

Blackboard Learn: Discussions

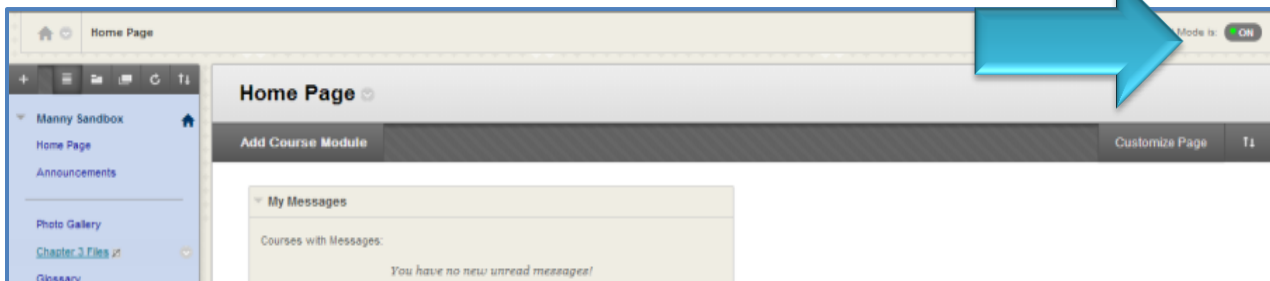
What is a Discussion Board?

A discussion board is a general term for any online "bulletin board" where you can leave and expect to see responses to messages you have left. Messages and responses from either you or your students are *posted* to the board. **Discussion Boards** differ from **Chat rooms** in that the participants do not need to be logged in at the same time. Postings are visible and available for response until the instructor decides they should no longer be visible to students.

When planning a discussion board assignment, you should consider how the assignment fits into class readings, in-class discussions, and other writing that you are asking your students to do

Create a Discussion

1. Log in to **Blackboard**.
2. Enter the course to which you wish to add a discussion.
3. Make sure to turn edit mode **ON** at the top.



- In the bottom left Course Management area, click **Course Tools**.
- Options will expand beneath the Course Tools link. Click **Discussion Board**.

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement

New announcements appear below this line

Announcement

Posted on: Tuesday, June 18, 2013

Posted by: Manuel Fernandez
Posted to: Manny Sandbox

Posted on: Tuesday, June 18, 2013

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

- A list of all discussion boards created within the course is available in the **Discussion Board** window.

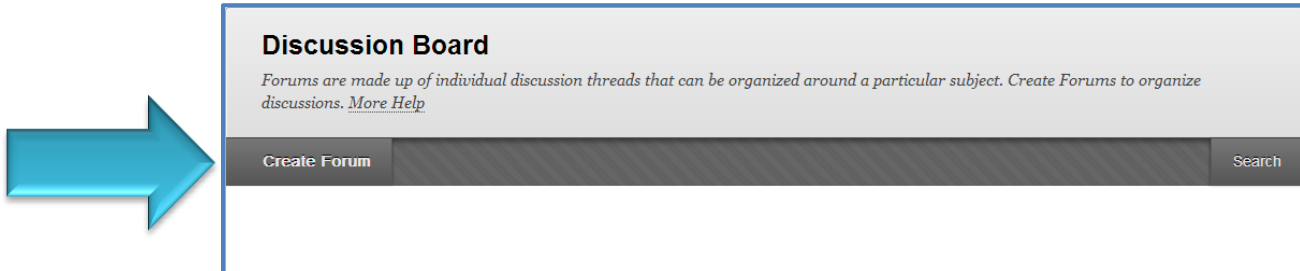
Discussion Board

This page lists every discussion board, including those that are specific to groups. Click a Discussion Board to access the forums.

Discussion Board	Forums	Participants	Posts
manny_sbx	3	1	2
Group 1	1	0	0
Group 2	1	0	0
Group 3	1	0	0

Displaying 1 to 4 of 4 items | [Show All](#) [Edit Paging...](#)

