

Blackboard Communication Tools - Discussion Board

INTRODUCTION

The Discussion Board is a way of communicating with your students outside the classroom in an asynchronous environment; which means you do not all have to be online at the same time. It is convenient because you can read and post messages whenever you have time to do it. The conversations that take place within the Discussion Board are logged, so they can be reviewed at a later date. Each discussion topic is created by the instructor as a forum. All new posts and responses added to a forum are organized into threads.

ADD A DISCUSSION FORUM

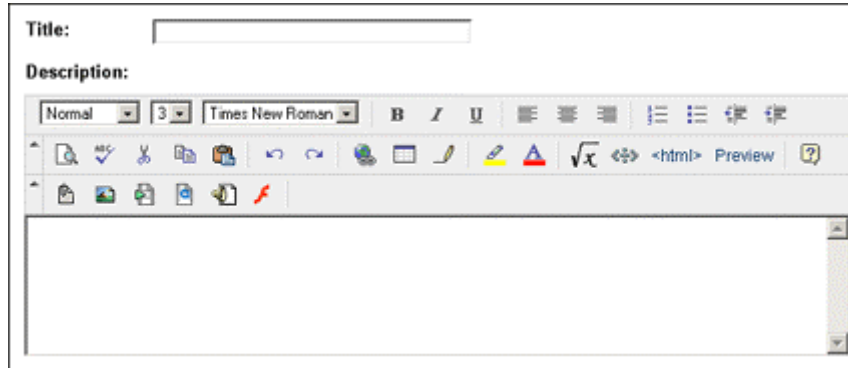
1. In the section of the Control Panel titled "Course Tools", click on Discussion Board.



2. Click the Add Forum button.



3. Enter a title for the forum, a description, and any instructions. **Note:** If you are using Blackboard on a Mac you will see a less robust version of the text editor you see below.



The screenshot shows a form for creating a discussion forum. At the top is a 'Title:' field. Below it is a 'Description:' field with a rich text editor toolbar. The toolbar includes options for font face (Times New Roman), size (3), bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert file, insert table, insert table of contents, and a 'Preview' button. Below the toolbar is a large text area for the description.

4. Select the settings you wish to use for this particular discussion forum.
 - Allow students to post messages anonymously
 - Allow students to edit their messages after posting them
 - Allow students to remove any messages they have posted
 - Allow students to attach files to their messages
 - Allow students to begin new threads within this forum (if you do not select this setting, you must post the first message in the forum for students to respond to)



Forum Settings:

- Allow anonymous posts
- Allow author to edit message after posting
- Allow author to remove own posted messages
- Allow file attachments
- Allow new threads

5. Select any additional settings for each student within this forum.

Forum User Settings:

a = Forum **Administrator** privileges
 A = Permanent Forum **Administrator**
 b = User is **blocked** from posting

Bunny, Bugs (b.bunny)	<input type="button" value="ADMIN"/>	<input type="button" value="NORMAL"/>
A O'Brien, Katelynn (ka.obrien)	<input type="button" value="BLOCK"/>	<input type="button" value="UNBLOCK"/>
O'Brien, Katelynn (katelynn)		
Saltmarsh, Adam (a.saltmarsh)		
Tech, Ed (edtech)		

- Click the Submit button.

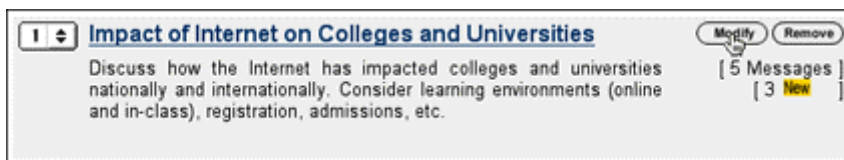


MODIFY A DISCUSSION FORUM

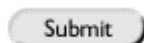
- In the section of the Control Panel titled "Course Tools", click on Discussion Board.



- Click the Modify button to the right of the forum you wish to modify.



- The content will be displayed in the same form used to create the forum. Make any necessary changes here.
- Click the Submit button to save your changes.

