

# Using the Discussion Board in Blackboard

Once you have accessed your course site and clicked on the Communications or Discussion Board Link, you will see the available listed Forums.

**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](#)*

[Search](#)

| Forum                           | Description                             | Total Posts | Unread Posts | Total Participants |
|---------------------------------|---|-------------|--------------|--------------------|
| <a href="#">Sample BB Forum</a> | Use this forum to discuss class topics. | 0           | 0            | 0                  |

*Note: You can use the Search feature at the right of the page to find specific postings by filling in the author's name or text from a message.*

1. Click the Forum Title (the blue hyperlink) to enter the Forum.
2. You will see a list of Threads.

**Forum: Sample BB Forum**

*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](#)*

[Create Thread](#) [Search](#) [Display](#) ▾

Thread Actions ▾ [Collect](#)

| <input type="checkbox"/> | Date ▾         | Thread                                    | Author               | Status    | Unread Posts | Total Posts |
|--------------------------|----------------|---|----------------------|-----------|--------------|-------------|
| <input type="checkbox"/> | 8/9/12 1:57 PM | <a href="#">Question from Chapter 1</a> ▾ | Viktoryia Abramenska | Published | 1            | 1           |


To the left you will notice the Unread Posts and Total Posts. This tells how many total posts are part of this thread as well as how many you have yet to read.

3. Click on the Thread Subject Title (blue link) to read and reply to that thread.

## Thread details

In the thread, you will see all of the posts – the initial thread post is at the top and all of the replies are below it.

Select: [All](#) [None](#) Message Actions [Expand All](#) [Collapse All](#) 4 Posts in this Thread 0 Unread




**Breanne Hobria** [Email Author](#) posted 4 months ago (last edited 20 days ago)

**Test Thread**

Testing

[Reply](#) Scrolling over the post will show you the Reply button to post a comment under a particular post




**Breanne Hobria** [Email Author](#) posted 20 days ago (last edited 16 days ago)

**RE: Test Thread**

Replying to test thread

Your personal avatar will appear with all of your posts

[Hide 2 replies](#)



**Breanne Hobria (bbadmin)** [INSTRUCTOR](#) [MANAGER](#) [Email Author](#) 16 days ago

**RE: Test Thread**

[Reply](#)

[Hide 1 reply](#)

## Flag a Thread

You can “Flag” specific posts to alert you to return to it. This will only mark it for your attention and will not be visible to others in the course.


1. In the thread view, select the small Flag in the left column of the post you wish to flag.



**Breanne Hobria (bbadmin)** [INSTRUCTOR](#) [MANAGER](#) [Email Author](#)

**RE: Test Thread**

2. The small flag icon to the left of the post will appear blue if the post has been flagged, and in the forum view of the threads you will see a red flag next to a thread which has a post that you have flagged:



**Breanne Hobria (bbadmin)** [INSTRUCTOR](#)

**RE: Blackboard Help Info**

**Forum: Test Discussion Board**

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a table sorted by clicking the column title or the caret at the top of each column. [More Help](#)

[Create Thread](#)

| <a href="#">Thread Actions</a> | <a href="#">Collect</a> |                      |                                 |           |
|--------------------------------|-------------------------|----------------------|---------------------------------|-----------|
| <a href="#">Date</a>           |                         | Thread               | Author                          | Status    |
| 12/20/12 5:17 PM               |                         | Blackboard Help Info | <b>Breanne Hobria (bbadmin)</b> | Published |

## Rate a Thread

Two additional opportunities that you may have within a thread are to **Rate** the thread and to **Subscribe** to the thread. Your instructor may have enabled these features when he/she created the forum.

Sometimes in a course, your instructor may ask you to rate the threads of your classmates (Note: you cannot rate your own thread). This may be used as a peer review or for other instructional purposes. At the top of the thread, you will see **Your Rating** to the right of the thread information. You can scroll over the stars to select a rating for the post. Generally 0 is the lower and 5 is the highest.



