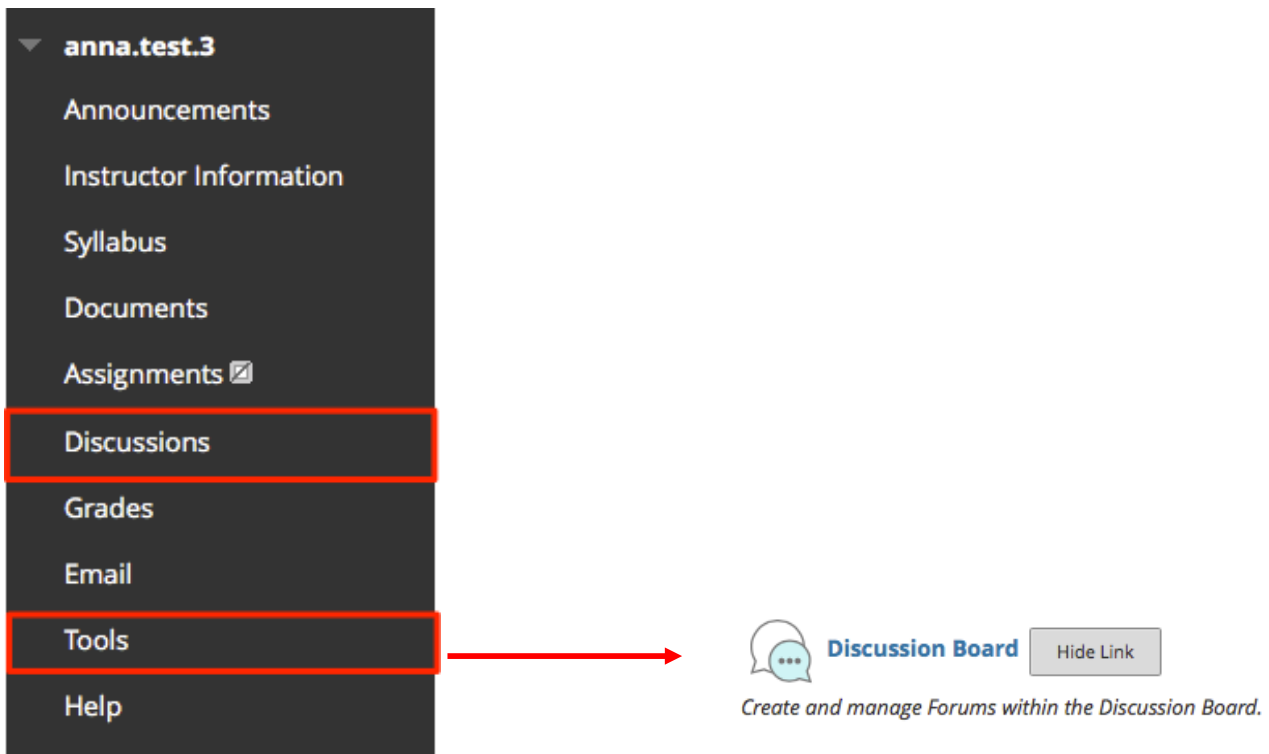


Using the Discussion Board in Blackboard

The Discussion Board is an outcomes-based learning tool that can be applied in a number of ways to enhance learning and measure performance.

Getting Started

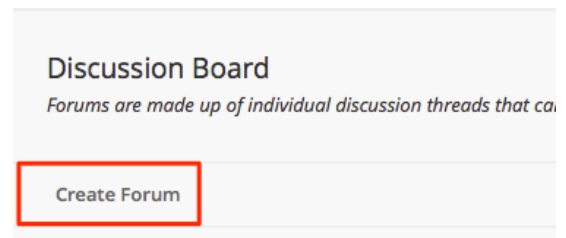
Step 1. In your course, enter the Discussion Board by clicking on the [Discussions](#) link, located in the Course Menu on the left or by clicking [Tools](#) and scrolling to [Discussion Board](#).



