



# Discussion Board

Blackboard  
Version 9.1

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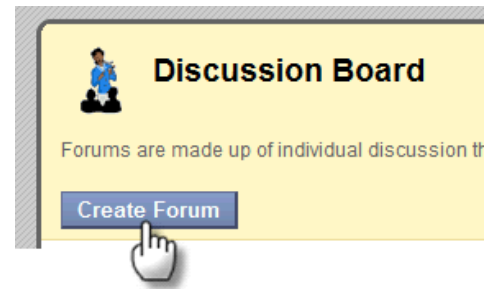
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## Create a Forum

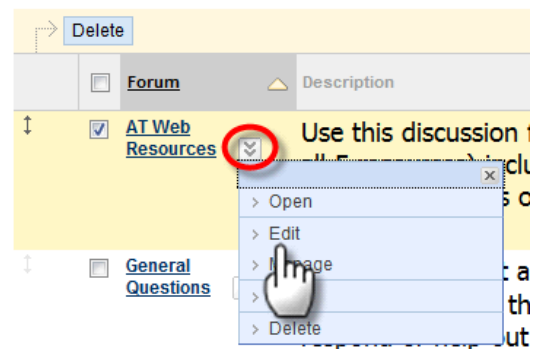
A Forum is a site where instructors and students can hold a message-board type discussion about any topic of the Instructor's choosing. Forums can be added by the Instructor to the Discussion Board in the Course Menu; they can be open to all users in the course or only to members of a group in a course. You can also find the Discussion Board in the Course Tools section of the Control Panel.

- To create a forum in the Discussion Board, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
- In the Course Menu, select **Discussion Board**.
- On the Discussion Board page, select **Create Forum**, and when the Create Forum page pops up, you can enter the Forum Name, Description, Forum Availability, Forum Settings, Subscribe, and Grade options to fit your needs.
- Select **Submit** to finish.



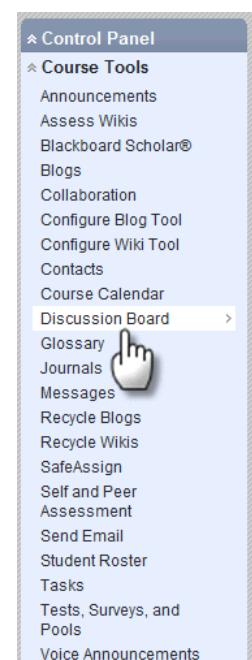
## Edit a Forum

- To edit a forum on a Discussion Board, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
- Go to the Control Panel, select **Course Tools**, and then click **Discussion Board**.
- On the Discussion Board page, click on the drop-down menu next to the Forum you would like to modify and select **Edit**.
- Here you can change the Forum Information, Title, Description, Forum Settings, Subscribe, and Grade options to fit your needs.
- Select **Submit** to finish.

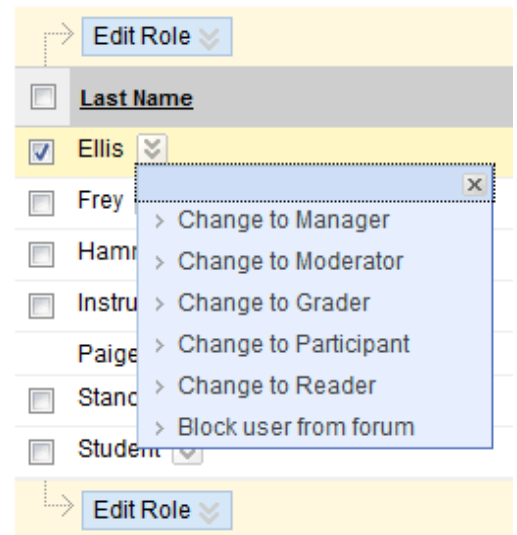
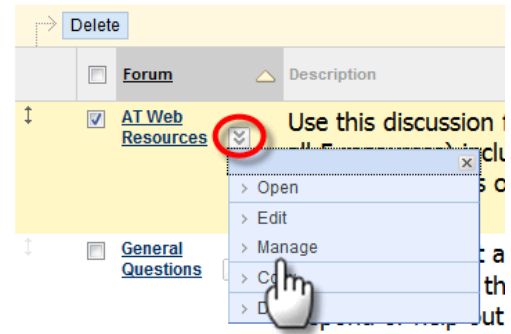


