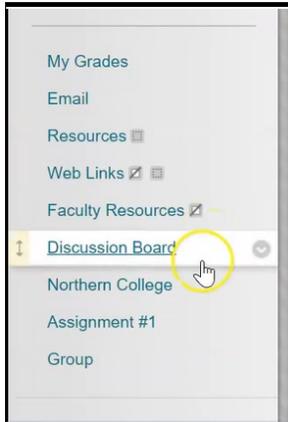


CREATING A DISACUSSION BOARD

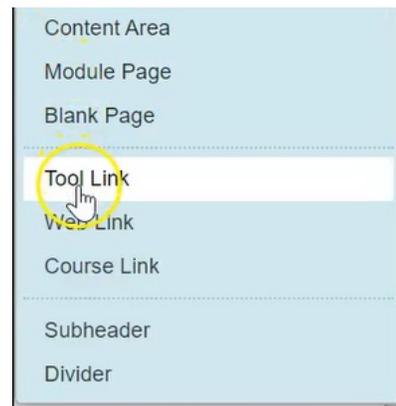
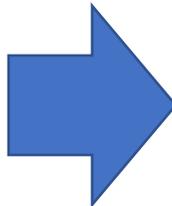
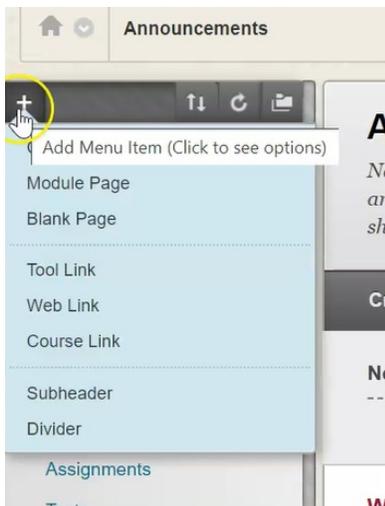
Add the Discussion Board Tool

Within Blackboards discussion board features, you can share thoughts and ideas and demonstrate your understanding or application of course materials.

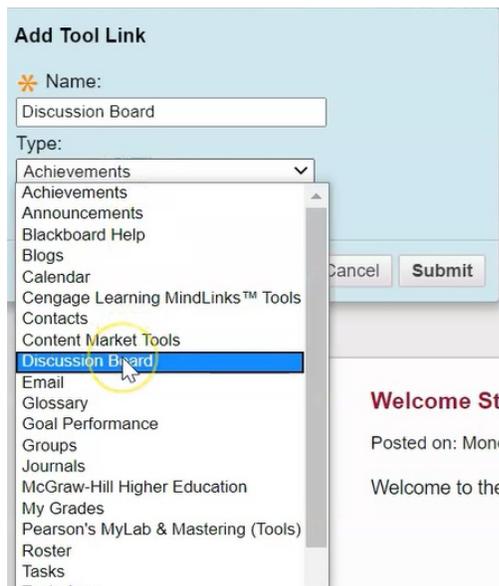
By default, a majority of courses already have a discussion board link in the top menu area.



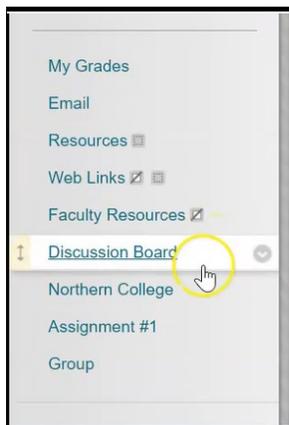
1. To add one yourself, click the plus button and choose tool link.



2. Name your item, and under type, choose **Discussion Board**.



3. Start our first discussion board by clicking on the **Discussion Board** link.



Add Forums to Your Discussion Board

A course discussion board can contain multiple forums. Each forum may contain multiple threads and each thread may contain multiple postings.

1. Click on **Create Forum**



2. Name the forum, for this example we going to be referring students to chapter 12 that we just read from the class text. Under the description area, post the instructions for the students in terms of what you expect for this forum.

* Indicates a required field.