Creating and Editing a Forum

Forums are made up of individual discussion threads that can be organized around a particular subject. Create forums to organize discussions.

Step 1. To create a forum, click [Create Forum](#).




Step 2. Fill in the **Name** and **Description** (Description is optional but recommended). A description can include the specific questions/assignments, dates for the Forum, expectations of when and how often posts are expected, etc.

FORUM INFORMATION

* Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Discussion Board instructions...



Path: p Words:3



Step 3. Choose whether to make the forum Available to students at this time and, if desired, set date and time restrictions.

FORUM AVAILABILITY

Available Yes No

Enter Date and Time Restrictions

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Step 4. Select your Forum Settings.

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Create and Edit

Allow Anonymous Posts

Allow Author to Delete Own Posts

Allow Author to Edit Own Published Posts

Allow Members to Create New Threads

Allow File Attachments

Allow Users to Reply with Quote

Force Moderation of Posts

Additional Options

Allow Post Tagging

Allow Members to Rate Posts

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

Allow members to subscribe to threads will allow them to receive an email when someone has posted to a thread. This is especially useful for those who are moderating a thread to prompt them to check the board. They will still need to log-in to view the post; the text does not come in the email.

Allow members to rate posts will allow a rating from one to five stars. This could be used for anonymous peer review or a quick-ratings survey.

Force moderation of posts allows for a delegated member of the forum to approve posts before they are published.

Grade: You can select to grade a forum or grade individual threads. Note that if you select to “Grade Threads”, you cannot allow members to create new threads. Instead, consider selecting to Grade the forum. The grade feature creates a column in the grade book so you will not need to.

Step 5. Click [Submit](#) to create the Forum.

You can create additional Forums, or enter an existing one by clicking on the link.

Note the details provided for each Forum:

- Total posts within the Forum
- Total Unread by you (the person logged-in)
- Total number of participants provides a quick-view of how many individual users have participated. If you have 25 in your class, but only 12 have participated, this will alert you that others are falling behind!

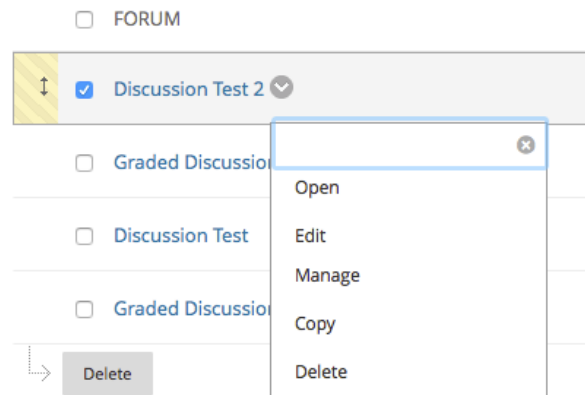
Discussion Board
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum Search ↑↓

<input type="checkbox"/> FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	TOTAL PARTICIPANTS
<input type="checkbox"/> Discussion 1		1	0	1

Displaying 1 to 1 of 1 items | [Show All](#) | [Edit Paging...](#)

Clicking on the Action Link (the arrow icon pointing downward), circled in the image on the right, opens a drop-down list that allows you to open, edit, grade, manage, copy or delete the forum.



Open: View the forum

Edit: Modify the Forum properties (the options you have when you set it up)

Grade: Assign a grade to a user for this forum.