## Forum Roles


- To change a User's Role in a forum on a Discussion Board, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
- Go to the Control Panel, select **Course Tools**, and then click **Discussion Board**.
- On the Discussion Board page, click on the drop-down menu next to the Forum you would like to modify and select **Manage**.



- In the Manage Forum Users page, select the role for all of the users from the drop-down list next to their Last Name.
  - The default role for users is Participant, who can read and post but do not have any administrative privileges.
  - The forum role Blocked prevents the user from accessing the forum.
  - The forum role Reader allows the user to read the contents of a forum, but not post or respond to posts.
  - The Grader allows the user Participant privileges as well as the Grading privileges for the forum (assign grades to a user for their performance in a forum or a thread).
  - The Moderator allows Participant privileges as well as the ability to modify, delete and lock posts; if a Moderation Queue is used, the Moderator may also approve or reject posts in the queue.
  - The Manager allows all privileges.

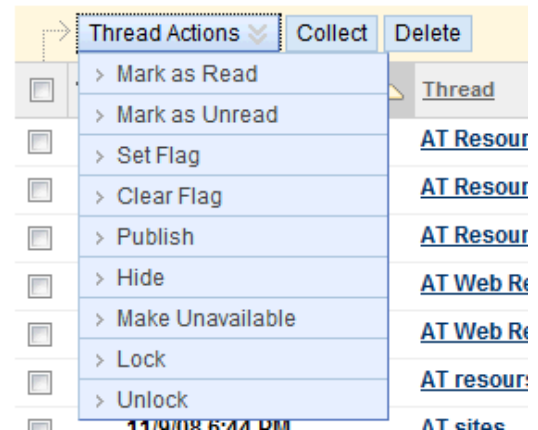


## Create a Thread

- A Thread is the initial post and the entire series of replies to that post within a forum.
- To create a thread to a forum, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
- Go to Tools, in the Course Menu, and select **Discussion Board**.
- When the Discussion Board page pops up, select the Forum to which you would like to contribute.
- Next, select **Create Thread** and the Create Thread window will pop up. 
- Enter the Subject of the thread (just like the subject of an email) and the Message of the thread (like the body of an email).
- Select **Submit** to finish.

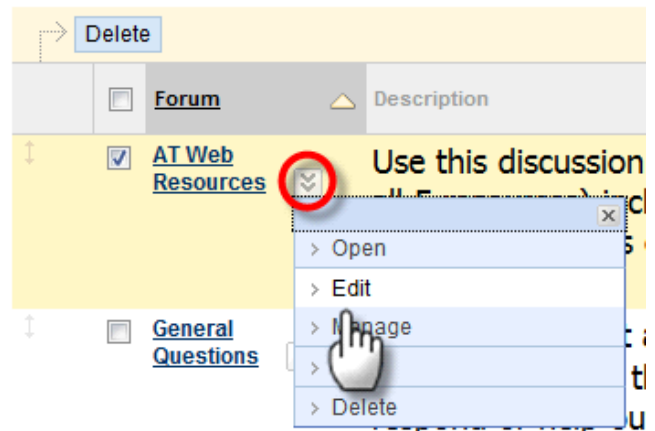
## Manage a Thread

- The Forum Manager can change the status of a thread to Published (available to all users), Locked (users may read the thread but not make any additions or modifications), Unlocked (allows users to modify and add to the thread), Hidden (are not displayed unless the user chooses), Unavailable (only visible to Forum Managers).
- To change the status of a thread first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
- In the Course Tools section of the Control Panel, select **Discussion Board**. On the Discussion Board page, select the forum in which you would like to work.
- Next, find the thread you want to change the status of and click on the drop-down menu button and choose a new status for the selected thread: Publish, Hide, make Unavailable, Lock, Unlock or Subscribe.