7. To create a discussion forum, click **Create Forum** button.

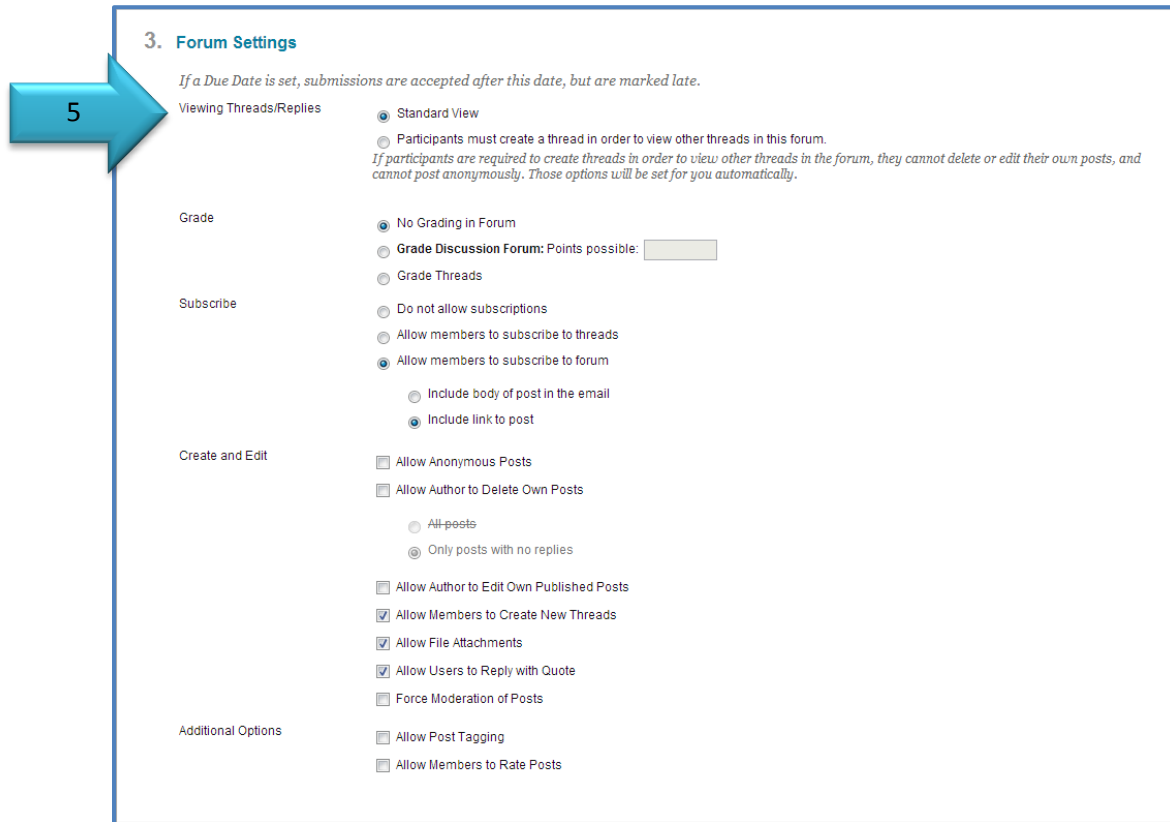


8. In the **Forum Information** area, you may fill in the following items:

- **Name** – Title of the discussion
- **Description** – Nature of the discussion topic. **The Topic Question Does NOT go here.** *You will add the topic question later in the Create Thread Area.*
- **Available** – Choose whether or not you want the discussion to be shown
- **Enter Date and Time Restrictions** – Choose the date and times to show and hide the Discussion.
Optional

9. Under Section 3, **Forum Settings**, select the settings you desire. A brief description of each has been provided below:
- **Allow anonymous posts** - gives students the option to post anonymously. This is a good option to enable for personal or sensitive discussion topics.
 - **Allow author to remove own posts - All posts**: students can delete their posts, even if others have replied to their post. Deleting the post deletes all replies as well.
 - **Allow author to remove own posts - Only posts with no replies**: students can delete their posts, but only if no one has replied to their post.
 - **Allow author to modify own published posts** - students can modify their posts at any time.
 - **Allow Post Tagging** - Forum managers can create and apply text labels of their own choosing to messages in a forum; other Discussion Board users can read, filter, and search messages using the tags, but cannot create new ones. Tags allow arbitrary message grouping independent of thread or thread status. For faster Discussion Board page loading, turn tagging off. Follow these steps to create and apply tag
 - **Allow Users to Reply with Quote** - Allow users to include the text of the original message in any replies to that message. This is enabled by default.
 - **Allow file attachments** - students can attach files such as images or word documents. It is important to enable this if you want to use the discussion board as a file exchange area.
 - **Allow members to create new threads** - students can initiate new discussion topics within a forum. If this is not checked, students can only "reply".
 - **Allow members to subscribe to threads** - The option to **Subscribe to a Forum/Thread** is enabled by the instructor. There is also an option of including either the entire post or just a link to the post in the email sent to students. Students can then subscribe to entire Forums or individual Threads. When a student subscribes to a Forum/Thread, they will get an email message each time a new post is made in the Forum/Thread. The email message will include the post or contain a link to the post depending on the option chosen by the instructor.
 - **Allow members to rate posts** - students can rate each other's posts on a 1-5 scale.
 - **Force moderation of posts** - if enabled, a designated moderator or the instructor needs to approve each post before it is published.
 - **Grade** –
 - **Grade forum** - creates a Grade Center entry for the forum, and creates a new Grade button for the instructor.
 - **Grade threads** - grading is enabled on a per-thread basis. If this option is chosen, students cannot also be allowed to create new threads. Whenever a new thread is created, the instructor has the option to enable grading for the new thread.