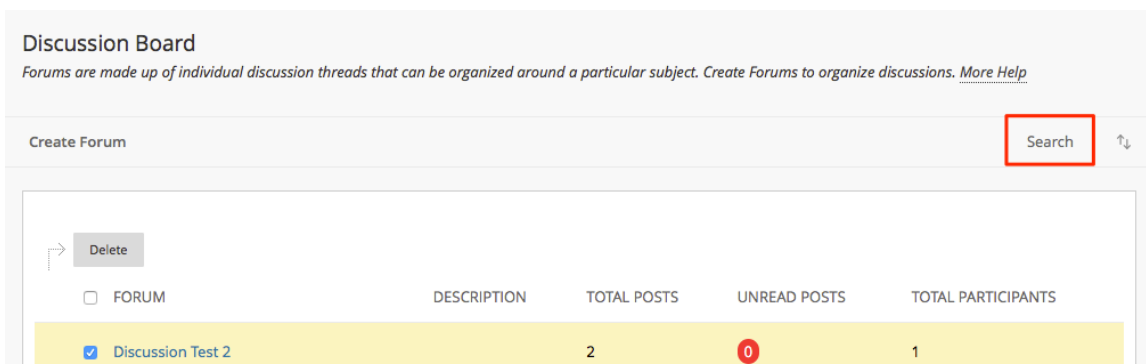
Manage: Modify a course member's forum role by selecting a new role in the forum role select menu. (Moderator, Participant, Blocked, etc)

Copy: Copy the Entire Forum or the Forum Settings only to another place within the course site.

Delete: Remove the Entire Forum from the course site.

Searching Forums

You can also search for a word in a post in the Discussion Board or select any board within the course, and set date criteria to aid the search. To search for a forum, click [Search](#) in the upper- right-hand corner of the Discussion Board page.



Enter the necessary information and click [Go](#) to complete the search.

Discussion Board
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum Search

Search in Current Discussion Board After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Before

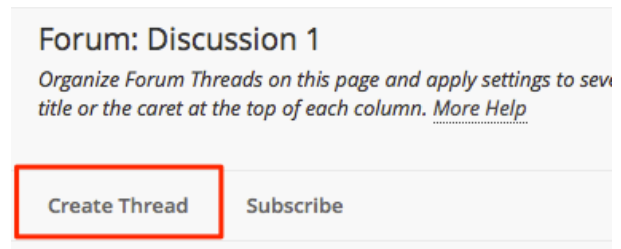
Creating a Thread

A Thread is a series of posts related to the same subject. Threads provide an organizational structure within a Forum for users to share posts on similar topics. Creating a thread posts the first message.

To create a Thread, follow these steps:

Step 1. Click on the [title](#) of the forum for which you wish to create a thread.

Step 2. Click the [Create Thread](#) button.



Step 3. Enter a [Subject](#) and [Message](#) for the Thread.

* Indicates a required field.

MESSAGE

* Subject

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

I use DB in the following ways...

Path: p Words:7

Step 4. Click the [Browse My Computer](#) or [Browse Content Collection](#) button to attach a file to the thread, if needed. Click Submit when finished

ATTACHMENTS

Attach File

Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Grading the Discussion Board

Grading a Forum


When setting up your forum you have the option of selecting to grade. Select the radio button next to [Grade Discussion Forum](#) and enter the number of points possible for the Forum. This sets up a column in the grade book. You also have the option to add a rubric or set a due date.



Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Show participants in "needs grading" status  after every Posts

Due Date  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

To enter grades:

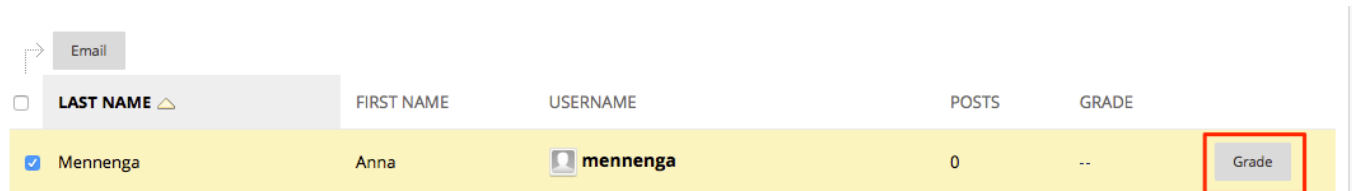
Step 1. From the Course Menu click [Discussion Board](#) > the Link to [the Forum](#) you want to Grade > the [Grade Discussion Forum](#) button

Forum: Discussion Test 2

Organize Forum Threads on this page and apply settings to several or all threads. Threads are at the top of each column. [More Help](#)

After clicking the Grade Forum button, you will see a list of your students, how many posts each student has made and a column titled “Grade”.