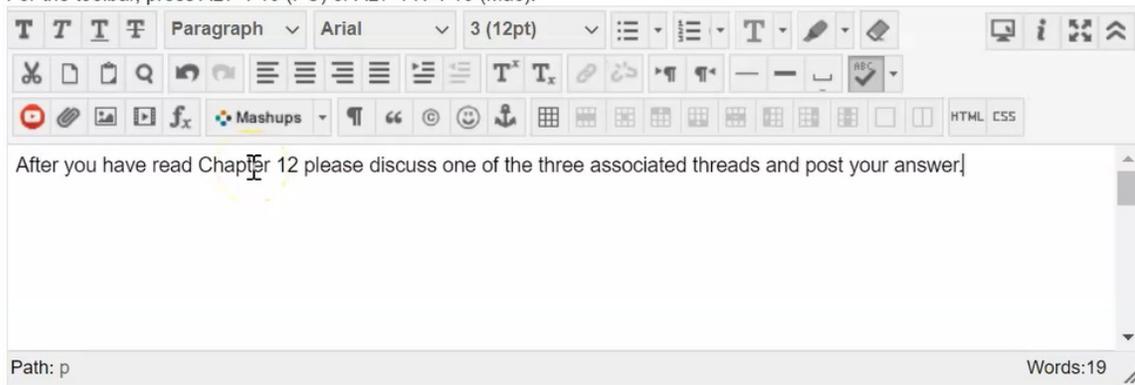
FORUM INFORMATION

* Name

Chapter 12 Class Text

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The image shows a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment (left, center, right, justified), bulleted and numbered lists, indentation, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and insert code. The text area contains the following text: "After you have read Chapter 12 please discuss one of the three associated threads and post your answer." The word "Chapter" is highlighted with a yellow circle. At the bottom of the editor, it shows "Path: p" and "Words:19".

3. By default, Forum Availability is always set to **Yes**.

FORUM AVAILABILITY

Available

Yes No

Enter Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

If you don't want the students to see the discussion board right away you would say **No**, otherwise you would leave this set to **Yes**. You also have the option of date restricting it as well.

4. Under Forum Settings, by default, it is set to Standard View. What this means is when a student goes into a forum, they will be able to see all of the threads that have been posted and read any of them and reply to any of them.

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.

If you want to ensure that participants are creating a thread before they can see anything else in the forum, you would choose the second option.

5. By default, forums are not graded, however you can choose to grade the discussion forum by clicking this link and assigning a "points possible".

you automatically.

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Subscribe

Do not allow subscriptions

As soon as you do this, Blackboard creates a corresponding column within my Grade Center for this forum.

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Show participants in "needs grading" status  after every Posts

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

6. The next option says: “show participants in needs grading status after every so many posts”

If your directions to your students were “you must create one thread and reply to two other students threads”, you would change this number to three, that way you wouldn't see anything to grade in your Grade Center until the student has done all three tasks that you have given to them.

7. You can also include the due date and can add a rubric.

8. By default, you can allow your members to subscribe to a forum.

This is not encouraged as when you subscribe to a forum, every time someone posts something, you are going to receive an email either with a link to the post or with the actual post in the body of the email. This can quickly get a little bit overwhelming, so we're not going to allow the students to subscribe.

Name	Type	Date Last Edited
Subscribe		
<input checked="" type="radio"/>	Do not allow subscriptions	
<input type="radio"/>	Allow members to subscribe to threads	
<input type="radio"/>	Allow members to subscribe to forum	
<input type="radio"/>	Include body of post in the email	
<input checked="" type="radio"/>	Include link to post	
Create and Edit		
<input type="checkbox"/>	Allow Anonymous Posts	
<input type="checkbox"/>	Allow Author to Delete Own Posts	

9. Under Create and Edit, because we have indicated that this will be a grade discussion forum, we are not allowed to choose to allow anonymous posts. If we wanted to allow anonymous posts, you would have to do an ungraded discussion forum.

