Learning Blackboard 9.1

Getting Started

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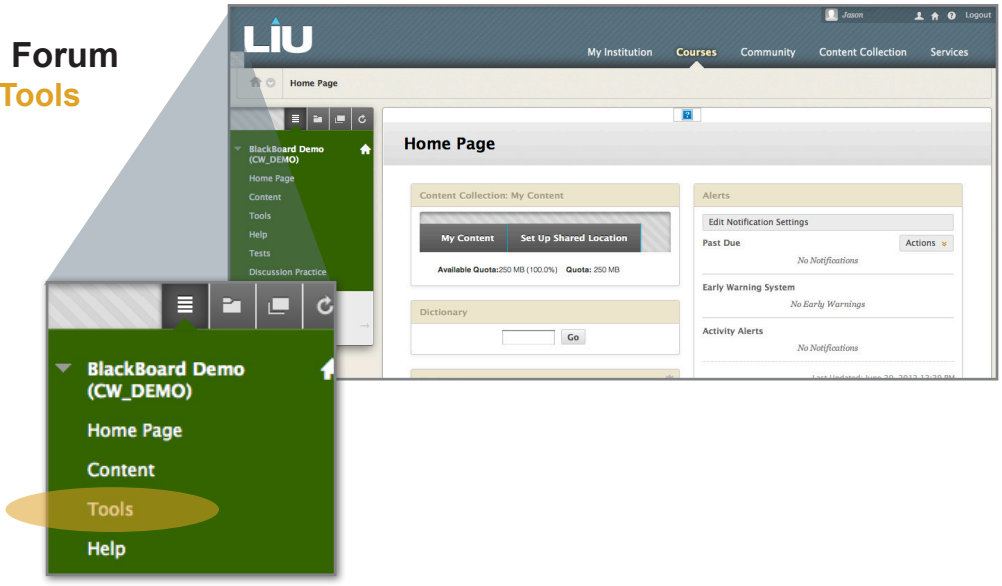
Learning Blackboard 9: *Discussion Board*

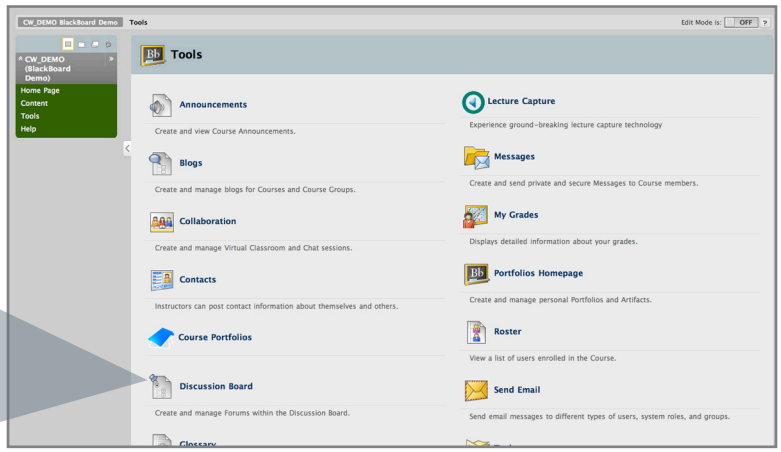
How to navigate to a Discussion Forum

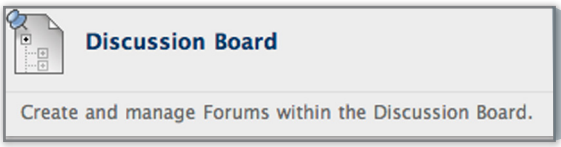
1. Enter your course and click on the **Tools** link on the main navigation menu.
Also...



(This will take you to the Tools page.)

2. Click on the “Discussion Board” link.





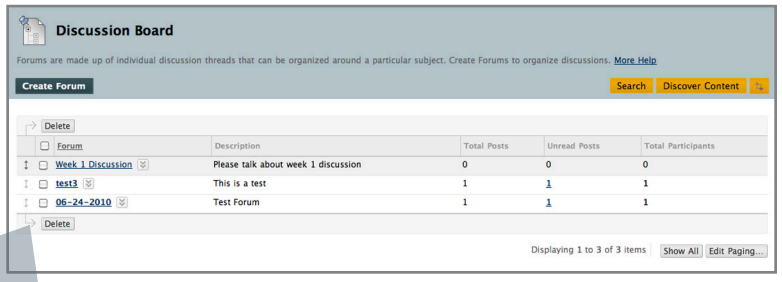
Your first page in the Discussion Board will give you a list of the Forums for that particular course.