10. Once you have chosen and verified the **Discussion settings**, click the **Submit** button.



3. Forum Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies

- Standard View
- Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

- No Grading in Forum
- Grade Discussion Forum: Points possible:
- Grade 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

Create and Edit

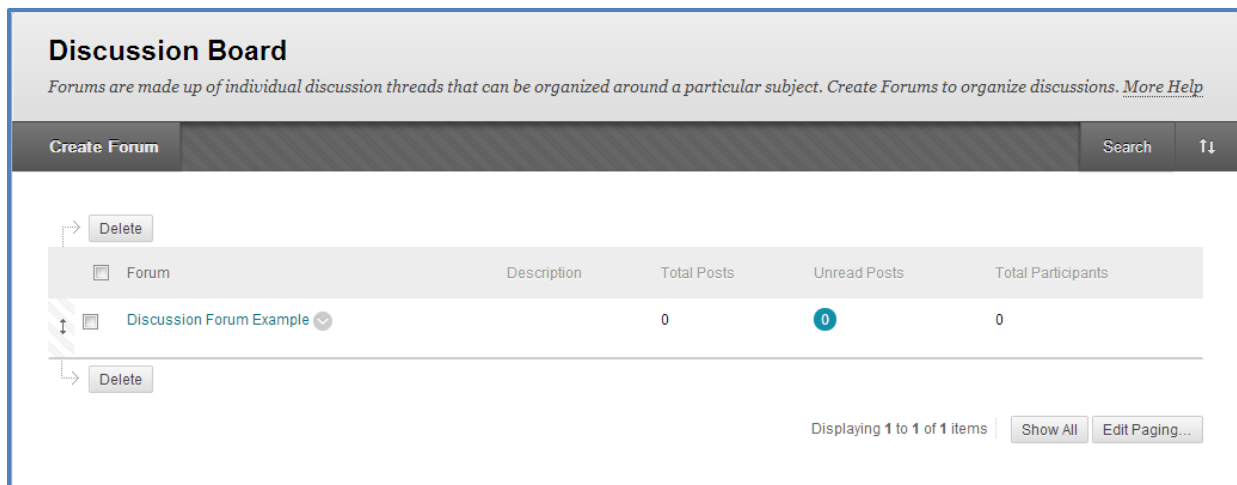
- Allow Anonymous Posts
- Allow Author to Delete Own Posts
 - All posts
 - Only posts with no replies
- Allow Author to Edit Own Published Posts
- Allow Members to Create New Threads
- Allow File Attachments
- Allow Users to Reply with Quote
- Force Moderation of Posts

Additional Options

- Allow Post Tagging
- Allow Members to Rate Posts

Note: With SP11 comes a new feature for instructors when creating Discussion forums. You can now make posting a requirement before viewing other threads inside the forum.

11. The new Forum will now be listed in the Discussions Boards area. To view its entries, click its title.



Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum Search ↓

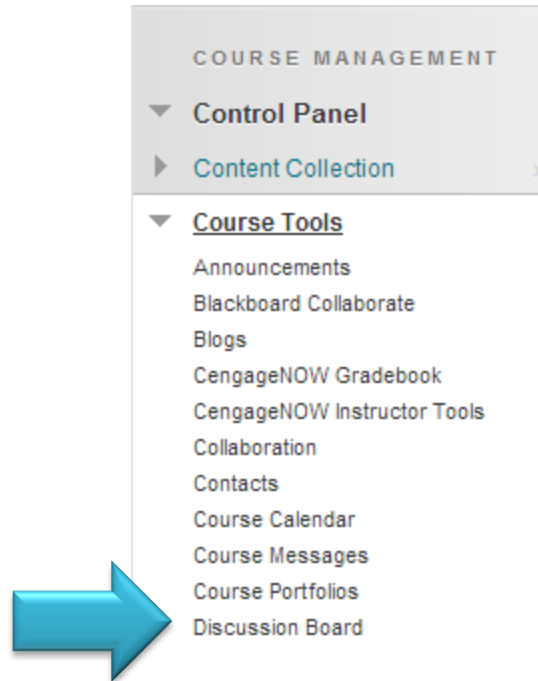
Forum	Description	Total Posts	Unread Posts	Total Participants
Discussion Forum Example		0	0	0

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

Creating a Discussion Board Thread

Discussion threads are used to organize discussion postings. A discussion thread consists of messages that share a common subject heading.

1. Navigate to the **Discussion Board**.



2. Select the discussion board for your **course name or number**, and **Select the Forum** into which you wish to add a thread by clicking on its name.

