

An Overview of the Blackboard 8 Discussion Board

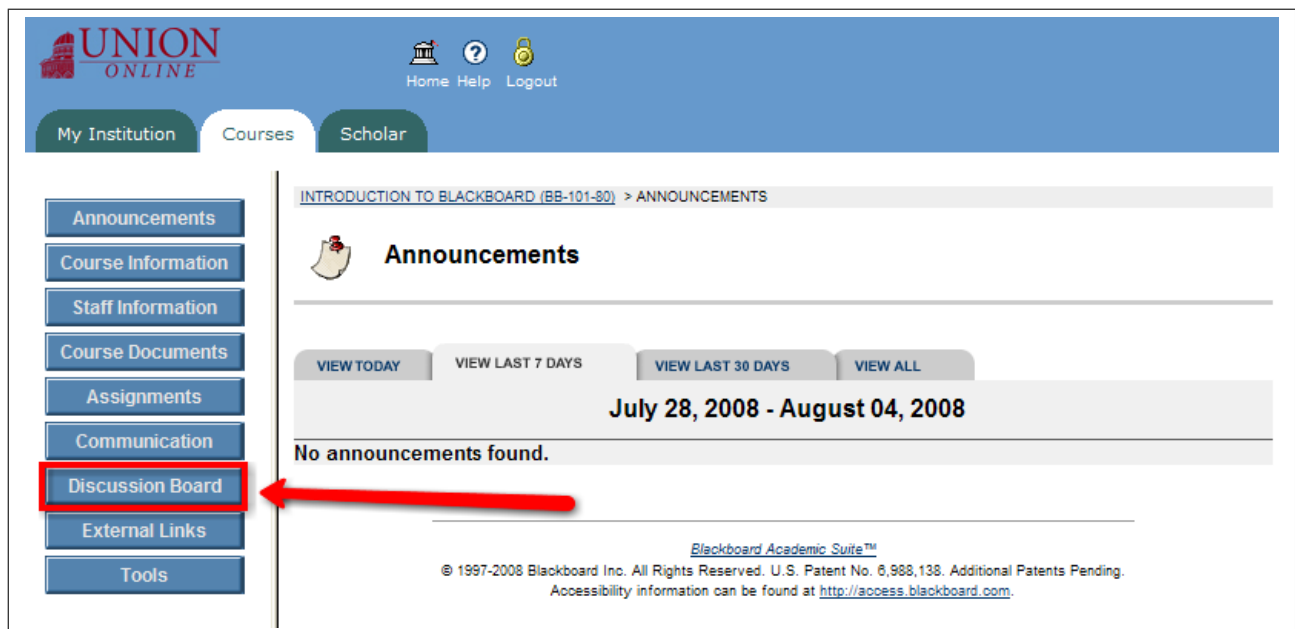
1 Blackboard Discussion Board

The Blackboard Discussion Board allows instructors to create forums within their Blackboard courses for students to participate in online communication.

This guide assumes the reader is familiar with the terminology of online forums. For a complete overview of online forum concepts, see the “Manual” in the Blackboard Control Panel. The concepts are outlined in the first section of the chapter titled “Discussion Board”.

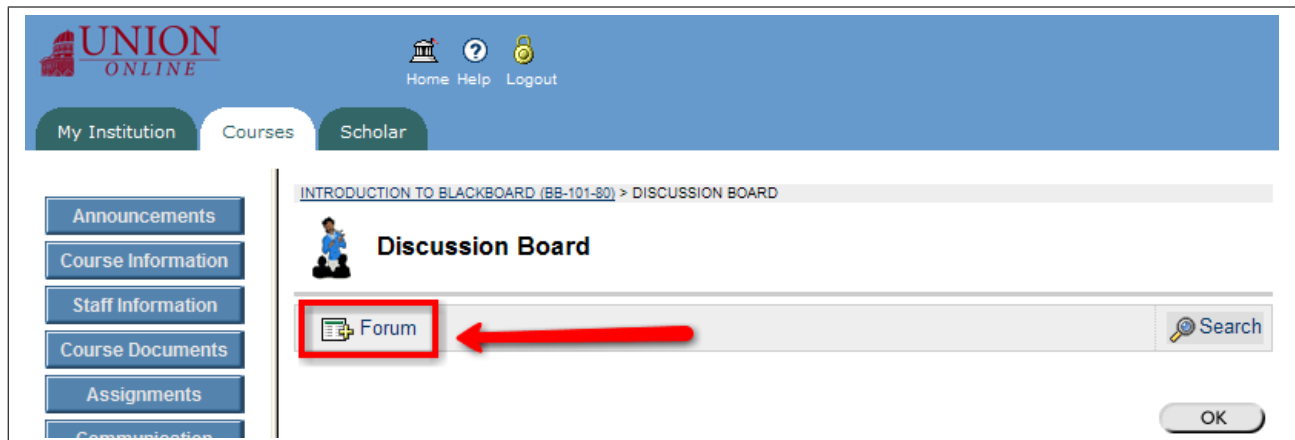
2 Creating a forum within the Discussion Board

- Navigate to the course for which you wish to create a new forum.
- Click on the Discussion Board button on the left menu.