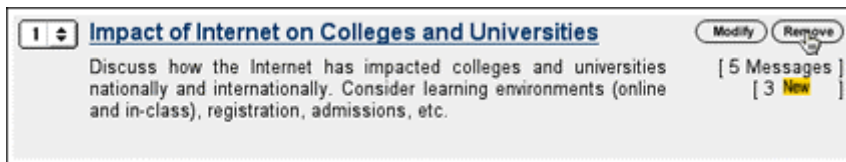


REMOVE A DISCUSSION FORUM

1. In the section of the Control Panel titled "Course Tools", click on Discussion Board.



2. Click the Remove button to the right of the forum you wish to remove.



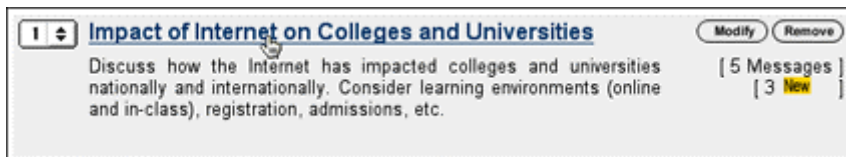
3. Blackboard will ask you: "Removing this forum will destroy all its threads and archives! Are you sure you want to remove the forum?"
4. Click OK.

ADD A DISCUSSION THREAD

1. In the section of the Control Panel titled "Course Tools", click on Discussion Board.



2. Click on the title of the forum you wish to add a discussion thread to.

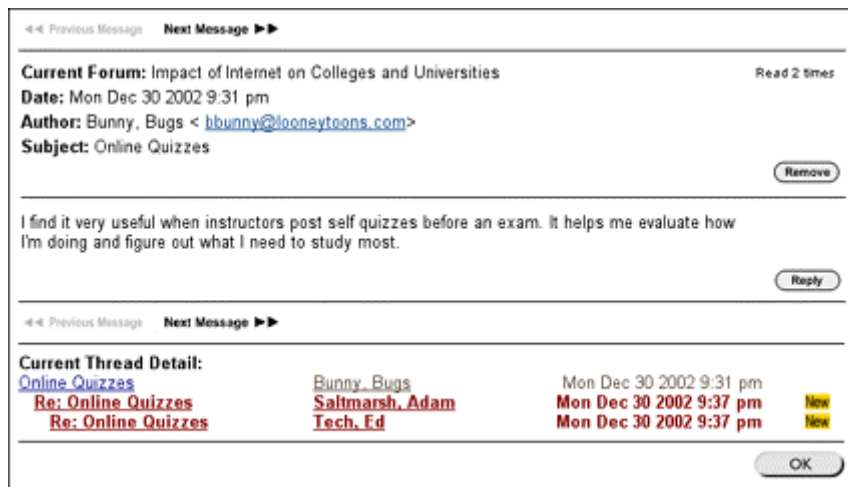


3. Click the Add New Thread button.

- Click the title of the message you wish to read. You can send email to a student who posted a message by clicking on their name.



- Once a message is opened you can read it and reply by clicking the Reply button. The Previous Message and Next Message buttons allow you to click through the messages within the current thread in order. At the bottom of the window you will see a list of all messages posted within the current thread which allows quick and easy access to each.



- Click the OK button to return to the forum.
- The following tool bar is available when viewing a forum (see image in step 4 above). The tools allow you to easily manage a discussion forum. If you do not see these tools, click the Show Options button at the top right of the forum.



- Select All:** Allows you to select all message within a forum for collection (explained just below)
- Unselect:** Allows you to unselect any selected messages
- Invert:** Allows you to reverse your selection

- **Read:** Allows you to mark a message as read (just as in email)
- **Unread:** Allows you to mark a message as unread (just as in email)
- **Collect:** Allows you to read all selected messages on the same page (this gives the messages you are reading a context and allows you to read them all at once)
- **Lock:** Allows you to lock selected messages within a forum so they can be read, but not replied to
- **Unlock:** Allows you to unlock messages that have been previously locked
- **Remove:** Allows you to remove selected messages from the forum