Options for Create and Edit allow:

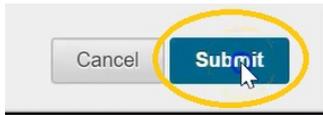
- Authors to delete and edit their own posts
- Members to create new threads or simply just allow them to respond to the threads that you've created.
- File Attachments
- Student to respond with a Quote
- Forced Mediation Posts.

Just a word of caution, if you select Forced Mediation, what that means is every single time a student writes a thread or reply, it will come through to you, the instructor, for review before it's allowed to be posted.

Additional Options are to allow post tagging and allow members to rate posts on a starbased system.

Create and Edit		
<input type="checkbox"/>	Allow Anonymous Posts	
<input type="checkbox"/>	Allow Author to Delete Own Posts	
<input type="checkbox"/>	Allow Author to Edit Own Published Posts	
<input checked="" type="checkbox"/>	Allow Members to Create New Threads	
<input checked="" type="checkbox"/>	Allow File Attachments	
<input checked="" type="checkbox"/>	Allow Users to Reply with Quote	
<input type="checkbox"/>	Force Moderation of Posts	
Additional Options		
<input type="checkbox"/>	Allow Post Tagging	
<input type="checkbox"/>	Allow Members to Rate Posts	

10. When done, click Submit



11. You have now created your first forum for the chapter 12 discussion.

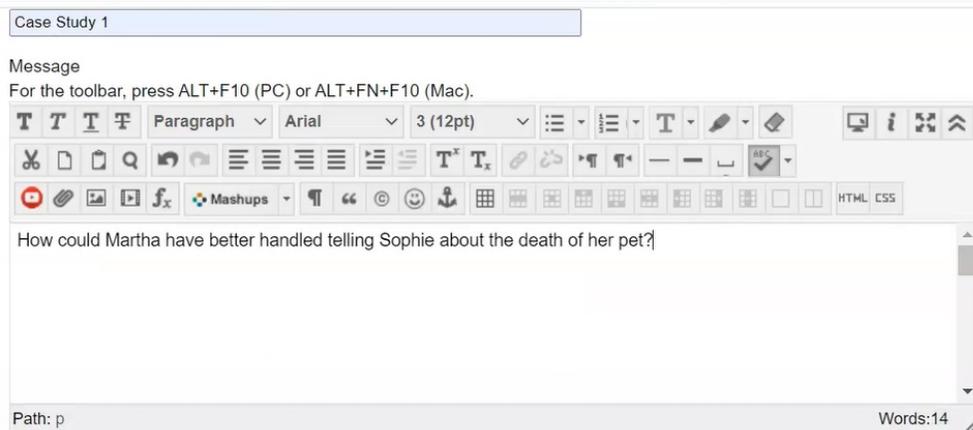


It was in this chapter 12 that we now want to create a couple of threads to specifically direct students to certain portions of the text that you want them to comment on.

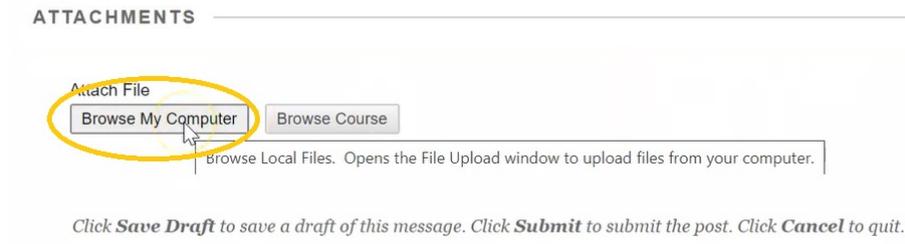
12. Click into the Chapter 12 forum and click on Create Thread.



13. Within Chapter 12 we had three different case studies, so for the first subject it's going to be Case Study 1. In the message area, we are going to put in the information, or the question that we want the students to consider and answer.



