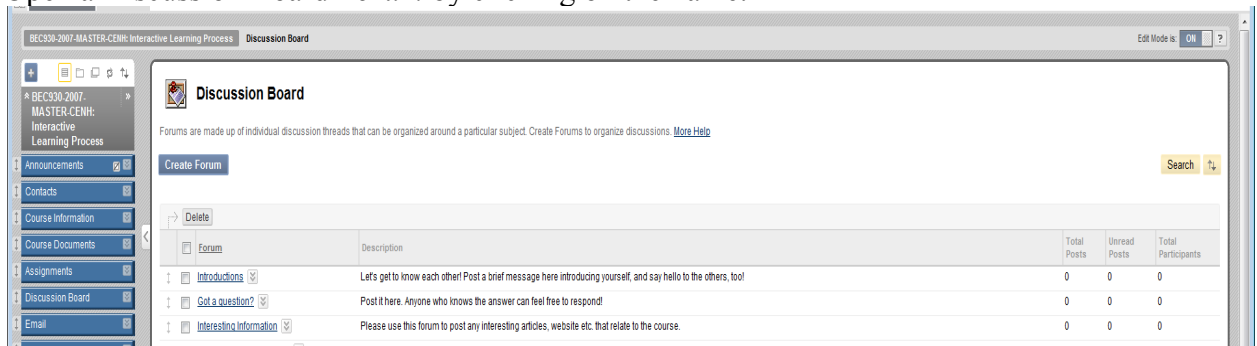
Accessing Discussion Board

- Click on **Discussion Board**.

