


Bb 7.1 Discussion Board

Discussion Boards are available in all courses and are accessible by all students--although not all instructors choose to enable or use them within their course. In order for students to post messages to the discussion board (db), an instructor must first create a **forum**. A forum is the term for the individual topics or subject headings within the db. Each forum contains **threads** (or individual messages) that consist of the original posting and any related replies. Blackboard also allows instructors to create private group discussion boards accessible only to specific users, they operate in the same manner as the general course discussion boards.

Creating A New Thread (this option available only if allowed by your instructor)

1. Enter the Discussion Board area and click on the desired forum link to open the forum. (As shown in the sample below, there are already four existing forums created.) The area to the right of each forum indicates the total number of posts, unread posts and total forum participants.


 Discussion Board

Search After Nov 09 2006 Before Nov 09 2006

in Before Nov 09 2006 After Nov 09 2006

Forum	Total Posts	Unread Posts	Total Participants
Syllabus Discussion Forum	4	0	2
Syllabus Discussion Forum - post your questions here			
MidTerm Exam Forum	5	5	2
Discussing the contents of the upcoming MidTerm Examination.			
Last Week's Examination	0	0	0
description.			
Sample Forum	1	1	0
Testing.			

2. After opening the Forum View screen, it will display the date, time and author information for any threads already posted. (In the sample below, 5 threads are shown). To add a new thread, click the Add New Thread icon at the top of the page (see below)

 Course Discussions: MidTerm Exam Forum

Display Search After Nov 09 2006 Before Nov 09 2006

in Before Nov 09 2006 After Nov 09 2006

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	7/18/06 4:54 AM	exam question		Published	1	1
<input type="checkbox"/>	7/18/06 4:54 AM	Student threads???		Published	1	1
<input type="checkbox"/>	7/18/06 4:54 AM	message		Published	1	1
<input type="checkbox"/>	8/15/06 8:56 AM	Test Thread	Susan Parker	Published	1	1
<input type="checkbox"/>	8/15/06 8:58 AM	2nd test thread	Joe Student	Published	1	1

Select All

Creating New Thread (continued)

4. Next, the Add Thread screen appears (see below). Complete the **Subject** and **Message** fields and attach any files as necessary.

*Note: The "Post message as anonymous" option is displayed only if that setting has been enabled by your instructor.

SPARKER TESTSHELL > COMMUNICATIONS > DISCUSSION BOARD > BB POWER USER'S FORUM > ADD THREAD

Add Thread

1 Message

Subject:

Message

Normal 3 Times New Roman B I U S x₂ x² | [List icons]

Path: [body](#)

Post message as Anonymous

2 Attachments

Attachments [Attach a file](#)

3 Submit

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

Cancel Save Submit

5. When complete, scroll down to the bottom of the page and click **Submit**.

Note: You will notice there is also a **Save** button that is available. Choosing Save will keep a draft copy of the thread which can be opened, re-edited and submitted at later time. In order to display any previously saved drafts, you must choose **Show All** from the Display options on the top of the Forum View page.

Display Published

- Show All
- Published
- Locked
- Hidden
- Unavailable

Replying to an Existing Thread

1. Enter the Discussion Board area and click on a forum title to open the forum.

Discussion Board

Search After Nov 09 2006 Before Nov 09 2006

in **Current Discussion Board**

Forum	Total Posts	Unread Posts	Total Participants
Syllabus Discussion Forum	4	0	2
Syllabus Discussion Forum - post your questions here			
MidTerm Exam Forum	5	5	2
Discussing the contents of the upcoming MidTerm Examination.			
Last Week's Examination description.	0	0	0
Sample Forum Testing.	1	1	0

2. The Forum View screen appears. (See below.) The top toolbar contains options for managing threads. The middle section contains a search feature and the bottom section of the page displays a listing of current threads along with information regarding author, unread postings, and number of total postings contained within each thread. (This screen can display up to 25 threads, if the forum contains more than 25 threads, the additional threads will appear on separate pages.)

Course Discussions: MidTerm Exam Forum

Display **Published** Search After Nov 09 2006 Before Nov 09 2006

in **Current Forum**

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	7/18/06 4:54 AM	exam question		Published	1	1
<input type="checkbox"/>	7/18/06 4:54 AM	Student threads???		Published	1	1
<input type="checkbox"/>	7/18/06 4:54 AM	message		Published	1	1
<input type="checkbox"/>	8/15/06 8:56 AM	Test Thread	Susan Parker	Published	1	1
<input type="checkbox"/>	8/15/06 8:58 AM	2nd test thread	Joe Student	Published	1	1

Select All

3. Locate the thread that you wish to reply to and click on the title (subject line) of the thread.

Replying to an Existing Thread (continued)

4. The Thread Detail screen will appear (see below) which contains several sections. Options for managing threads appear on the top toolbar; a search toolbar appears beneath it. The middle section displays a scrollable list of threads and replies (replies appear beneath the original post and unread posts appear in bold type.) The bottom section of the page displays the contents of the post you just selected.