14. If you had a document that you'd like to attach, you could do so here



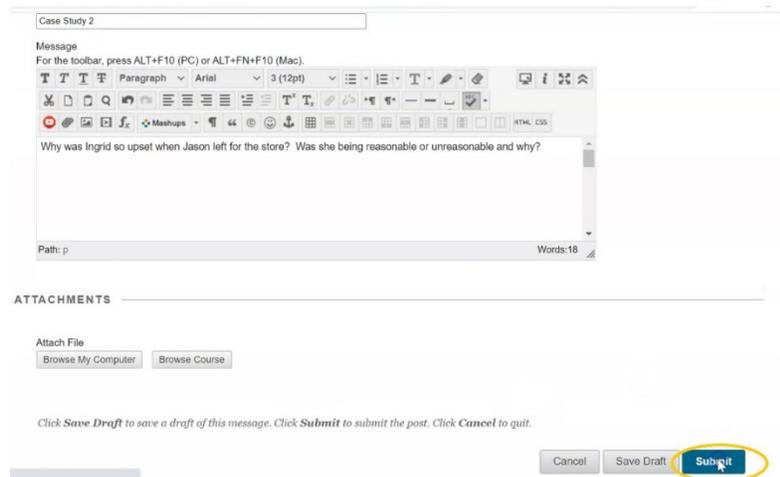
15. Click submit



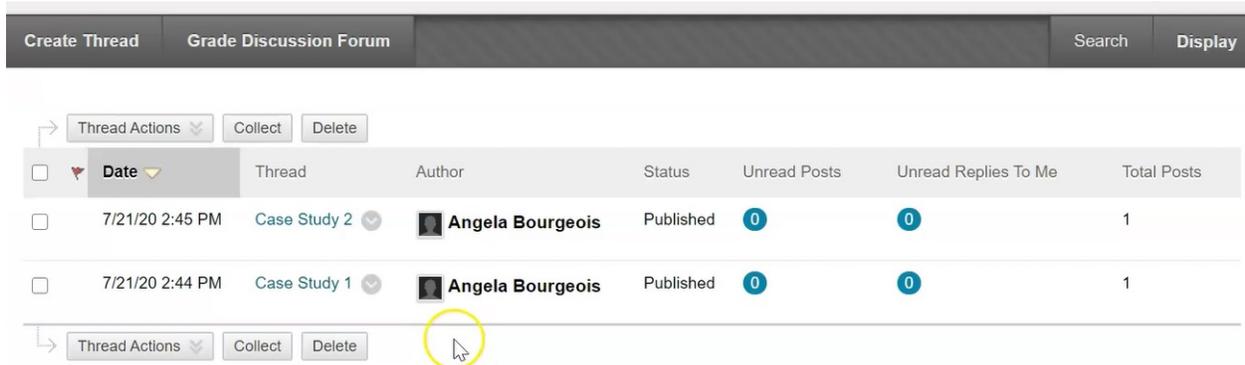
16. There is now one case study inside of this forum.



17. We're going to create one more, and again click submit



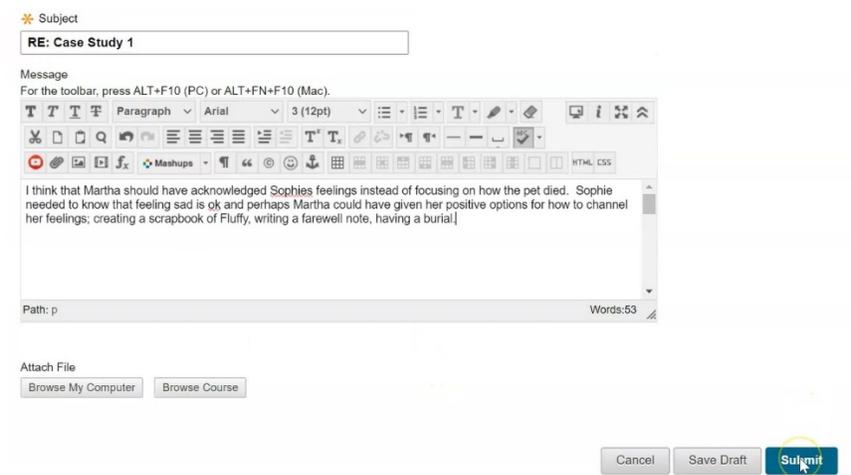
18. When the students get to this area, they can click on Case Study 1 or Case Study 2 to see the question and to respond



