


USING THE DISCUSSION BOARD

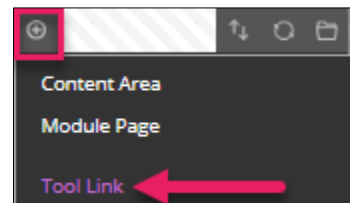


Blackboard Communication Tools

The discussion board is a communication tool that allows students and the instructor to discuss and exchange ideas centered on a specific topic. In this tutorial, you will learn how to create a discussion board tool link button and discussion forum. These instructions assume that you have [EDIT MODE](#) turned on in your course.

CREATING A DISCUSSION BOARD BUTTON

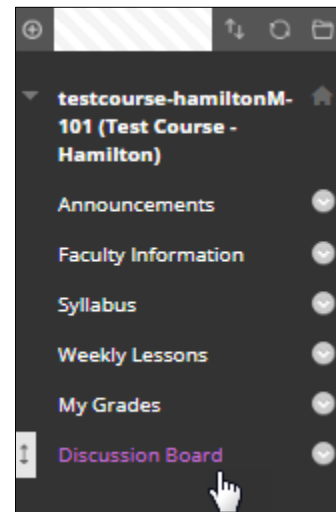
1. In your course, roll your mouse over the  **ADD** button. From the pop-up menu, select **CREATE TOOL LINK**.



2. An **ADD TOOL LINK** box will appear. Give the tool link a logical name and select **DISCUSSION BOARD** from the drop-down menu. Be sure to check the **AVAILABLE TO USERS** checkbox to make this area available to students. When done, click **SUBMIT**.

A screenshot of the "Add Tool Link" form. It has a title "Add Tool Link" and three input fields: "Name:" with the value "Discussion Board", "Type:" with a dropdown menu set to "Discussion Board", and a checked checkbox labeled "Available to Users". At the bottom right, there are "Cancel" and "Submit" buttons.

3. A discussion board tool link will now appear in your course menu. You and your students will use this link to access the discussion board.



CREATING A DISCUSSION BOARD FORUM

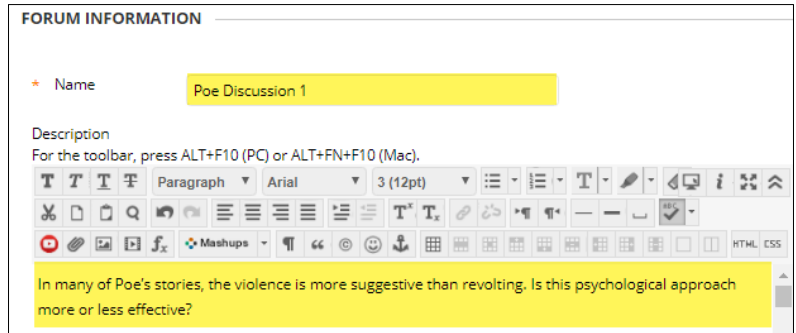
To have a conversation about a specific topic, you must first create a forum. A forum is a place for you and your students to publish, share, and reply to comments (ie. threads). Follow these instructions to create a new forum.

1. Click on your course menu's **DISCUSSION BOARD** link to view the course's discussion board. When you are on the discussion board page, click on the **CREATE FORUM** button.

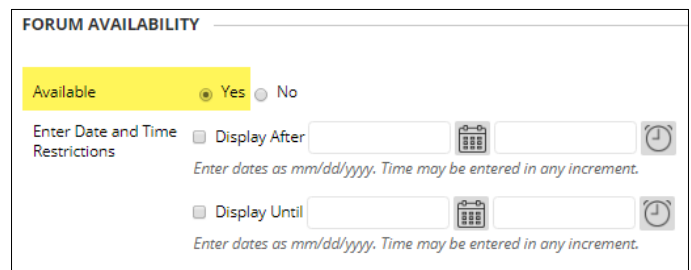


2. On the **CREATE FORUM** page, complete the following fields:

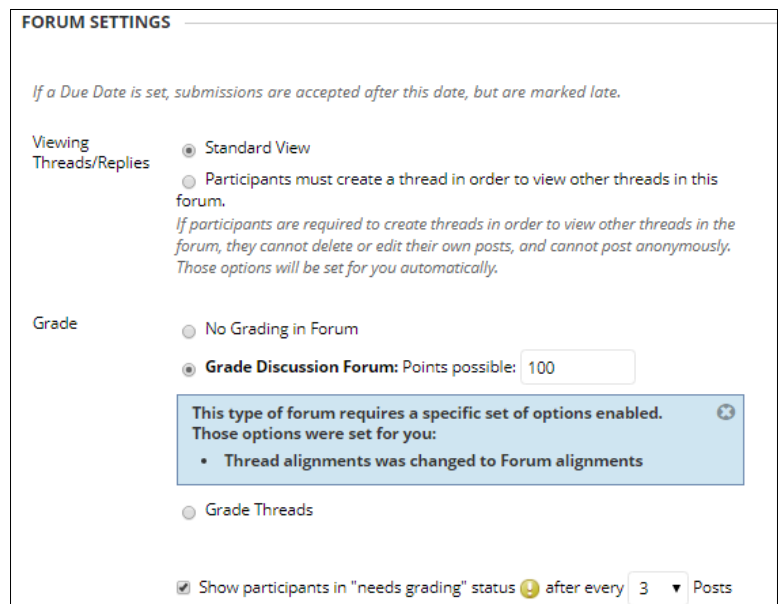
- a. **FORUM INFORMATION:** Give the forum a meaningful **NAME**. Add your discussion question and instructions to the **DESCRIPTION** field.