Question from Chapter 1 > Reply Quote Set Flag

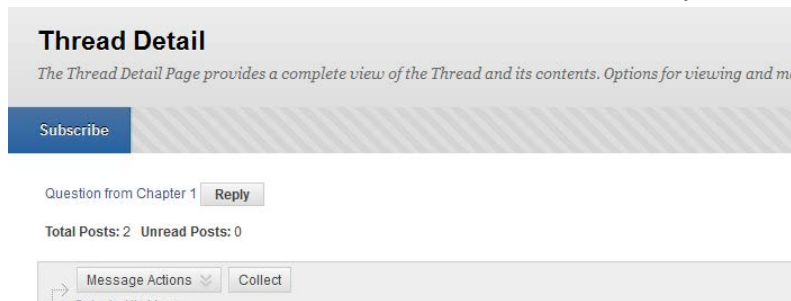
|   |   |
|---|---|
| <b>Author:</b> <a href="#">Colleen Cameron</a>          | <b>Total views:</b> 11 (Your views: 10) |
| <b>Posted Date:</b> Friday, May 21, 2010 8:20:07 AM EDT | <b>Overall Rating:</b> ★★★★★            |
| <b>Edited Date:</b> Friday, May 21, 2010 8:20:07 AM EDT | <b>Your Rating:</b> ★★★★★               |

Question from Chapter 1 > Reply Quote Set Flag

## Subscribe to a Thread

When your professor created the forum, he/she may have allowed you to subscribe to the thread or forum. Subscribing will generate an email message to your acknowledged email account, alerting you that someone has replied to the thread. It does not send their text, only a signal that there is activity.

1. To subscribe, click on the **Subscribe** button at the top left of the Thread Detail.



**Thread Detail**  
*The Thread Detail Page provides a complete view of the Thread and its contents. Options for viewing and managing the thread are available here.*

Subscribe

Question from Chapter 1 Reply

Total Posts: 2 Unread Posts: 0

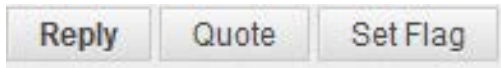
Message Actions Collect

2. The button text then changes to display **Unsubscribe**. Click on that button to stop email messages.

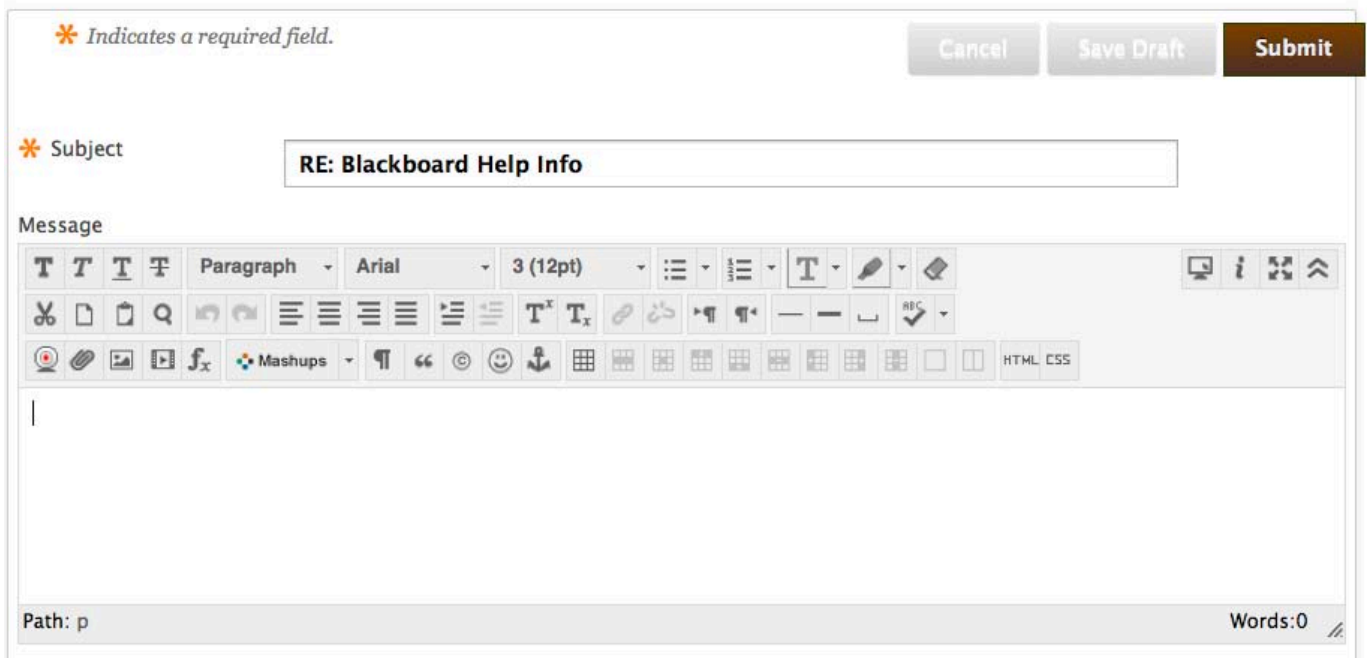


## Reply to a Thread

To reply to a thread, click on the Reply button.