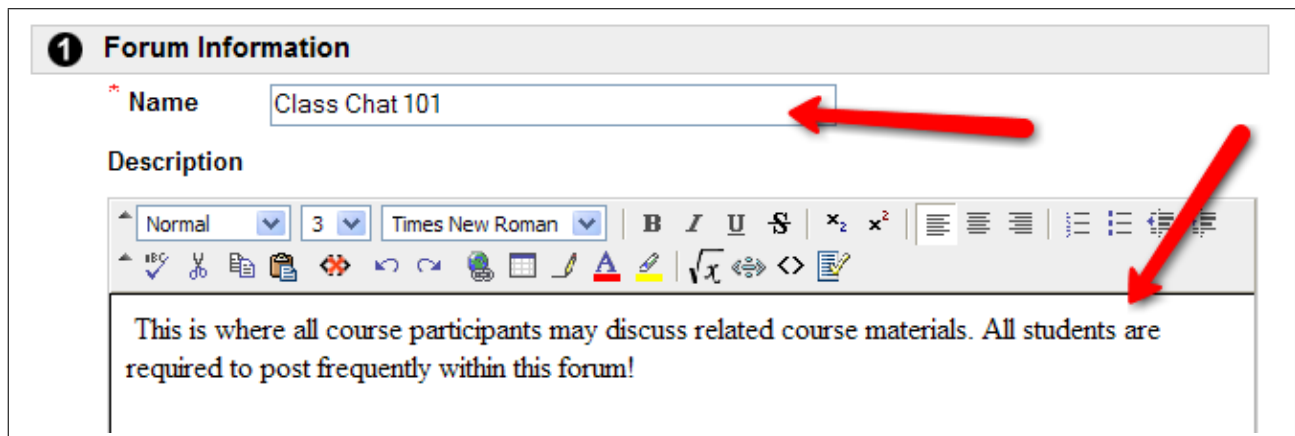


The screenshot displays the Blackboard 8 user interface. At the top, there is a blue header with the "UNION ONLINE" logo on the left and navigation links for "Home", "Help", and "Logout" on the right. Below the header, there are three tabs: "My Institution", "Courses", and "Scholar". On the left side, a vertical navigation menu contains several buttons: "Announcements", "Course Information", "Staff Information", "Course Documents", "Assignments", "Communication", "Discussion Board", "External Links", and "Tools". The "Discussion Board" button is highlighted with a red rectangular box, and a red arrow points to it from the right. The main content area shows the breadcrumb "INTRODUCTION TO BLACKBOARD (BB-101-80) > ANNOUNCEMENTS" and a section titled "Announcements" with a bell icon. Below this, there are filters for "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". The date range "July 28, 2008 - August 04, 2008" is displayed, followed by the message "No announcements found." At the bottom, there is a copyright notice: "© 1997-2008 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Additional Patents Pending. Accessibility information can be found at <http://access.blackboard.com>."

- Select the “Forum” button with the plus sign.



- Fill in a name and description of the forum.



- If desired, modify the availability settings of the forum.

- Check the boxes next to the appropriate options for the new forum. Check the box next to “Allow post tagging” if you wish to be able to later attach “tags” to posts or threads in order to facilitate easier indexing and searching.

3 Forum Settings

Allow anonymous posts

Allow author to remove own posts

All posts
 Only posts with no replies

Allow author to modify own published posts

Allow post tagging

Allow users to reply with quote

Allow file attachments

Allow members to create new 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

Force moderation of posts

- Select “Submit” when done.


4 Submit



Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

- The forum appears on the Discussion Board page.
- The forum settings may be changed by selecting the “Modify” button.