The bottom section of the page displays the contents of the post you just selected.

5. Click the **Reply** button located near the hyperlinked title at the top of the message box.

Note: Within the content area, you will see the Modify and Remove buttons, only if your instructor has enabled these forum features.

The screenshot shows the 'Thread Detail' page for a forum thread titled 'Midterm Question'. At the top, there is a toolbar with 'Collect', 'Flag', and 'Clear Flag' buttons, and a 'Tools for managing threads' label. Below this is a search toolbar with a search input field, a dropdown for 'in Current Thread', and date filters for 'After' and 'Before' (both set to Nov 13, 2006). A red box highlights the 'Reply' button next to the thread title and the text 'Click to add reply'. The thread list shows two posts: 'Midterm Question' by Sue Parker (11/9/06) and 'RE Midterm Question' by Susan Parker (11/13/06). Below the list are 'Refresh', 'Select All', and 'Go' buttons. The main content area shows the subject 'Midterm Question', author 'Sue Parker', creation date 'Thursday, November 9, 2006 12:51:36 PM EST', and the question: 'Does the midterm have a time limit? If so, how long is it?'. At the bottom, there are 'Reply', 'Modify', and 'Remove' buttons for the selected post.

Note: To respond to the reply instead of the original posting, click on the title of the reply to display it, and then use the bottom Reply button. (See sample below)

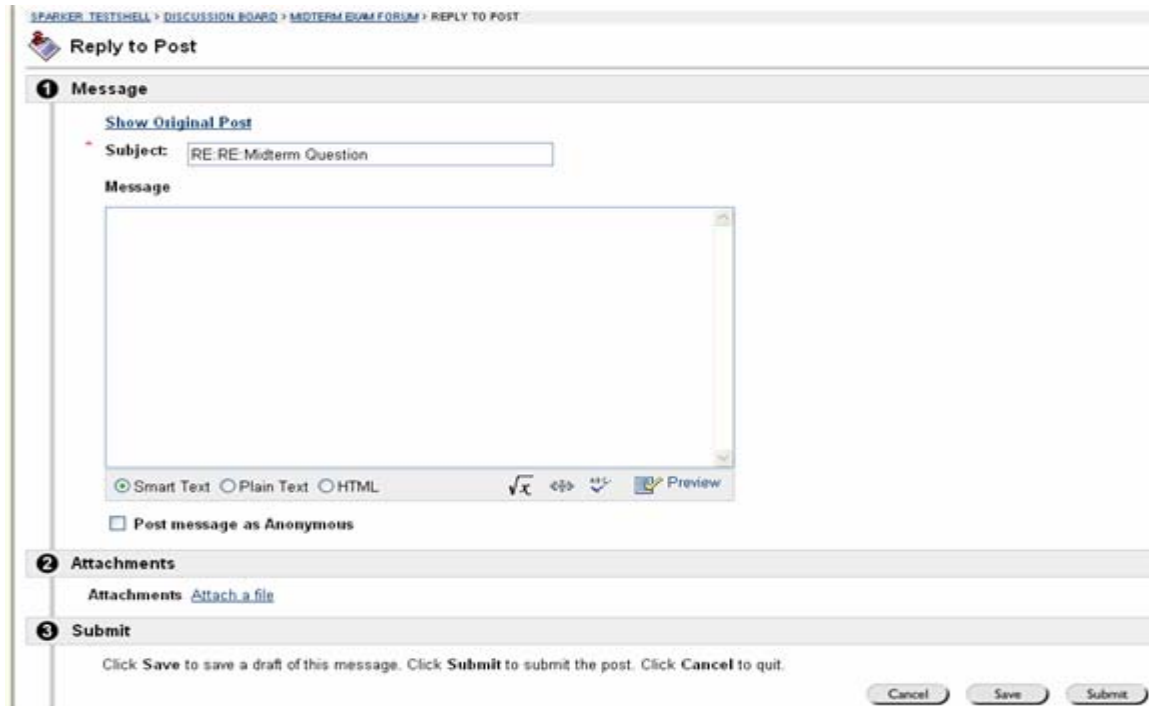
The screenshot shows the 'Thread Detail' page for a forum thread titled 'RE Midterm Question'. The search toolbar is similar to the previous screenshot, but the date filters are now set to Nov 14, 2006. A red arrow points to the 'RE Midterm Question' link in the thread list, with the text 'Select this posting' next to it. The main content area shows the subject 'RE: Midterm Question', author 'Susan Parker', creation date 'Monday, November 13, 2006 9:21:59 AM EST', and the answer: 'There is a 1 and a 1/2 hour time limit'. A red box highlights the 'Reply' button at the bottom right of the content area.

Replying to an Existing Thread (continued)

6. Add your response in the **Message** area.

Note: To indicate that you are replying to a message, you should generally keep the existing the **Subject** field as it appears.