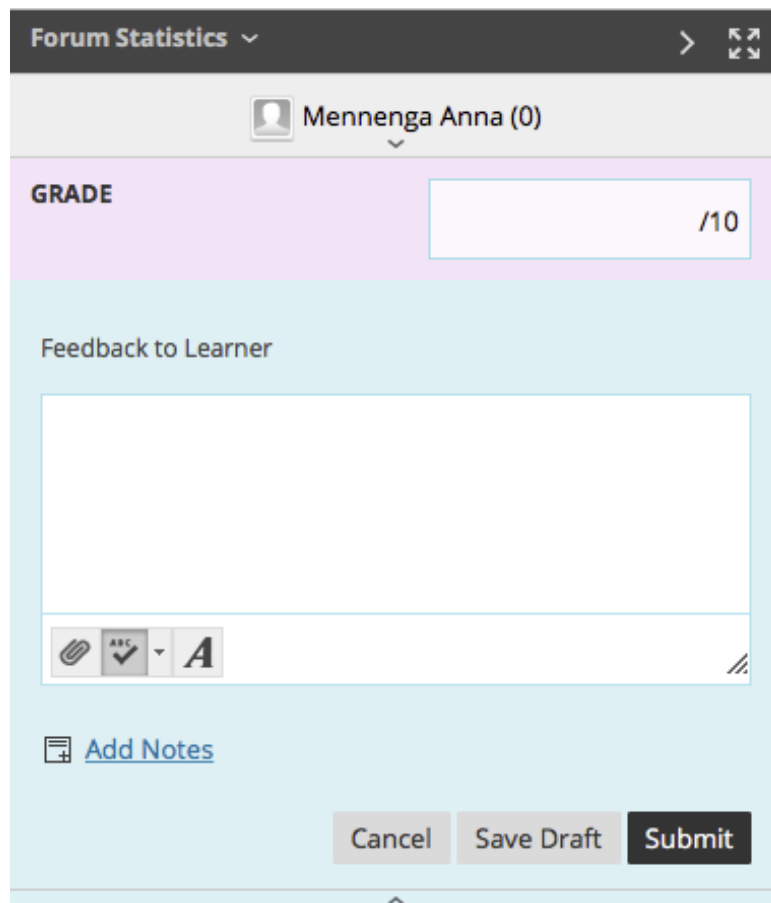
Step 2. To assign a grade to a user’s post for this forum, click the checkbox next to the student’s name, and select the gray [Grade](#) button.



<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	POSTS	GRADE
<input checked="" type="checkbox"/>	Mennenga	Anna	mennenga	0	--

The 'Grade' button in the 'GRADE' column for the student 'Mennenga' is highlighted with a red box.

Step 3. In the column on the right, there is a section for Grade and Feedback To Learner (optional). Press Submit when finished.



Forum Statistics

Mennenga Anna (0)

GRADE /10

Feedback to Learner

A

[Add Notes](#)

Grading a Thread

You can also set up a Forum to grade individual Threads. You would select the Grade Threads option under Forum Settings (see page 2 for reference).

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

This type of forum requires a specific set of options enabled. Those options were set for you:

- Allow Members to Create New Threads was turned OFF

NOTE: This will disable students from creating new threads, so make sure to have all threads created for them.

Next you will want to create a thread for your students, adding in a title, description, points possible and a rubric (if needed). Then click submit.