INTRODUCTION TO BLACKBOARD (BB-101-80) > DISCUSSION BOARD

 **Discussion Board**

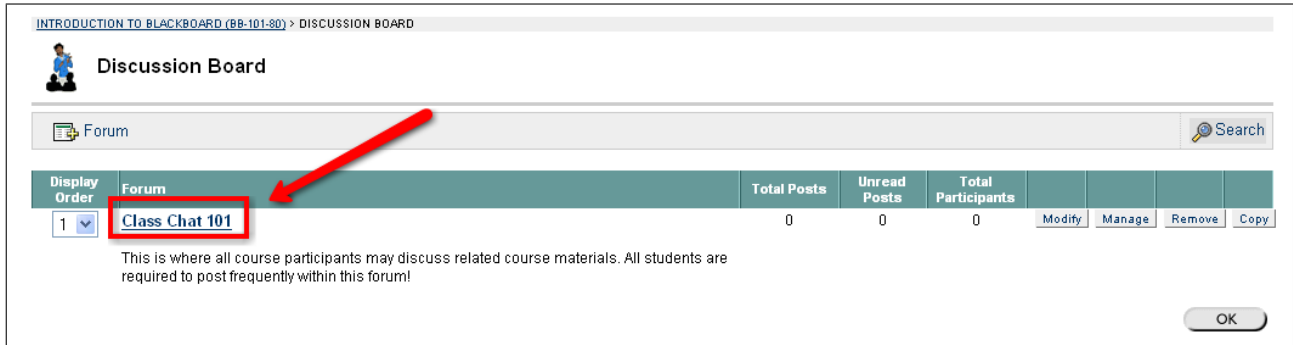
 Forum  Search

Display Order	Forum	Total Posts	Unread Posts	Total Participants				
1	Class Chat 101	0	0	0	<input checked="" type="button" value="Modify"/>	<input type="button" value="Manage"/>	<input type="button" value="Remove"/>	<input type="button" value="Copy"/>

This is where all course participants may discuss related course materials. All students are required to post frequently within this forum!

3 Adding a Thread to a Forum

- From the main Discussion Board page, select the forum in which you wish to create a new thread.



INTRODUCTION TO BLACKBOARD (BB-101-80) > DISCUSSION BOARD

Discussion Board

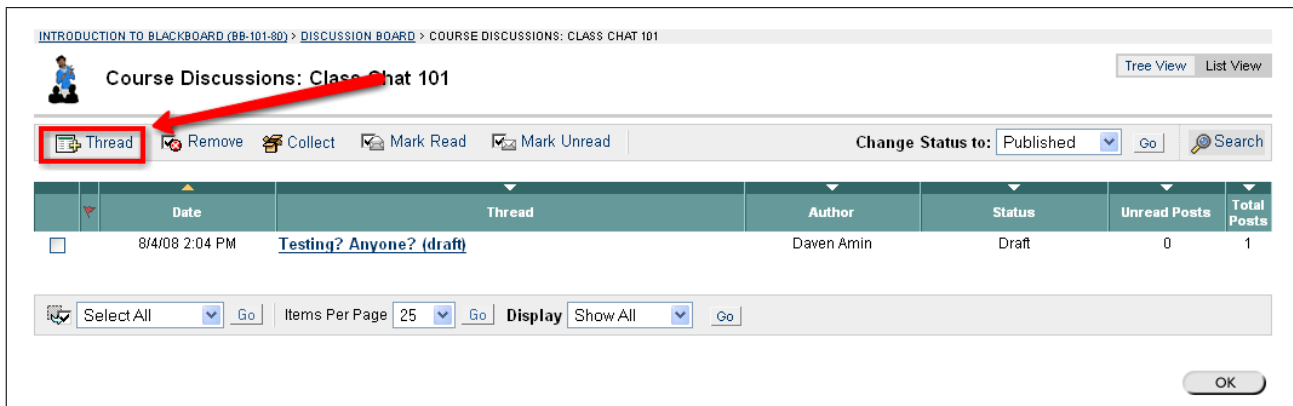
Forum Search

Display Order	Forum	Total Posts	Unread Posts	Total Participants				
1	Class Chat 101	0	0	0	Modify	Manage	Remove	Copy

This is where all course participants may discuss related course materials. All students are required to post frequently within this forum!

OK

- On the top menu bar, select the “Thread” option with the plus sign. The other options in this bar can be used to modify existing threads.