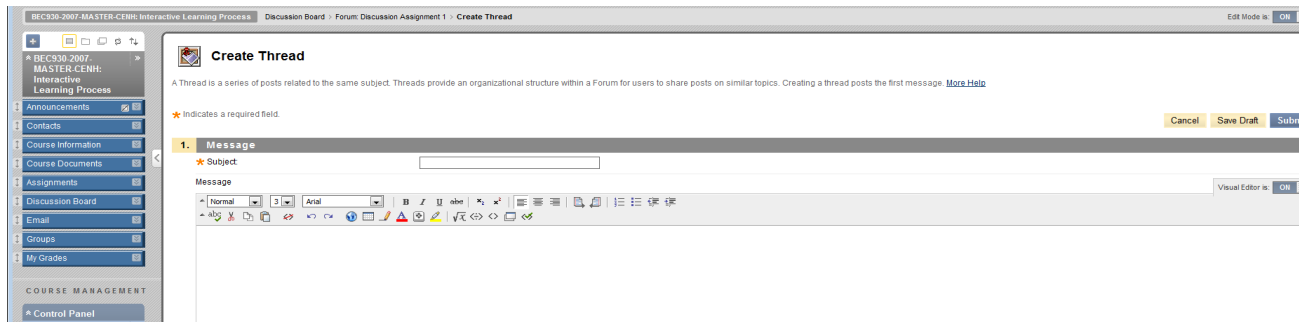


Adding a New Thread

1. Open a Discussion Board *Forum* by clicking on the name.



2. Click **Create Thread**.



3. Enter a **Subject** and a **Message**.
4. Click **Submit**.

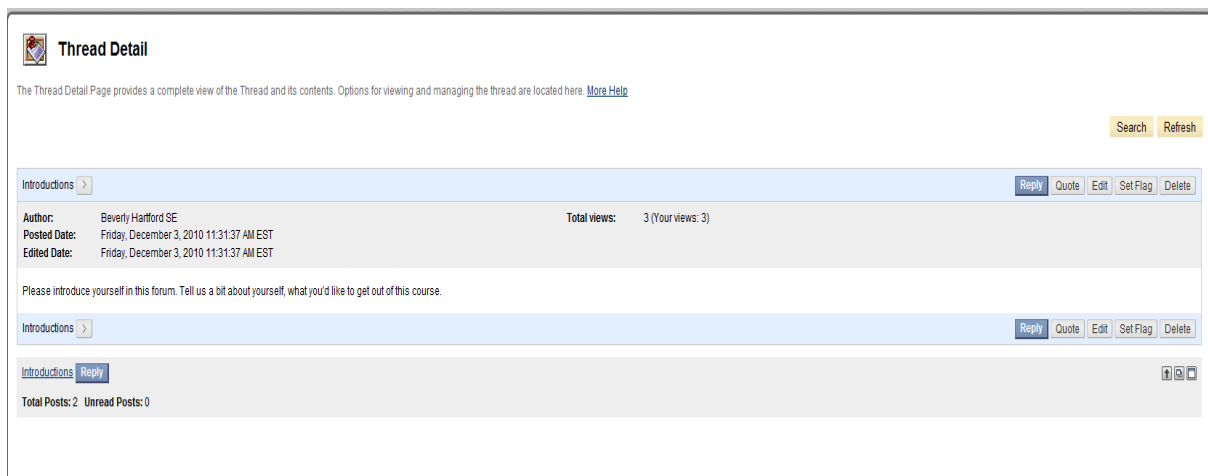


Replying to a Post

1. Open a *Thread* in a *Forum*.



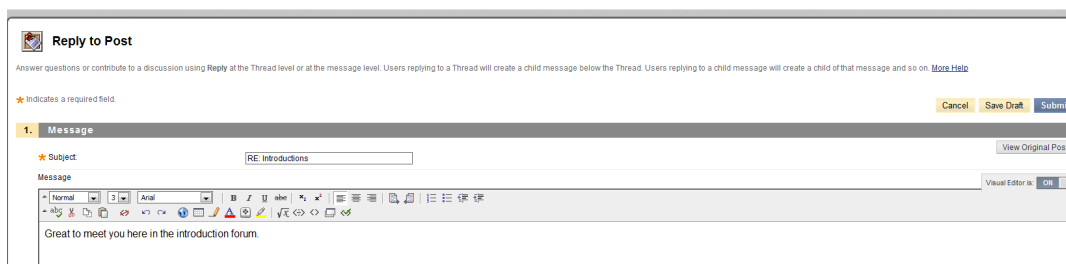
2. Find a **Post**.



3. Click **Reply** for that post.



4. Enter a **Subject** and a **Message**.



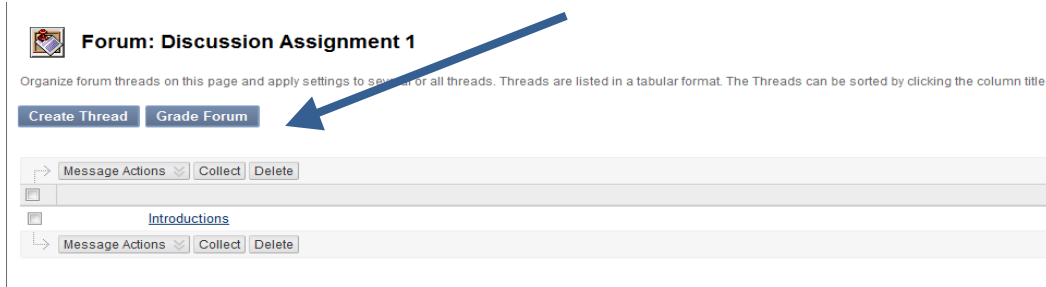
5. Click **Submit**.

Submit

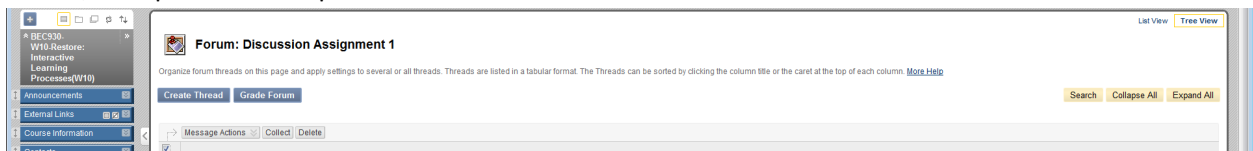
Discussion Board –New

GRADED FORUMS

If your course has been designed to include graded forums you can do it here.