Right under the post you clicked the "reply" button for, you will see the area for which you can compose a reply to. In the message box you can change the subject line if you choose. Then click in the Message box to begin typing your message. When finished, select "Submit" to post your reply or "Save as Draft" to save your text and come back to it later.



Note the icons above where you type. This is called a **WYSIWYG editor** (which stands for "What you see is what you get"). You can change the font type, size, color, alignment, and other features similar to a word processing program.

## Attaching a Document to a Thread

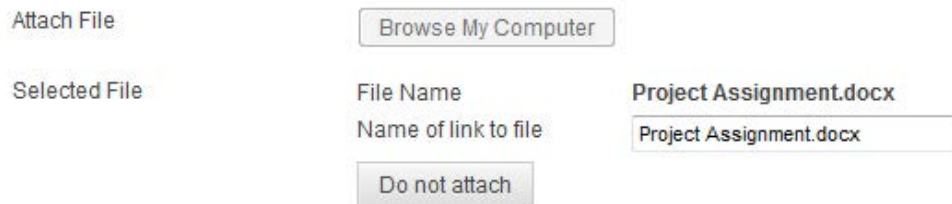
Attach a document by clicking on the **Browse my Computer** button under option 2. Attachments.

### 2. Attachments



Select the file you wish to upload and click the **Open** button, or double-click on the file. The file name will display as the attached file, or you may rename the file in the given text box. Also if you attached the incorrect file, you may click on the **Do not Attach** button to remove it and try again.

### 2. Attachments



Be sure to click **Submit** for your post to be Published. Clicking on the Save Draft button will **NOT** post! It will remain only available to you, with the word “draft” next to it in the Thread Detail.

### 3. Submit

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

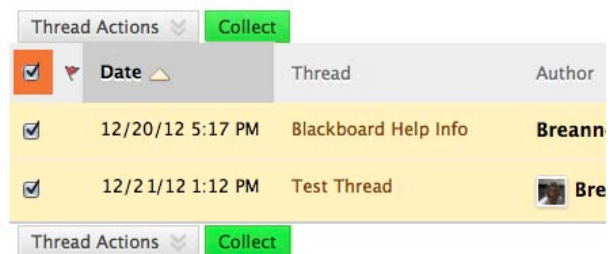


*Note: to edit and submit a draft, click on the subject hyperlink. You can only use the Save feature once for a post, then you need to either cancel or submit it. You cannot save it again.*

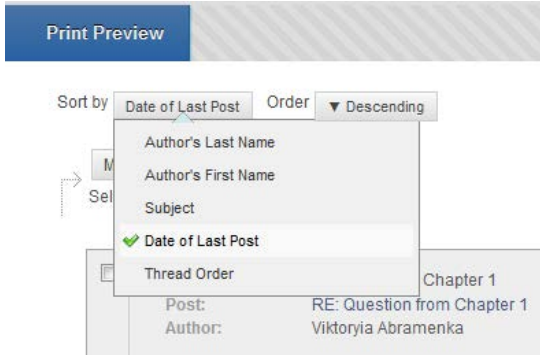
## Collecting Threads

You can “Collect” select posts with in a thread, entire an thread, or multiple threads in a forum for easier viewing and printing of the discussion board posts.

1. If you want to collect a few threads in a forum, click on the boxes next to threads to select them. [\\_\\_\\_](#)
2. If there are several threads, you can click on the check box in the top row to select all.
3. Click on the **Collect** button at the top or at the bottom of the thread list.



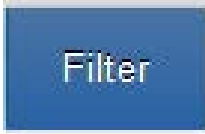
Once collected, you can sort by Author, Date, Subject, Rating, or Thread by selecting from Sort by and Order buttons.



You can Print the Threads by clicking on the Print Preview button at the top.



You can Filter by Author (All, or individual contributors) and by Status. Published are those visible to all, Drafts are those only visible to you, All will include all types. Note the Status for each post will alert you as to whether it is a Draft or Published post.



Click OK to return to the Thread Detail.