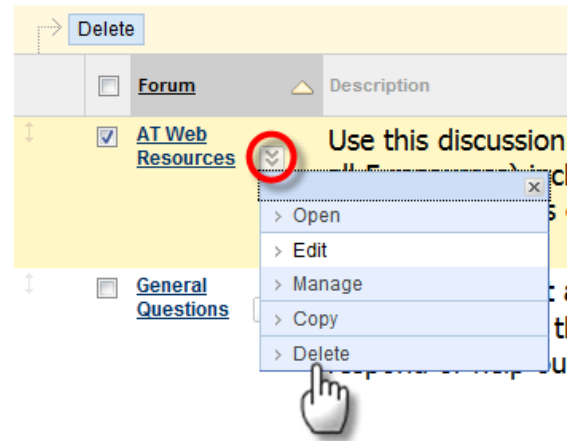
## Edit a Thread

- To allow a user to edit their own thread post in a Forum that is already created, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
- Next, select **Discussion Board** from Tools in the Course menu, select **Edit** from the drop-down menu of the forum which contains the Thread Reply in question, and under Forum Settings (step 3) check Allow Author to Edit Own Published Posts and hit **Submit**.
- To edit a thread, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
- In the Course Tools section of the Control Panel, select **Discussion Board**.
- On the Discussion Board page, select the forum in which you would like to work.
- Next, find and select the thread you want to edit.
- Once in the Thread Details page, you can select **Edit** to change Subject, Message or Attachments.
- Select **Submit** to finish.



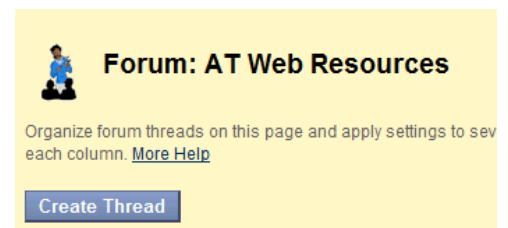
## Delete a Thread

- To delete a thread post, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
- In the Course Tools section of the Control Panel, select Discussion Board.
- On the Discussion Board page, select the forum in which you would like to work.
- Next, find and select the thread you want to remove and in the Thread Detail page select **Delete**.
- A window will pop up giving you the Warning: *This action will delete this post and all replies to the post in this thread. Continue?* Select **OK** to delete the thread.
- To allow the user to delete their own thread post in a Forum that is already created, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
- Select **Discussion Board** from Tools in the Course menu, select Edit from the drop-down menu of the forum which contains the thread post in question, and under Forum Settings (step 3) check Allow Author to Delete Own Published Posts and hit **Submit**.



