

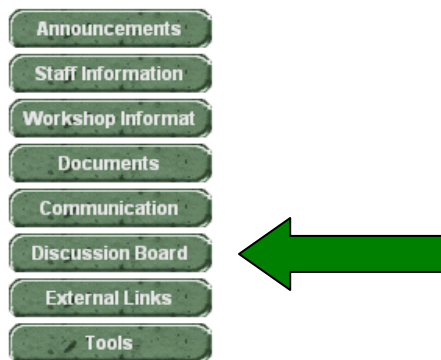
## Using the Discussion Board

The Discussion Board is a tool for sharing thoughts and ideas about class materials. The Discussion Board is made up of forums that may appear anywhere in the course but are also all centrally located in the Discussion Board tool.

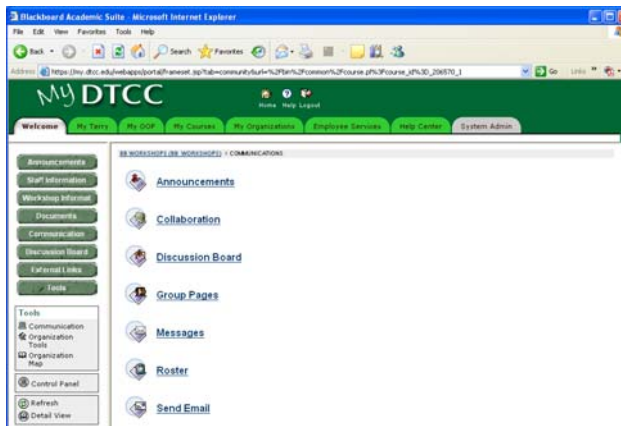
In the Discussion Board a student can post discussion items and reply to posts from other students or the instructor. This feature is similar to Chat (Collaboration), but is designed so that the students do not have to be online at the same time to communicate. Discussion Board conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies.

**Note:** Students usually participate in forums with no administrative privileges. However, a Student may be granted some forum administration privileges within a group.

To get started with the Discussion Board, select **Discussion Board** from the menu on the left of your course screen




or by clicking Communication, then **Discussion Board**.



Access forums by clicking on the appropriate link in the Discussion Board as in the below example of forum topic links.

BB WORKSHOPS (BB WORKSHOPS) > DISCUSSION BOARD

 **Discussion Board**


Search   After May 10 2007  Before May 10 2007

in Current Discussion Board

Forum	Total Posts	Unread Posts	Total Participants
<a href="#">Overview of Workshop</a>	1	1	1
<a href="#">Test Discussion Board</a>	0	0	0
<a href="#">Respond by Wednesday</a>	0	0	0
<a href="#">Another Test Forum</a>	0	0	0
<a href="#">Yet Another Test Forum</a>	0	0	0

When a forum is opened, a page appears which lists the threads in the forum.

BB WORKSHOPS (BB WORKSHOPS) > DISCUSSION BOARD > COURSE DISCUSSIONS:OVERVIEW OF WORKSHOP

 **Course Discussions: Overview of Workshop**

Display   Search   After May 10 2007  Before May 10 2007

in Current Forum

Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/> 2/22/07 10:52 AM	<a href="#">Did you find the workshop helpful?</a>		Published	1	1

Select All

Threads are a series of posts related to a similar topic. When creating a forum, the Forum Manager has the option of allowing or not allowing users to start threads. If threads are graded, users cannot start threads. Generally, the purpose of the forum will dictate whether or not users can start threads. A moderated, graded forum used to evaluate student performance will usually be tightly controlled. In this case, it would not be appropriate to allow users to create threads. Other forums are designed for users to share opinions and thoughts on tangential or unrelated topics. In this case, it is safe to allow users to create threads and spark discussions.

Participants can post new threads in a forum and/or reply to threads that have already been posted, depending on what the instructor allows.

**Follow these steps to start a thread.**

1. Open a Discussion Board Forum.
2. Click **Add Thread** in the action bar. The Add Thread page will appear.

3. Enter a **Subject** and a **Message**. It is also possible to attach files to the post.
4. Click **Save** to store a draft of the post or click **Submit** to create the thread.

**Follow these steps to reply to a post.**

1. Open a thread in a forum.
2. Find a post.
3. Click **Reply** for that post.
4. Enter a **Subject** and a **Message**. It is also possible to attach files to the post. Only one file can be added using the Attachment function below the text box. When using the Visual Text Box Editor, multiple files may be added.
5. Click **Save** to store a draft of the post or click **Submit** to create the thread.
6. The post will appear in the thread underneath the original post.

Once the title of post to reply to has been selected, the text of the post will appear on the screen like this:

The screenshot displays a forum thread interface. At the top, it shows the thread title "Thread: Did you find the workshop helpful?" with a "Reply" button. Below this, it indicates "Total posts: 1" and "Unread posts: 0". The main post is titled "Did you find the workshop helpful?" and is dated "2/22/07 10:52 AM". At the bottom of the post area, there are controls for "Refresh", "Select All", and "Go". Below the post content, the subject "Subject: Did you find the workshop helpful?" is repeated with a "Reply" button. The author is listed as "Author: Martha Sims". The "Creation date" is "Thursday, February 22, 2007 10:52:44 AM EST", and the "Date last modified" is the same. "Total views: 4" and "Your views: 1" are also shown. To the right, there is an "Overall rating" section with five stars and a "Rate this post" section with a dropdown menu set to "0 stars" and a "Rate" button. At the bottom right of the interface, there is an "OK" button.

To rate the post (if this feature is enabled by the instructor) choose 0 to 5 stars (0 being the worst, 5 being the best) from the drop down menu. Then click on **Rate**.

To respond to the post, click on **Reply**. The following screen will appear:

\* Subject: RE: Did you find the workshop helpful?

Message

Normal 3 Times New Roman B I U S x<sub>2</sub> x<sup>2</sup> | [List Icons] | [List Icons] | [List Icons]

Path: body

**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

If the instructor permits, changes may be made to the post after submission. Otherwise, a new post will have to be made to make corrections to the post.

## Functions

FUNCTION	PURPOSE
<b>Add Thread</b>	Initiate a new thread.
<b>Remove Thread</b>	Remove the selected threads from the forum. Deleted threads cannot be restored. Use the unavailable function to completely hide threads from users without actually deleting the threads.
<b>Collect</b>	Gather selected threads onto one page where posts can be sorted, filtered, or printed.
<b>Change Status to:</b>	Update the availability status of the selected threads.

## Thread View

FEATURE	DESCRIPTION
<b>Action Bar</b>	
<b>Collect</b>	Group posts into an organized filterable and sortable set.
<b>Flag</b>	Mark a post for later attention.
<b>Unflag</b>	Remove a flag applied to a post.
<b>Message List</b>	
<b>Select Threads</b>	Select each thread using the checkboxes or the select all/unselect all options. Selected Threads are included in Action Bar operations.
<b>Current Post</b>	
<b>Subscribe</b>	Receive an email alert when a post is updated or a user posts a reply.
<b>Reply</b>	Generate a response to a post.
<b>Modify</b>	Change the content of the post.
<b>Remove</b>	Remove the post. Removing a post also removes all the replies to that post.
<b>Rate this Post</b>	Select a score for the post on a 1 to 5 scale.
<b>Previous Post/Next Post</b>	Click these options to navigate through the posts in the thread.