19. So for Case Study 1, here's the first thread



20. The student simply clicks on reply and writes their answer here in the message area.



21. When the student is done they simply click Submit

22. This first thread now has one reply

The screenshot shows a forum thread. The first post is by Angela Bourgeois, titled "Case Study 1", asking "How could Martha have better handled telling Sophie about the death of her pet?". Below it is a green success message: "Success: Thread RE: Case Study 1 created." The second post is a reply by Angela Bourgeois, titled "RE: Case Study 1", stating: "I think that Martha should have acknowledged Sophies feelings instead of focusing on how the pet died. Sophie needed to know that feeling sad is ok and perhaps Martha could have given her positive options for how to channel her feelings; creating a scrapbook of Fluffy, writing a farewell note, having a burial." At the bottom, there are message actions: "Select: All None", "Message Actions", "Expand All", and "Collapse All".

23. So if we go back to Discussion Board...

The screenshot shows a navigation menu with several items: "Web Links", "Faculty Resources", "Discussion Board" (highlighted with a yellow circle), "Northern College", "Assignment #1", and "Group". A user profile picture is visible on the right side of the menu.

...you will now see that inside the discussion board we have the first forum chapter 12 Class Text...

The screenshot shows the "Discussion Board" interface. At the top, it says "Discussions are a good way to encourage students to think critically about your coursework and interact with each others' ideas. You can create discussions around individual course lessons or for your course in general. [More Help](#)". Below this is a "Create Forum" button and a search bar. A table lists the forums:

Forum	Description	Total Posts	Unread Posts	Unread Replies To Me	Total Participants
Chapter 12 Class Text	After you have read Chapter 12 please discuss one of the three associated Properties of various discussions	3	0	0	1

...and inside that first forum, there are the two threads that we've created: Case Study 1 and Case Study 2.

Forum: Chapter 12 Class Text

Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. [More Help](#)

<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Unread Replies To Me	Total Posts
<input type="checkbox"/>	7/21/20 2:45 PM	Case Study 2	Angela Bourgeois	Published	0	0	1
<input type="checkbox"/>	7/21/20 2:44 PM	Case Study 1	Angela Bourgeois	Published	0	0	2

You can see on Case Study 1 that there are a total of two posts.

24. Click on Case Study 1...

 **Angela Bourgeois** 4 minutes ago
Case Study 1
How could Martha have better handled telling Sophie about the death of her pet?
[Reply](#)

 **Angela Bourgeois** Just now
RE: Case Study 1
I think that Martha should have acknowledged Sophies feelings instead of focusing on how the pet died. Sophie needed to know that feeling sad is ok and perhaps Martha could have given her positive options for how to channel her feelings; creating a scrapbook of Fluffy, writing a farewell note, having a burial.
[Reply](#) [Quote](#) [Edit](#) [Delete](#)

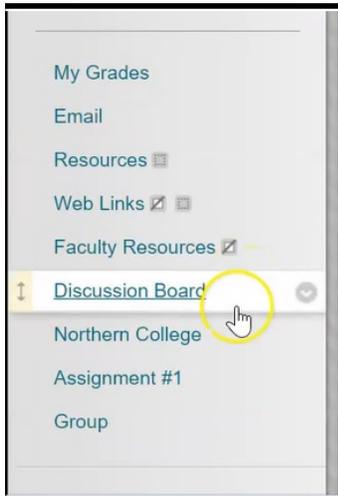
Select: [All](#) [None](#)
[Message Actions](#) [Expand All](#) [Collapse All](#)

[← OK](#)

...and you can then see and view each post

What Your Students Will See

1.They navigate to discussion board



2. Under Discussion Board, they will see the one forum that we have created, Chapter 12 Class Text

Discussion Board

The main discussion board page appears with a list of available discussion forums. Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. [More Help](#)

Forum	Description	Total Posts	Unread Posts	Unread Replies To Me	Total Participants
Chapter 12 Class Text	After you have read Chapter 12 please discuss one of the three associated threads and post your answer.	3	3	0	1

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

You'll notice that they do not have a button to create new forums, because that's not an option that we allowed.