INTRODUCTION TO BLACKBOARD (BB-101-80) > DISCUSSION BOARD > COURSE DISCUSSIONS: CLASS CHAT 101

Course Discussions: Class Chat 101 Tree View List View

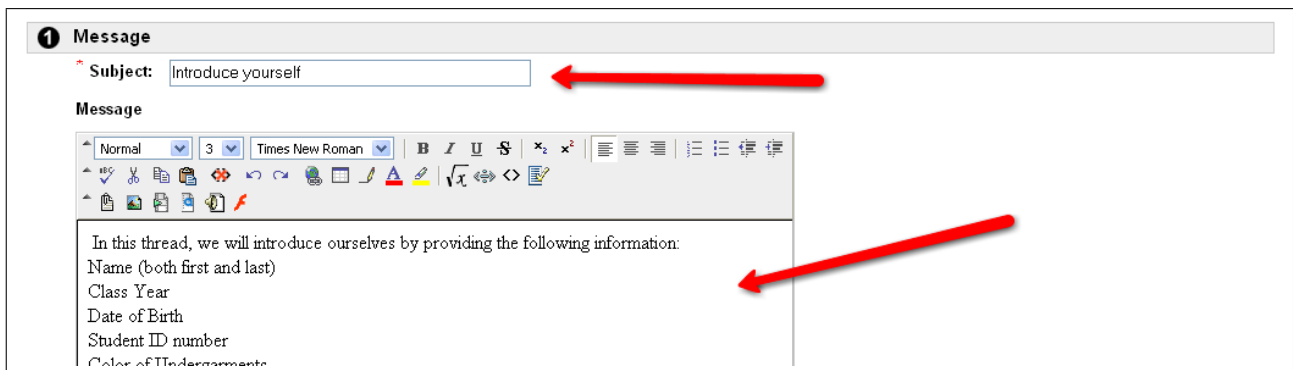
Thread Remove Collect Mark Read Mark Unread Change Status to: Published Search

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	8/4/08 2:04 PM	Testing? Anyone? (draft)	Daven Amin	Draft	0	1

Select All Items Per Page 25 Display Show All

OK

- Fill in an appropriate subject for the thread, and in the message box fill in the first message of the thread.



1 Message

Subject: Introduce yourself

Message

In this thread, we will introduce ourselves by providing the following information:
Name (both first and last)
Class Year
Date of Birth
Student ID number
Color of Undergarments

- Select “Attach a file” if you wish to include an attachment with your message. Select “Submit” to post the thread to the forum.



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.

- Others may post in the thread by navigating to it from the forum and selecting “Reply” on the Thread Screen.

INTRODUCTION TO BLACKBOARD (BB-101-80) > COMMUNICATIONS > DISCUSSION BOARD > CLASS CHAT 101 > THREAD DETAIL

Thread Detail

Collect Flag Clear Flag Mark Read Mark Unread Search

Thread: [Testing? Anyone?](#) Reply

Total posts: 1 Unread posts: 0

[Testing? Anyone?](#) Daven Amin 8/4/08 2:25 PM

Refresh Select All Go

Subject: Testing? Anyone? **Reply** Quote Modify Set Flag Remove

Author: Daven Amin
Posted date: Monday, August 4, 2008 2:04:01 PM EDT
Last modified date: Monday, August 4, 2008 2:25:35 PM EDT
Total views: 5 **Your views:** 5

Is there anyone out there?!

Subject: Testing? Anyone? **Reply** Quote Modify Set Flag Remove

OK

4 Some Tips on Moderating a Forum

- You can remove offensive threads using the Thread tools. See “Adding a Thread to a Forum” for the location of the tools to modify and remove threads.
- You can change the forum settings to discourage abuse. Disabling anonymous posting, or disallowing students to edit posts once they have been submitted may curb inappropriate posts.
- You can also modify students’ access to a forum on an individual basis.
- At the Discussion Board main screen, select “Manage” next to the forum which you want to change access rights for.

Discussion Board

Forum Search

Display Order	Forum	Total Posts	Unread Posts	Total Participants	Modify	Manage	Remove	Copy
1	Class Chat 101	1	0	1				

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OK

- On the dropdown menu next to the student whose access rights you wish to modify, select “Reader” to allow a student to read the forum, but not contribute. Select “Blocked” to bar a student from viewing the forum. Select “Moderator” to appoint the student with Moderator privileges, and select “Participant” to give a student normal access rights.

INTRODUCTION TO BLACKBOARD (BB-101-80) > COMMUNICATIONS > DISCUSSION BOARD > CLASS CHAT 101 > MANAGE FORUM USERS

Manage Forum Users

Modify a course member's forum role by selecting a new role in the forum role select menu.

Display Forum Role All Forum Users GO

Last Name	First Name	Username	Forum Role
Amin	Daven	amind398	Manager
Lev	Tomas	lev715	Manager
Student	Joe	joe_student	Participant
Yu	Kesheng	kesheng	Manager
Yu	K.	kesheng_student	Participant

Items Per Page 25 Go

Participant
Moderator
Reader
Manager
Grader
Participant
Blocked

Submit

- When done, select “Submit”.