



Blackboard 9 Focus on Feature: Discussion Board

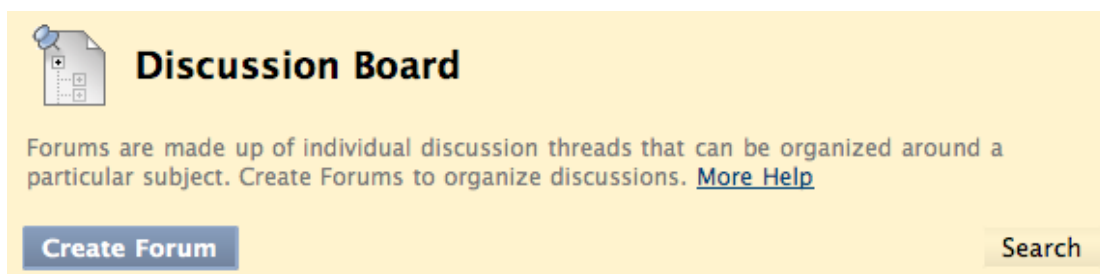
Accessing the Discussion Board

To enter the Discussion Board area of your module, first click the Course Tools option in the Course Management panel of your module left-hand menu.



Forums

A forum is a discrete “themed” discussion comprised of a thread or series of threads. In order to create a discussion thread, you must first create a forum to host the threads.



Click the ‘**Create Forum**’ button (pictured above) to get started. Blackboard requires you to give your Discussion Forum a **name** (you may create multiple forums). You can also provide a **description** of the forum. This is a good way to communicate expectations for your students.



Finally, Blackboard offers a list of settings that the instructor can edit at any time before or after the forum is created. Many of these are self explanatory, however a few require description:

- **Post Tagging** allows text labels or tags to be used to group similar messages together for search purposes. Only instructors can tag a post using the 'collect' feature.
- **Force Moderation** is a process that forces all posts made to enter a Moderation Queue for approval before they are "published" and thus become visible to standard forum members (those without moderation privileges).
- **Post Rating** allows students to evaluate posts based on a fixed 5-star scale.
- **Grade Forum** lets the instructor assign the total points possible for the entire forum.
- **Grade Threads** enables grading of individual threads within the forum.
-

3. Forum Settings

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit 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

Allow Members to Rate Posts

Force Moderation of Posts

Grade

No Grading in Forum

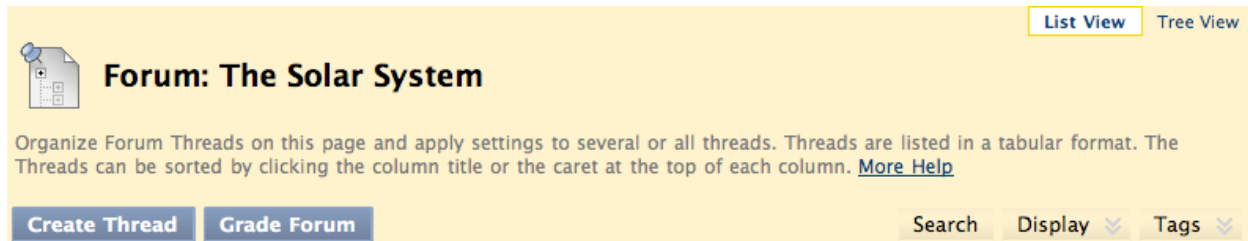
Grade Forum: Points possible:

Grade Threads

Click **'Submit'** to create the Forum.

Threads

Threads help organize forums by conversation. While instructors are always able to create threads, students may only do so when a forum is set to **'Allow Members to Create New Threads.'**



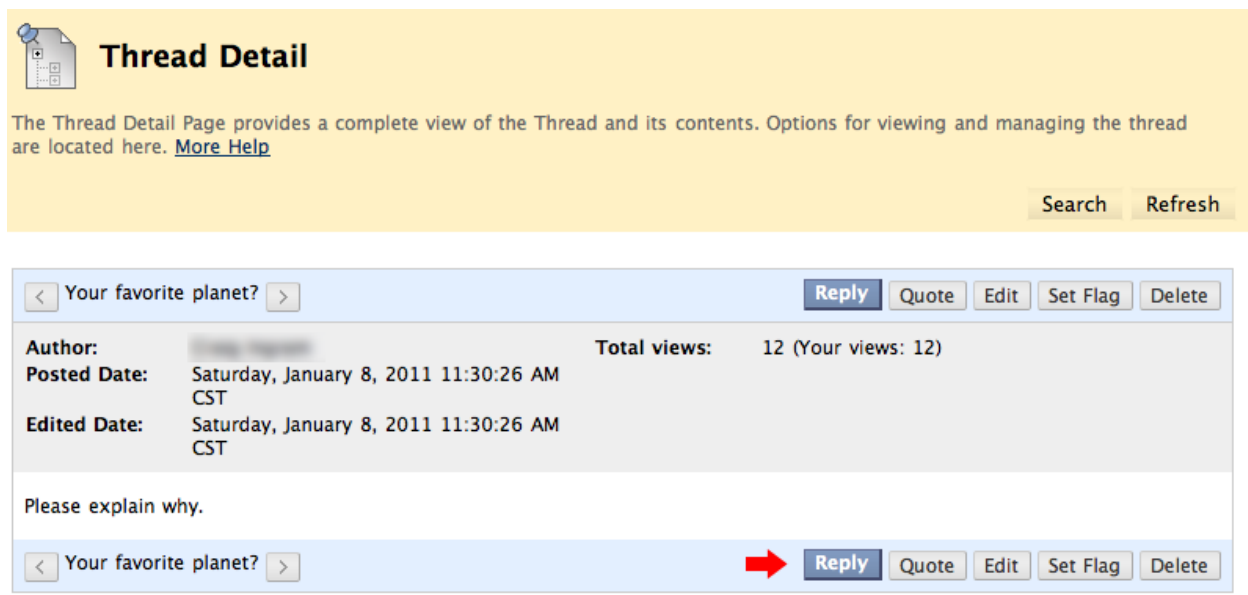
Forum: The Solar System List View Tree View