- b. **FORUM AVAILABILITY:** Click the **AVAILABLE** radio button to make the forum available. If desired, you may use the scheduling tools to control the forum's availability.



- c. **FORUM SETTINGS:** Choose the settings you would like to use in the forum. Here, you can also determine if you want to include this forum in your Grade Center and set its point value.



3. When you are done completing the form, click the **SUBMIT** button at the bottom of the page. The new forum will be posted to the discussion board. Please note the following navigational features of the Discussion Board page

The screenshot shows the Discussion Board interface. At the top, there is a header with the title "Discussion Board" and a descriptive paragraph. Below the header is a navigation bar with a "Create Forum" button on the left and "Search", "Discover Content", and a sort icon on the right. Callout A points to the "Search" button. Below the navigation bar is a table of forums. Callout B points to the column headers: "FORUM", "DESCRIPTION", "TOTAL POSTS", "UNREAD POSTS", "REPLIES TO ME", and "TOTAL PARTICIPANTS". Callout C points to a forum entry titled "Poe Discussion 1". Callout D points to the "UNREAD POSTS" and "REPLIES TO ME" notification icons, which are red circles with the number "0".

- A. **Search and Re-ordering Tools** – To search for content within the discussion board, click the *Search* button and use the provided search tools. To rearrange the order of the forums, click the arrow icons and move the forums into a preferred order in the form that appears.
- B. **Sorting Filters** – The heading of each column is a clickable link that sorts forums ascending alphabetically. If you click on a sorting filter, a “Remove Sorting” button will appear on the page. While forum content is sorted, you will not be able to re-arrange forum order.
- C. **Forum Link** – Click on the name of the forum to access it. To edit the forum, click on the gray arrow button next to its name and select the option you want to perform: Edit, Grade, Manage, or Delete.
- D. **Forum Notifications** - The *Unread Posts* notification will display a number indicating the number of posts you have not read. The *Replies to Me* notification will display a number indicating how many replies have been added to a thread that you authored. Clicking on the notification will display the forum posts associated with it.

CREATING THREADS IN A FORUM

A thread is an individual, original response posted within a forum. It is a best practice for the instructor to add the first thread in a forum as an example for the students to use when creating their own responses. The instructor and students may follow this process to add a new thread to a forum:

Forum: Poe Discussion 1
In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post. [More Help](#)

Create Thread Grading Information Subscribe Search Discover Content Display ▾

Thread Actions Collect

DATE ▾	THREAD	AUTHOR	STATUS	UNREAD POSTS	REPLIES
5/30/18 2:02 PM	An Example Draft Post draft	Annie Asterisk	Draft	0	0

Show All
 Published Only
 Hidden Only
Drafts Only

Editing & Publishing a Draft Thread

In the forum containing the draft thread, the user must view the thread by clicking on its title. On the **THREAD DETAIL** page, the user must roll his or her mouse over the content of the thread and click the **EDIT** button that appears.

Thread: An Example Draft Post

Select: 1 Post(s) in this Thread

Message Actions Expand All Collapse All

Annie Asterisk 4 minutes ago

An Example Draft Post DRAFT

At vero eos et accusamus. Non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Animi, id est laborum et dolorum fuga. Accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo. Totam rem aperiam. At vero eos et accusamus. Duis aute irure dolor in reprehenderit in voluptate velit. Esse cillum dolore eu fugiat nulla pariatur. Ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat.

The user will then see a form to resume editing of the thread. Once done making edits, the user should click the **SUBMIT** button to publish the thread to the forum.

REPLYING TO THREADS

1. To reply to a thread, click on the thread to which you want to reply.
2. This will open the thread's detail page for viewing. Here, click the **REPLY** button.
3. A drop-down form will appear, where you can add your reply to the thread. To publish the reply, click **SUBMIT**.
4. The reply will be added to the thread's details page, indented underneath the original thread.

The screenshot shows a forum thread interface. At the top, the title is "Thread: Fall of the House of Usher". Below the title are search and refresh icons. A navigation bar includes "Select: All None", "Message Actions", "Expand All", and "Collapse All". On the right, it says "3 Posts in this Thread" and "0 Unread".

The first post is by Annie Asterisk, titled "Fall of the House of Usher". It contains a paragraph of text about Poe's story. A red callout box labeled "Original Thread" points to this post. Below the text is a blue "Reply" button.

The second post is by Sally Spacebar, titled "RE: Fall of the House of Usher". It contains a paragraph of text. A red callout box labeled "Replies to Threads" points to this post.

The third post is by Megan Hamilton, titled "RE: Fall of the House of Usher". It contains a paragraph of text. A red callout box labeled "Replies to Threads" also points to this post.