3. Click on “Chapter 12 Class Text” forum...

Forum: Chapter 12 Class Text

In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post. [More Help](#)

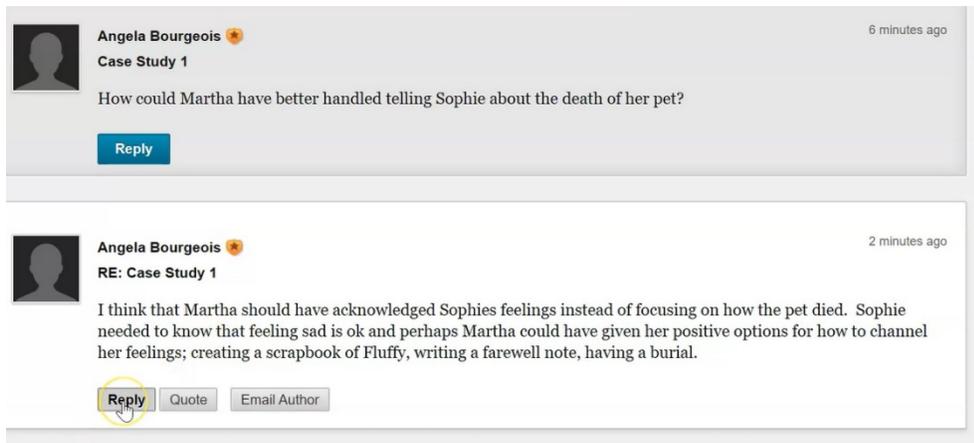
[Create Thread](#) | Grading Information | Search | Display

Thread Actions	Collect	Date	Thread	Author	Status	Unread Posts	Unread Replies To Me	Total Posts
<input type="checkbox"/>		7/21/20 2:45 PM	Case Study 2	Angela Bourgeois	Published	1	0	1
<input type="checkbox"/>		7/21/20 2:44 PM	Case Study 1	Angela Bourgeois	Published	2	0	2

Thread Actions | Collect

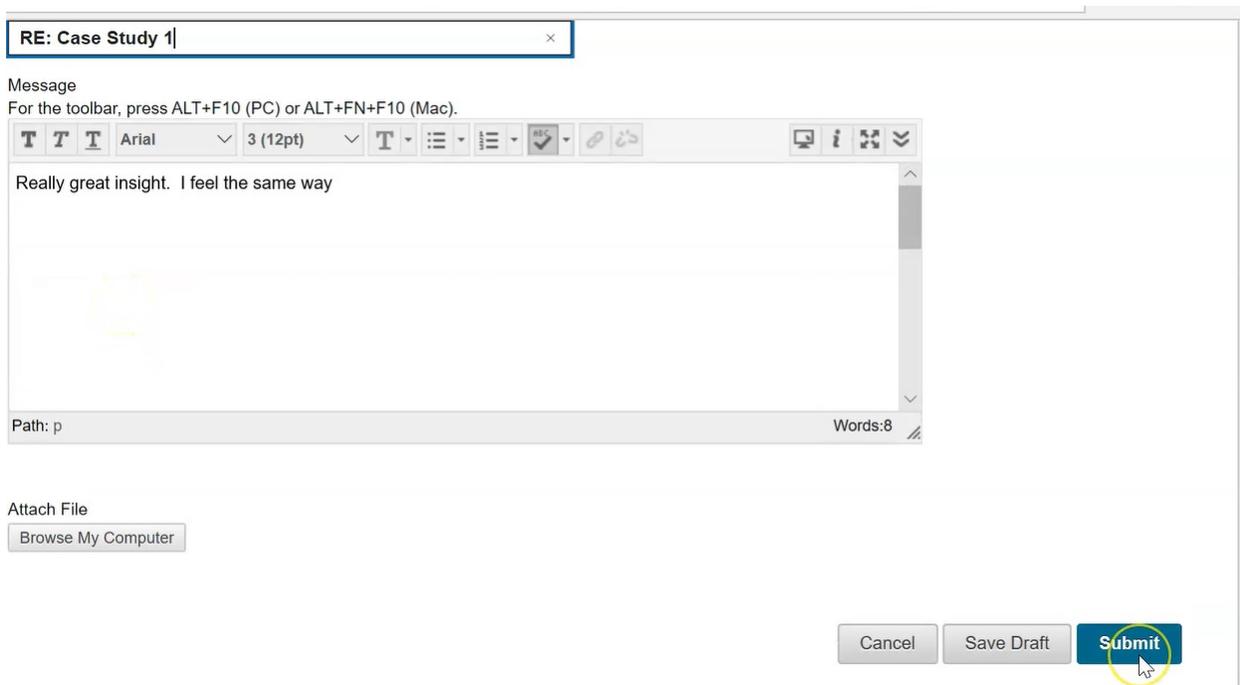
...and because we did allow them to create threads, they do have the option for creating threads.