* Subject

Thread One

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Please Respond to this thread

Path: p

ATTACHMENTS

Attach File

Browse My Computer

Browse Content Collection

GRADING

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Thread



Points possible:

5

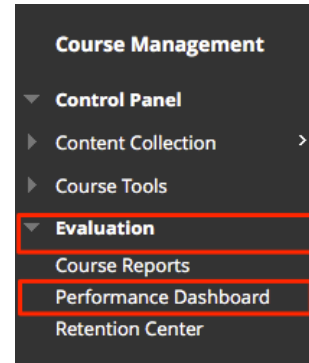
The students will then be able to add their replies to the thread. When they have added their feedback, go to the forum and select the [Grade Thread](#) button (see page 8 for details on grading).

Statistics

Discussion Board statistics are a part of the Performance Dashboard. These statistics include Total Posts, Date of Last Post, Average Post Length, Minimum Post Length, Maximum Post Length and Average Post Position.


To access the Performance Dashboard, select **Evaluation > Performance Dashboard** in the Control Panel.

The Performance Dashboard displays a Discussion Board column for each student.



Performance Dashboard
The Performance Dashboard provides an up-to-date report on the activity for all students. Information appears in a table format. Click a column heading or the caret in the header row of a column to sort the table data by that column. [More Help](#)

LAST NAME	FIRST NAME	USERNAME	ROLE	LAST COURSE ACCESS	DAYS SINCE LAST COURSE ACCESS	REVIEW STATUS	ADAPTIVE RELEASES	DISCUSSION BOARD	CUSTOMIZE RETENTION CENTER	VIEW GRADES
Mennenga	Anna	mennenan.sup	Instructor	May 5, 2017 11:34:10 AM	0	0		4	-	
Student	Anna	mennenan.student	Student	Apr 26, 2017 5:24:52 PM	9	0		0	0/4	

Additionally, the instructor can grade discussion board participation from this page by clicking the  icon in the View Grades column.

To view Discussion Board statistics for individual students, click the number in the discussion board column that corresponds with the student whose statistics you wish to view. Clicking on the number in this column directs the instructor to a user detail page that displays links to all forums in which the user has participated and usage statistics for the user in each forum. Statistics displayed include:

- Total Posts
- Date of Last Post
- Average Post Length
- Minimum and Maximum Post Lengths
- Average Post Position
- Grade

FORUM	TOTAL POSTS	DATE OF LAST POST	AVERAGE POST LENGTH	MINIMUM POST LENGTH	MAXIMUM POST LENGTH	AVERAGE POST POSITION	GRADE
Discussion Test	1	Mon Jan 16 10:22:22 EST 2017	0	0	0	1	-
Discussion Test 2	2	Mon Jan 16 10:39:53 EST 2017	9	0	18	2	-

Reading and Replying to Posts

Reading Posts

Posts are the series of replies user make under thread in a Discussion Board forum. The threads organize posts in hierarchical fashion to which users reply on.

To read the string of posts on a Thread, follow these steps:

Step 1: Click on the [title](#) of the forum for which contains the desired thread.

Step 2: Click on the [title](#) of the thread for which you wish to read the posts on.

You will then be shown the entire string of posts under the thread. The top post is the thread message that either you or one of your students created. All following posts are either replies to the thread or replies to other posts. Here's an example:

The screenshot displays a discussion board thread with the following elements:

- Thread Header:** "5 Post(s) in this Thread" and "0 Unread" (highlighted with an orange box).
- Message Actions:** A dropdown menu labeled "Message Actions" (highlighted with a blue box) and buttons for "Expand All" and "Collapse All" (highlighted with a green box).
- Main Post:** By "Anna Mennenga" (3 months ago), titled "Thread Discussion 2". It includes a "COLLAPSE" button (highlighted with a black box) and "Reply", "Quote", "Edit", and "Delete" buttons. A "Collapse Post" button is also present.
- Reply 1:** By "Anna Mennenga" (3 months ago), titled "Reply" with the content "adasd". A yellow box highlights the reply icon.
- Reply 2:** By "Anna Student" (1 minute ago), titled "RE: Thread Discussion 2", labeled as a "Response to Thread". It includes "Reply", "Quote", "Edit", "Delete", and "Email Author" buttons. A "Hide 1 reply" button (highlighted with a red box) is located to the right.
- Reply 3:** By "Anna Mennenga" (Just now), titled "RE: Thread Discussion 2", labeled as a "Response to thread".