## Collecting Threads

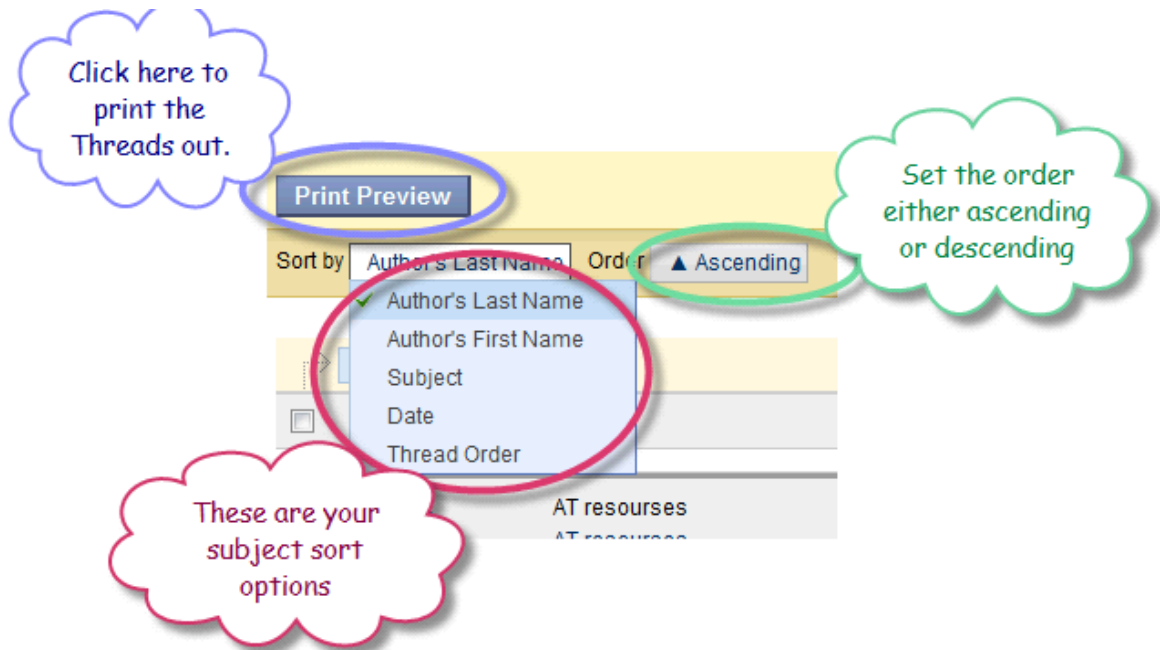
- To collect the threads of a discussion forum, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
- In the Course Tools section of the Control Panel, select **Discussion Board**.
- On the Discussion Board page, select the forum in which you would like to work.
- You can pick the threads you want to collect by clicking in the box on the left of the thread. If you would like to collect all of the threads in a forum, choose the box on the top of the threads – this will select all of the threads at once.
- Once you have the threads you want to collect, select the **Collect** button.



Thread Actions	Collect	Delete	Date	Thread
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/28/08 3:49 PM	<a href="#">AT Resources</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/2/08 12:58 PM	<a href="#">AT Resources</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/3/08 11:07 AM	<a href="#">AT Resources</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/3/08 1:57 PM	<a href="#">AT Web Resources</a>

Thread Actions	Collect	Delete	Date	Thread
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/28/08 3:49 PM	<a href="#">AT Resources</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/2/08 12:58 PM	<a href="#">AT Resources</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/3/08 11:07 AM	<a href="#">AT Resources</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/3/08 1:57 PM	<a href="#">AT Web Resources</a>

- You can then organize the list of threads by Author, subject, date or order. You can also set the order Ascending or Descending.



- If you want to print the threads out, choose Print Preview.

## Viewing Students Posts

- To view the activity of one student at a time, you can use the Performance Dashboard.
- First make sure you are in the course you would like to work in and that you have the edit mode set to ON.
- In the Control Panel, under Evaluation, select Performance Dashboard.
- The students in the course will appear in the list. In the column Discussion Board you will see a number in blue. This number tells you how many forums the student participated in.

Last Name	First Name	Username	Role	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Release	Discussion Board
~Student Names and other info blocked~								4
~Student Names and other info blocked~								4
~Student Names and other info blocked~								4
~Student Names and other info blocked~								3
~Student Names and other info blocked~								3
~Student Names and other info blocked~								3

- If you click on the number, you are then presented with detailed information related to the individual forums the student participated in.

Forum	Total Posts	Date of Last Post	Average Post Length	Minimum Post Length	Maximum Post Length	Average Post Position	Grade
<a href="#">AT Web Resources</a>	6	Thu Nov 13 16:23:15 EST 2008	380	121	1337	1	-
<a href="#">General Questions</a>	2	Wed Dec 10 18:20:01 EST 2008	101	67	135	2	-
<a href="#">Week 4: AT and Math Discussion</a>	8	Tue Sep 23 18:28:33 EDT 2008	330	79	1032	2	-
<a href="#">Week 7 Discussion Board Assignment</a>	8	Wed Oct 15 13:06:55 EDT 2008	286	104	779	1	-