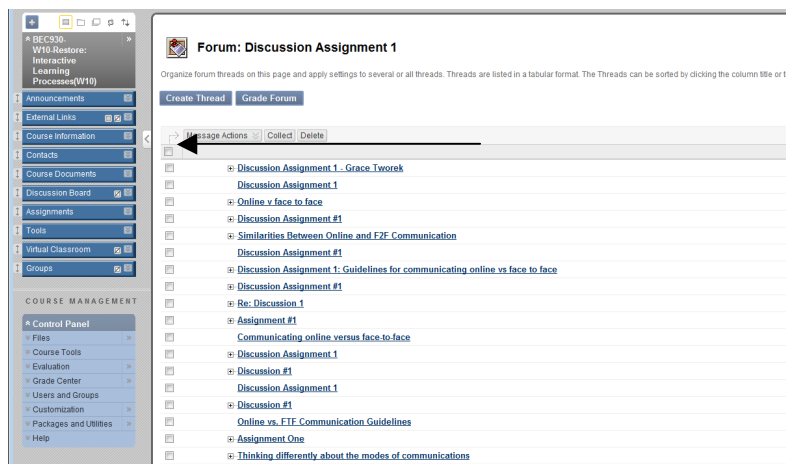


There are a number of new options at the right-hand side of the screen to organize your forum threads. Search, Collapse All and Expand All.



COLLECT POSTINGS

Rather than read student posts one at a time, there is a Collect function that allows the instructor to read them all at once. In the Discussion Forum, select all by clicking in the box under Message Actions.



Then click Collect. To print them click on Print Preview and follow the print prompts.

The screenshot shows the 'Collection' page in Blackboard. At the top, there's a 'Print Preview' button and a 'Filter' button. Below these, there's a 'Sort by' dropdown set to 'Author's Last Name' and an 'Order' dropdown set to 'Ascending'. A 'Mark' button is also visible. The main content area displays a list of threads. The first thread is titled 'Discussion #3' and is posted by 'Anonymous' on November 12, 2009 at 10:16 PM. The thread content discusses non-verbal communication and the use of emoticons. The second thread is titled 'Nonverbal communication present in online discussion' and is also posted by 'Anonymous' on November 12, 2009 at 5:44 PM. The thread content discusses the use of punctuation marks in online communication.

FILTER

You can select a student from the drop-down list to display messages created only by that student. Click on Filter and then select the student from the drop down menu.

This screenshot shows the 'Collection' page with the 'Filter' dropdown menu open. The menu contains options for 'Author' (Set All), 'Status' (Show All), 'Read Status' (Show All), 'Tags' (Show All), and a 'Go' button. The 'Print Preview' button is still visible at the top left of the collection area.

If you click on More Help:

The screenshot shows the 'Forum: Discussion Assignment 1' page. It includes a sidebar with navigation links like 'DEC330 W10 Restore Interactive Learning Processes(W10)', 'Announcements', and 'Blackboard Links'. The main content area has a title 'Forum: Discussion Assignment 1' and a description: 'Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. More Help'. There are buttons for 'Create Thread' and 'Grade Forum'. At the bottom right, there are buttons for 'Search', 'Collapse All', and 'Expand All'.

Information pops-up in a new window. These help pop-ups are available throughout many areas of your course. In this case the More Help says:

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column.