4. Click into Case Study 1...



The screenshot shows a forum thread with two posts. The first post, titled "Case Study 1", asks "How could Martha have better handled telling Sophie about the death of her pet?" and has a "Reply" button. The second post, titled "RE: Case Study 1", provides an answer: "I think that Martha should have acknowledged Sophies feelings instead of focusing on how the pet died. Sophie needed to know that feeling sad is ok and perhaps Martha could have given her positive options for how to channel her feelings; creating a scrapbook of Fluffy, writing a farewell note, having a burial." Below the second post are buttons for "Reply", "Quote", and "Email Author". The "Reply" button is circled in yellow.

...and they either reply directly to the case study posted, or if the instructions given were to respond to other students posted messages they can reply to that as well



The screenshot shows a message composition window titled "RE: Case Study 1". The message body contains the text "Really great insight. I feel the same way" and a yellow circular highlight. Below the message body is a "Path: p" field and a "Words:8" counter. At the bottom, there is an "Attach File" section with a "Browse My Computer" button. At the very bottom, there are three buttons: "Cancel", "Save Draft", and "Submit". The "Submit" button is circled in yellow.

5. Click **Submit**

6. When finished, click OK


Angela Bourgeois ★ 2 minutes ago
RE: Case Study 1
 I think that Martha should have acknowledged Sophies feelings instead of focusing on how the pet died. Sophie needed to know that feeling sad is ok and perhaps Martha could have given her positive options for how to channel her feelings; creating a scrapbook of Fluffy, writing a farewell note, having a burial.

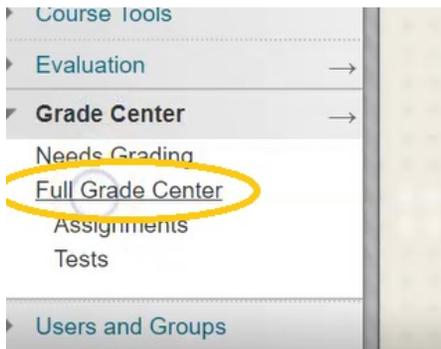
Success: Thread RE: Case Study 1 created.


Test Student Just now
RE: Case Study 1
 Really great insight. I feel the same way

Add Grading to Your Discussion Board

As a teacher, because we've decided to grade this discussion board, once the students have done what has been requested of them:

1. Go into the Grade Center, then Full Grade Center



2. At the very end of your Grade Center, you will see Chapter 12 Class Text discussion forum

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Sort Columns By: Order:

Grade Information Bar Possible: 10 | Discussion | Chapter 12 Class Text | 1 / 6 students have submitted. 0 attempts need grading. Last Saved: July 20, 2020 3:46 PM

<input type="checkbox"/>	Last Name	First Name	Username	Assignment #2	Assignment fo	Assignment Gr	Assignment Gr	Chapter 12 Cla
<input type="checkbox"/>	Bowles	Phil	bowlesp	--	<div style="background-color: #ccc; width: 100%; height: 10px;"></div>	--	<div style="background-color: #ccc; width: 100%; height: 10px;"></div>	--
<input type="checkbox"/>	Dennison	Anthony	dennisona	--	<div style="background-color: #ccc; width: 100%; height: 10px;"></div>	--	<div style="background-color: #ccc; width: 100%; height: 10px;"></div>	--
<input type="checkbox"/>	Grenier	Alain	greniera	--	<div style="background-color: #ccc; width: 100%; height: 10px;"></div>	--	<div style="background-color: #ccc; width: 100%; height: 10px;"></div>	--
<input type="checkbox"/>	Jensen	Carrie	jensenc	--	<div style="background-color: #ccc; width: 100%; height: 10px;"></div>	--	<div style="background-color: #ccc; width: 100%; height: 10px;"></div>	--

