

Discussion Board

Before being able to use the discussion board, the instructor must first create a forum. A forum usually consists of instructions, a topic, etc. that the instructor would like for the students to follow. *Forums* are made up of individual discussion threads that can be organized around a particular subject.

Once a forum is created, the students can then go to the discussion board, click on the forum title and then begin their threads.

To Create a Thread

1. Log into Blackboard and go to the course.
2. Click the **Discussion Board** button.

Tip: If a button does not appear, click the **Tools** button and then **Discussion Board**.

3. Click on the existing forum title.
4. Click **Create Thread**.

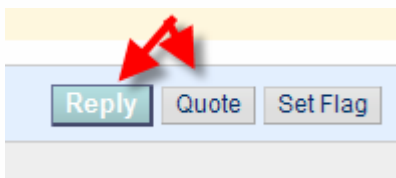


5. Enter a *Subject, Message* and upload an attachment, if desired.
6. Click **Submit**.

Tip: Click **Save Draft**, if you plan on coming back to edit before actually submitting it to be read by others. Saved drafts can only be seen by the person who created it. Submit will allow others to read it.

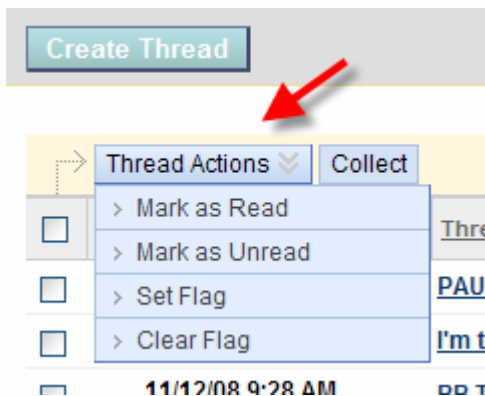
To Reply to a Thread

1. Click on the existing thread, whether it be your own or another student's.
2. Click the **Reply** or **Quote** button.

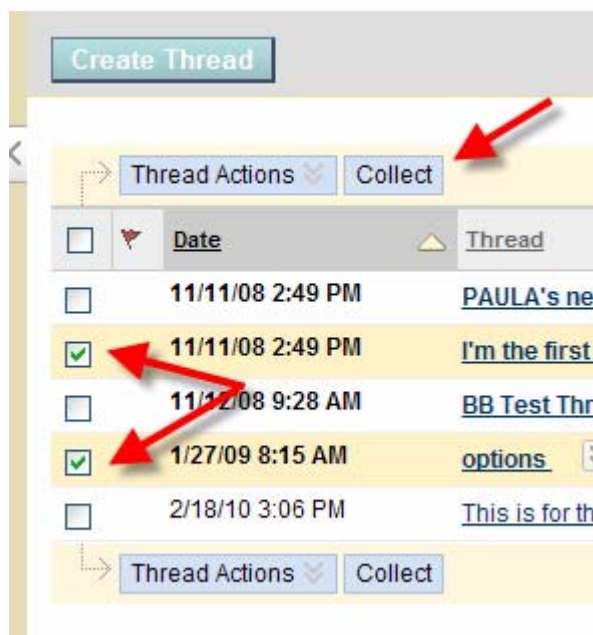


Note: *Reply* allows you to create a fresh/brand new reply. *Quote* allows you to reply but includes the previous message in which you are replying, the person who posted it, date and time it was posted, as well as, the subject. An attachment is optional in both.

Thread and Message Actions include the options to Mark as Read or Unread and Set or Clear a Flag on a thread.



Collect allows the user to check each thread or posting (s)he would like to see and list it them all on one page.



Note: There are certain options/settings that need to be enabled by the instructor when creating the forum in order for student to be able to use them. These options/settings include allowing anonymous posts, being able to delete or edit your own posts, tagging, reply with quote, attaching files, creating threads, subscribing forums or threads, member ratings posts and forced moderation. If there is a setting you would like to use, put in request to the instructor to enable it.