Functions include:

- **Create Thread:** Users can create new Threads if the Forum is set to allow users to add new Threads and the Threads are not being graded.
- **Delete:** Delete selected posts from the Forum. Deleted posts cannot be restored. Change the status to unavailable or hidden to prevent users from seeing posts without actually deleting the Threads.
- **Collect:** Gather selected posts onto one page where they can be sorted, filtered, or printed. Tags can only be added to posts that have been added to a collection.
- **Moderate Forum:** Displays the **Moderation Queue** page where Discussion Board Managers and Moderators can publish submitted posts or send them back to their authors.
- **Thread Actions:** Change the status of the Forum to one of these options:
 - **Open:** Opens the Thread Details page where the thread can be read and replied to as well as flagged, marked, and collected.
 - **Read:** Posts that have been marked as read display in normal type. Read posts can be used as a way to filter Threads in the collection.
 - **Unread:** Posts that have been marked as unread display in bold type. Unread posts can be used as a way to filter Threads in the collection.
 - **Set Flag:** Displays Flags that have been set for posts for later attention.
 - **Clear Flag:** Clears flags that have been set for posts.
 - **Published:** Threads are available to all users.
 - **Hidden:** Threads do not display unless the user selects to reveal hidden threads. Hidden threads may not be edited.
 - **Unavailable:** Threads are only visible to Forum managers.
 - **Locked:** Threads are available for reading, but users cannot create new posts or edit existing posts. Locking a Thread allows grades to be assigned without users updating or changing posts.
 - **Unlocked:** Threads can be added and edited.
- **Search:** Enter criterion to find specific posts in a Thread.
- **Subscription:** Displays the user's subscription status for each Thread. Available only if subscriptions are enabled.
- **Tags:** Displays any tags applied to the Thread. Tags link to a collection of the Forum's Threads. Visible only if tags have been enabled.
- **Unread Posts:** Displays the number of unread posts in the Thread. The number is a link that leads to a Collection page that contains all unread posts.
- **Total Posts:** Displays the total number of posts in the Thread
- **Grade Thread:** Opens the Grade Thread Users page where Points possible for a Thread so it can be graded.

Discussion Board Terms

The following is a list of terms that you may come across while working with discussion boards.

Term	Definition
Thread	The initial post and the entire series of replies to that post within a Discussion Board Forum.
Thread Detail	The page that displays the threaded view of all posts in a thread along with the selected post.
Post	A Discussion Board entry posted to a thread or used to start a thread. Also used as a verb to refer to the act of submitting a post.
Forum Role	A role type that is assigned to all members of the Discussion Board for each Forum and enables specific privileges within the Forum. A user may have one role per Forum, however, a user's role in each Forum may differ.
Blocked	Forum Role that blocks the user from accessing the Forum.
Reader	A Forum Role that grants the user the rights to read the contents of a Forum. Users with this role may only view content and cannot add or respond to posts.
Participant	A Forum Role that grants the user read and write privileges in the Forum.
Grader	A Forum Role that grants the user Participant privileges as well as the Grading privileges for the Forum.
Moderator	A Forum Role that grants Participant privileges as well as the ability to edit, delete, and lock posts. If a Moderation Queue is used, the Moderator may also approve or reject posts in the queue.
Manager	A Forum Role that grants all privileges.
grade Forum	The process of assigning a grade to a user for their performance in a Forum.
grade Thread	The process of assigning a grade to a user for their performance in a thread.
Rate Post	The process of evaluating a post based on a fixed, 5 point scale.
Collect Posts	The process of selecting one or more posts or threads for inclusion in on a page that can be sorted, filtered, printed, and saved as a document. The collection is gathered into a format that can be sorted, filtered, printed, and saved as a document that can be viewed in a browser.
Flag	A mark used to call attention to the post.
Copy Forum	The process of creating a clone of a Forum or the Forum settings in the same discussion board or in another discussion board in the same Course or Organization.
Save Posts	The act of saving a post as a draft.

Term	Definition
Published Post	A post that has been submitted and, if necessary, approved by a moderator.
Post Position	The position of a post in a thread relative to the other posts.
Draft	A post that has been saved for future editing.
Locked Thread	A thread that is visible for reading but cannot be edited. Users may not post to a locked thread.
Unavailable Thread	A thread that is hidden and inaccessible to all users except Forum Managers.
Hidden Thread	A Thread that is locked and not visible by default. Users may view hidden threads by enabling the Display Hidden Threads feature.
Moderation Queue	A list of posts that must be approved before they will appear in the Discussion Board.