7. Scroll down to the bottom of the page and click the **Submit** button.



The screenshot shows a web interface for replying to a post. At the top, a breadcrumb trail reads: SPARKER TESTHELL > DISCUSSION BOARD > MIDTERM EXAM FORUM > REPLY TO POST. Below this is a 'Reply to Post' header with a small icon. The main content area is divided into three numbered sections: 1. **Message**: This section contains a 'Show Original Post' link, a 'Subject' field with the text 'RE RE Midterm Question', and a large empty text area for the message. Below the text area are radio buttons for 'Smart Text' (selected), 'Plain Text', and 'HTML', along with icons for mathematical symbols, code, and a 'Preview' button. A checkbox for 'Post message as Anonymous' is also present. 2. **Attachments**: This section has a link to 'Attach a file'. 3. **Submit**: This section contains instructions: 'Click Save to save a draft of this message. Click Submit to submit the post. Click Cancel to quit.' At the bottom right of the form are three buttons: 'Cancel', 'Save', and 'Submit'.

8. Your reply will appear indented beneath the original post.

Collecting and Viewing Multiple Threads

When forums contain many threads and replies, it becomes very tedious to open and read each posting individually. You can easily view an entire thread and all replies by:

1. Choose **Select All** and click **GO** to select all postings. (A checkmark will appear beside each one).
2. Click the **Collect** button at the top of the page.

The screenshot shows a forum thread detail page. At the top, there is a breadcrumb trail: SPARKER TESTSHELL > DISCUSSION BOARD > MIDTERM EXAM FORUM > THREAD DETAIL. Below this is the "Thread Detail" section, which includes a "Collect" button (highlighted with a red box and labeled "2. Click Collect"), a "Flag" button, and a "Clear Flag" button. There is also a search bar with "in Current Thread" and date filters for "After" and "Before" (both set to Nov 14, 2006). The thread title is "RE: Midterm Question" and it has 3 total posts and 0 unread posts. A list of posts is shown with checkboxes next to them. Below the list is a "Refresh" button and a "Select All" button (highlighted with a red box and labeled "1. Select All, then click GO") with a "Go" button. The main content area shows the subject "RE: Midterm Question" and the author "Susan Parker". The post content is "There is a 1 and a 1/2 hour time limit".

3. The postings are grouped together on one page, allowing you to easily read or print them. (See below)

The screenshot shows a forum collection page titled "Collection: MidTerm Exam Forum". It has a "Print" button and a "Sort by" dropdown menu set to "Author". There is a filter section with "Filter Author" set to "Show All" and "Status" set to "Published". The collection contains three posts, each with a "Thread" and "Post" link, the author's name, the date, status, and overall rating. The first post is by Sue Parker, dated Tuesday, November 14, 2006. The second post is by Susan Parker, dated Monday, November 13, 2006, with the content "There is a 1 and a 1/2 hour time limit". The third post is by Sue Parker, dated Thursday, November 9, 2006, with the content "Does the midterm have a time limit? If so, how long is it?".

Sorting Discussion Board Threads

Discussion Board threads may be sorted (in ascending or descending order) using any one of the following columns: Date, Thread, Author, Status, Unread Posts, Total Posts.

1. On the View Forum screen (see below), click the small carat symbol (triangle) that appears at the top of the column heading to sort on that column.

Note: A downward pointing carat indicates a descending sort order. Click the carat again to change to ascending order (upward pointing carat.)

Course Discussions: MidTerm Exam Forum

Thread Collect

Display Published GO Search After Nov 14 2006 Before Nov 14 2006 GO

in Current Forum

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	7/18/06 4:54 AM	exam question		Published	0	1
<input type="checkbox"/>	7/18/06 4:54 AM	Student threads???		Published	1	1
<input type="checkbox"/>	7/18/06 4:54 AM	message		Published	1	1
<input type="checkbox"/>	8/15/06 8:56 AM	Test Thread	Susan Parker	Published	0	1
<input type="checkbox"/>	8/15/06 8:58 AM	2nd test thread	Joe Student	Published	0	1
<input type="checkbox"/>	11/9/06 12:51 PM	Midterm Question	Sue Parker	Published	0	3

Select All GO

OK

Note: A downward pointing carat indicates a descending sort order. Click the carat again to change to ascending order (upward pointing carat.)

Searching Discussion Boards

At the top of the Forum View, Thread View and Thread Detail screens a search feature appears. It allows users to search for postings which contain a particular keyword (such as topic or last name) and/or those posted after or before a particular date. The default search option searches within the current thread, but by changing the selection in the drop-down Search In box, users may also search the entire current discussion board or all forums in the course, including any group forums to which the user belongs.

Discussion Board

Forum

Search After Jun 22 2006 Before Jun 22 2006 GO

in Current Discussion Board

- Current Discussion Board
- All Forums in Course