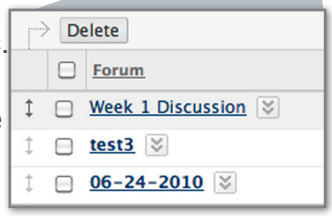
Forum: Forums are made up of individual discussion threads that can be organized. around a particular subject.

Post: a response to a particular topic.

Thread: a series of responses to one particular topic or discussion.

This page will give you a discription of the forum, an overview of Total Posts, Total unread Posts, and Total Participants of each forum.



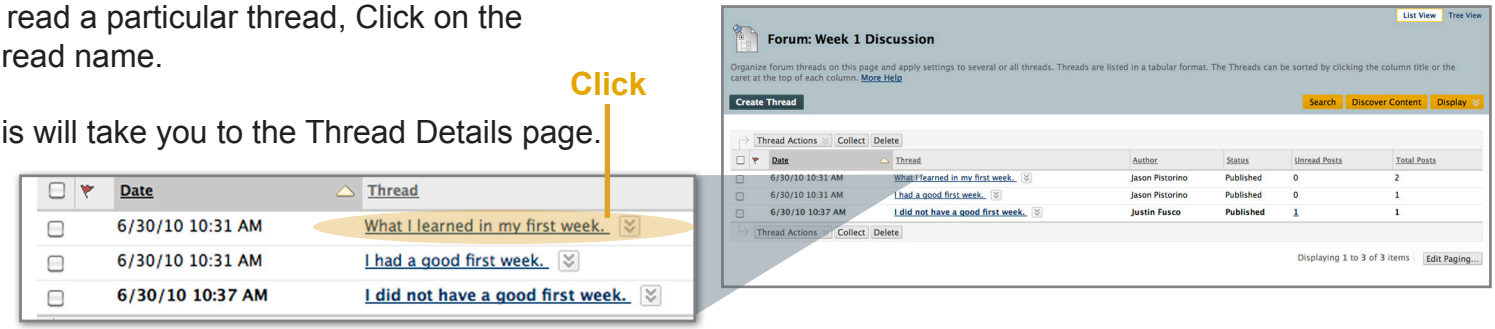


Click on the Forum name to enter the Forum.