Discussion Board

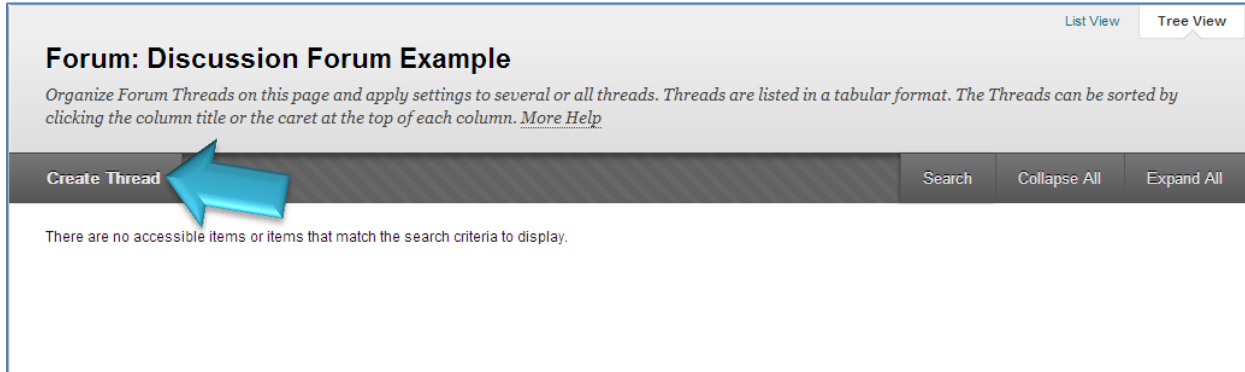
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum
Search
↑↓

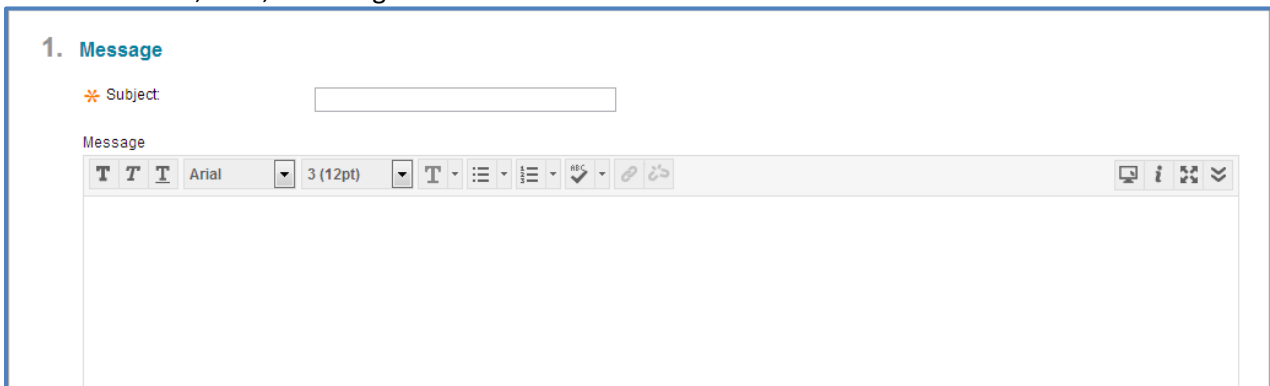
	Forum	Description	Total Posts	Unread Posts	Total Participants
Delete	<input type="checkbox"/>	Discussion Forum Example	0	0	0
Delete					

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

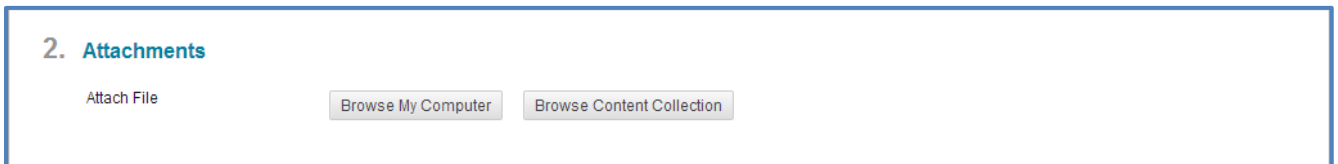
3. Once inside of your forum, click the **Create Thread** button.



4. Within the **Create Thread** window, fill in the following information:
- Subject** – the link users click to read and reply to the Thread
 - Message** – the content you wish to give to students. This text box can contain formatted text, links, and images.



- Attachments** – files you want to add to your thread. You can browse for files on a local drive or in Course Files.



5. Once you have verified your Thread settings click **Submit** to add the thread to the forum or you can click **Save Draft** to save your settings without adding the thread to the forum.