Message Actions: After selecting one, some or all of the thread and/or posts scroll over the **Message Actions** button (blue button) to mark items as read, unread, to collect (print), set flag or clear flags off posts. To select a message, select the corresponding check box.

Expand/Collapse All: Click on the **Expand All** or **Collapse All** buttons (green buttons) to either maximize or minimize all the posts' message details, respectively. To expand/collapse single messages, scroll over the message and click on the expand/collapse that displays (black box).

Hide/Show Replies: If you have a series of replies to a post that you want to hide from your view because you are only interested in the main post, click on the "Hide # replies" text (pink box). And, click on the "Show # replies" text to unhide any posts. Notice if any string of posts have any unread, the "Show/Hide.." will include the number of unread posts.

Flagged Posts: To flag or clear a flagged a post, select the flag icon (yellow box). **Read/Unread Posts:** To mark a post as read/unread, select the circle icon (orange box). If the circle is colored in, then the post is an unread message. The total number of posts and total number of unread posts in a thread is given at the top right corner. To view only the unread messages (purple box), click on the number showing (the "0" in the above screenshot) for the unread messages. You will then get a separate screen showing all the individual messages. **Note:** In this view you will not see where the messages appear in the string of posts, but this view makes it easier to read/reply to unread messages on one screen.

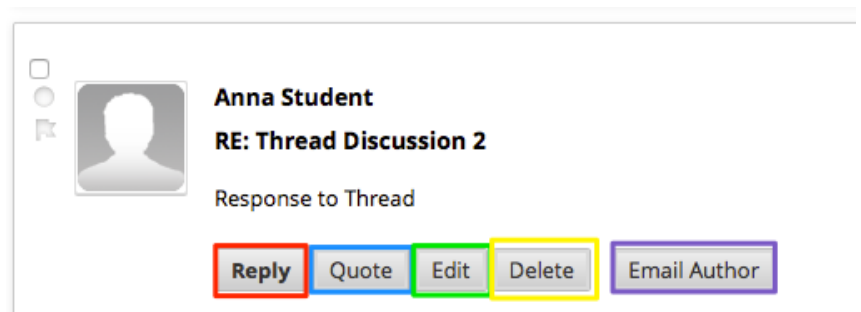
Replying to Posts

To reply to a post on a thread, follow these steps:

Step 1: Click on the [title](#) of the forum for which contains the desired thread.

Step 2: Click on the [title](#) of the thread for which you wish to read the posts on. **Step 3:** Navigate to the post you wish to make a reply and expand the message if it is not already. **Note:** The message has to be expanded in order to reply.

Step 4: Scroll over the message and select the **Reply** button (red button) that appears. **Note:** You also have the options to **Email Author** (purple button), **Quote** (blue button), **Edit** (green button) or **Delete** (yellow button) post.



Step 5: Your reply message information will appear right on the thread screen under the post you chose to reply to. Enter in your reply message in the text box or attach any documents by using the **Browse My Computer** button (green button) or **Browse Content Collection** button (purple button) to include any files from your computer or any files posted on the course.

The screenshot shows a user interface for replying to a discussion post. At the top left, there is a profile picture placeholder and the name "Anna Student". The subject of the reply is "RE: Thread Discussion 2", and it is labeled as a "Response to Thread". A timestamp "1 minute ago" is shown in the top right. A "Hide 1 reply" button is also present. Below this, a note states "Indicates a required field." followed by a "Subject" field containing "RE: Thread Discussion 2". The main area is a rich text editor with a toolbar and the text "Good thoughts|". At the bottom, there are two buttons: "Browse My Computer" (highlighted with a green border) and "Browse Content Collection" (highlighted with a purple border). At the very bottom right, there are "Cancel", "Save Draft", and "Submit" buttons.

Step 6: Select **Submit** to post your reply to the discussion board.