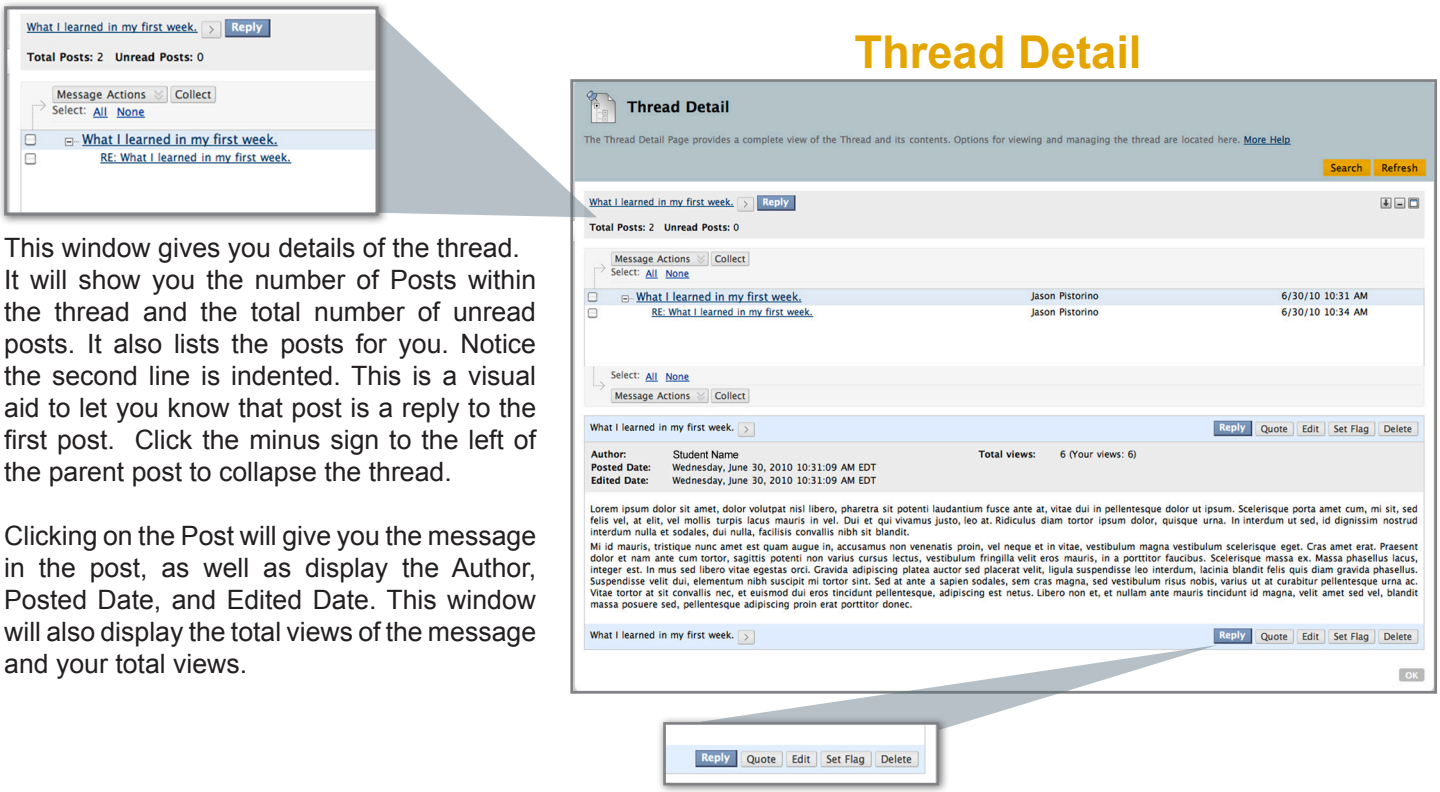
Read a Thread

To read a particular thread, Click on the Thread name.

This will take you to the Thread Details page.



Thread Detail



This window gives you details of the thread. It will show you the number of Posts within the thread and the total number of unread posts. It also lists the posts for you. Notice the second line is indented. This is a visual aid to let you know that post is a reply to the first post. Click the minus sign to the left of the parent post to collapse the thread.

Clicking on the Post will give you the message in the post, as well as display the Author, Posted Date, and Edited Date. This window will also display the total views of the message and your total views.

Reply: Opens a text editor to allow the user to reply to a message. Replies can include formatted text, images, links and attachments.
Quote: Includes the text of the original message in the reply.
Edit: Changes the content of the post. This appears if the option is enabled in the Forum and for Forum Managers and Moderators.
Set Flag / Clear Flag: Displays a Flag in the message list or clears a Flag in the message list.
Delete: Delete the post and all replies to that post.
Previous Post / Next Post: Navigate through the thread.
Overall Rating: Select a score for the post on a 1 to 5 scale. This appears if the Rating option is enabled.
Show / Hide Parent Message: Displays or hides the parent message in the Thread.

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Inside the forum

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.

Functions include:

Create Thread: Users can create new Threads if the Forum is set to allow users to add new Threads and the Threads are not being graded.

Delete: Delete selected posts from the Forum. Deleted posts cannot be restored. Change the status to unavailable or hidden to prevent users form seeing posts without actually deleting the Threads.

Collect: Gather selected posts onto one page where they can be sorted, filtered, or printed. Tags can only be added to posts that have been added to a collection.

Moderate Forum: Displays the Moderation Queue page where Discussion Board Managers and Moderators can publish submitted posts or send them back to their authors.

Thread Actions: Change the status of the Forum to one of these options**:**

- **Open:** Opens the Thread Details page where the thread can be read and replied to as well a flagged, marked, and collected.
- **Read:** Posts that have been marked as read display in normal type. Read posts can be used as a way to filter Threads in the collection.
- **Unread:** Posts that have been marked as unread display in bold type. Unread posts can be used as a way to filter Threads in the collection.
- **Set Flag:** Displays Flags that have been set for posts for later attention.
- **Clear Flag:** Clears flags that have been set for posts.
- **Published:** Threads are available to all users.
- **Hidden:** Threads do not display unless the user selects to reveal hidden threads.
- **Unavailable:** Threads are only visible to Forum managers.
- **Locked:** Threads are available for reading, but users cannot create new posts or edit existing posts. Locking a Thread allows grades to be assigned without users updating or changing posts.
- **Unlocked:** Threads can be added and edited.

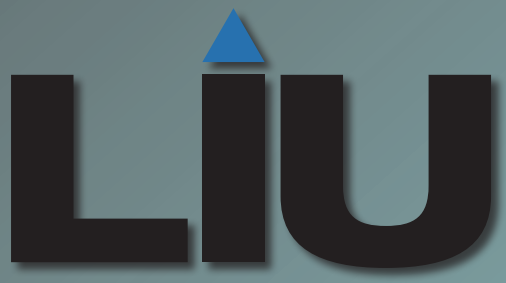
Search: Enter criterion to find specific posts in a Thread.

Subscription: Displays the user's subscription status for each Thread. Available only if subscriptions are enabled.

Tags: Displays any tags applied to the Thread. Tags link to a collection of the Forum's Threads. Visible only if tags have been enabled.

Unread Posts: Displays the number of unread posts in the Thread. The number is a link that leads to a Collection page that contains all unread posts.

Total Posts: Displays the total number of posts in the Thread.



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