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 **Grade Forum** Search Display Tags

- Click the **'Create Thread'** button (pictured above) to get started.
- Enter a **'Subject'** (required) for your thread.
- Type your message.
- Attach a file if necessary.
- Click **'Submit'**.

Replying to a Message



Thread Detail

The Thread Detail Page provides a complete view of the Thread and its contents. Options for viewing and managing the thread are located here. [More Help](#)

Search Refresh

< Your favorite planet? > **Reply** Quote Edit Set Flag Delete

Author: [redacted] **Total views:** 12 (Your views: 12)

Posted Date: Saturday, January 8, 2011 11:30:26 AM CST

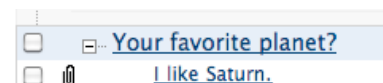
Edited Date: Saturday, January 8, 2011 11:30:26 AM CST

Please explain why.

< Your favorite planet? > **Reply** Quote Edit Set Flag Delete

- Click the **'Reply'** button located either above or below the post you want to respond to.
- Type your message in the message box.
- Add an attachment if needed.
- Click **'Submit'**.

- Replies appear directly below their associated threads.



Your favorite planet?

I like Saturn.




Reading a New Message

- All threads will be listed with their subject and author.
- To read a message, click on the Subject of the message.
- The last columns on the right display the number of unread and total posts for each thread.

<input type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Total Participant
<input type="checkbox"/>	The Solar System	Player Controls	2	0	2

Grading a Forum

[List View](#) [Tree View](#)




Forum: The Solar System

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](#) [Grade Forum](#)

- Enter a Forum that you have created
- Click **'Grade Forum'**
- Students enrolled in the course will appear in a list



Grade Forum Users

Grades entered or changed here are automatically entered or changed in the Grade Center. Points possible: 100 [More Help](#)

<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade	
<input type="checkbox"/>	stu5	stu5	stu5	1	--	Grade
<input type="checkbox"/>	stu6	stu6	stu6	0	--	Grade

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

Override
 Grade Exempted for this User

- Click the **'Grade'** button to the right of a student's name.
- Forum statistics for that student will appear, along with a button to edit their grade.

Forum Statistics

Statistics for: stu6 stu6

Total Posts: 0

Date of Last Post: -

Average Post Length: -

Minimum Post Length: -

Maximum Post Length: -

Average Post Position: -

Forum Grade

Edit Grade

Grade for: stu6 stu6

Grade: -- out of 100.0

Grade Date: --

Feedback: --

Grading Notes: --

Contributors < >

Show All

[stu5 stu5](#) (1) !

- Click 'Edit Grade'.

Forum Grade

Current Grade Value
 out of 100.0

Feedback:

abc ✓

Grading Notes:

abc ✓

Text Editor Cancel

Save Grade

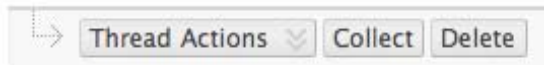
- Assign a grade value. Feedback (for student) or Note (for instructor) if you'd like.
- Click 'Save Grade'.



Thread Actions

- **Mark as Read** bolds a thread title (similar to e-mail).
- **Mark as Unread**
- **Set flag** displays a red flag beside a post for visual highlight.
- **Clear flag**
- **Publish** is the default status of a thread that is available for all members to view.
- **Hide** removes a thread from view of instructor making relevant content easier to find.
- **Make Unavailable** removes content from view of users.
- **Lock** allows threads to only be read. You cannot reply or contribute to a locked thread.
- **Unlock**

Forum Collect



Collect allows you to view selected posts and **sort** them by:



- Author's first and last name
- Subject
- Date of Last Post
- Thread order

You may also **sort** these collections in Ascending or Descending order.

To **print a copy of your collection**, click the '**Print Preview**' button at the top of the Collection screen.