3. For Test Student it indicates with a blue circle saying that you have completed at least one out of your three required posts

<input type="checkbox"/>	Jensen	Carrie	jensenc	--		--		--
<input type="checkbox"/>	Student	Kelly	studentkelly	--	!			--
<input type="checkbox"/>	Student	Test	teststudent	!	!			!

Selected Rows: 0 Attempt in Progress

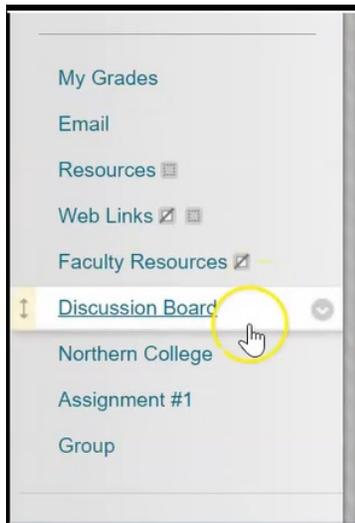
Once you have completed all three posts, this blue circle will then turn into a yellow circle with an exclamation mark indicating that it needed grading

studentkelly	--	!			--
teststudent	!	!	!	!	!

Needs Grading

There is another tool that you can use for managing your discussion boards

4. Go back to Discussion Board



5. Go into that first forum on Case Study 1

Discussion Board

Discussions are a good way to encourage students to think critically about your coursework and interact with each others' ideas. You can create discussions around individual course lessons or for your course in general. [More Help](#)

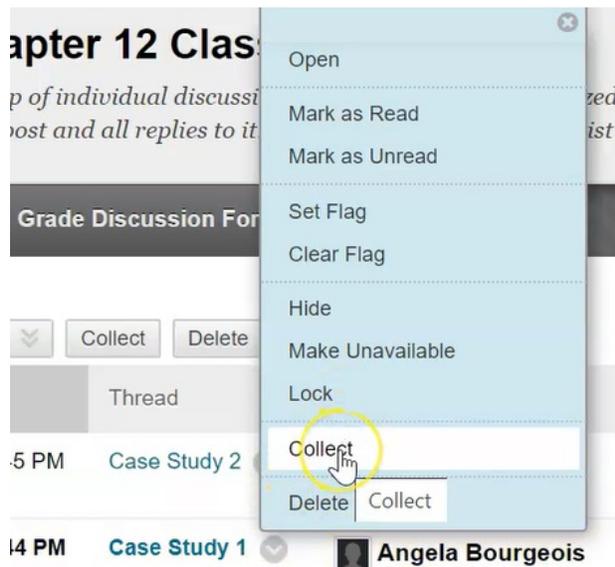
Create Forum Search 🔍

Forum	Description	Total Posts	Unread Posts	Unread Replies To Me	Total Participants
<input type="checkbox"/>	Chapter 12 Class After you have read Chapter 12 please discuss one of the three associated Properties of various discussions	3	0	0	1

6. If you had a number of students in your class who did a number of posts, this is going to be fairly large number. In order to quickly and easily see what's been posted, you can click the down arrow beside the title of the thread...



...and select **Collect**



What you've now done is collect every single post and every single reply to everything inside that case study thread.

Really great insight. I feel the same way

[Reply](#) [Quote](#) [Mark as Read](#)



Thread: Case Study 1
Post: [RE: Case Study 1](#)
Author:  **Angela Bourgeois** 

Posted Date: July 21, 2020 2:48 PM
Status: Published

I think that Martha should have acknowledged Sophies feelings instead of focusing on how the pet died. Sophie needed to know that feeling sad is ok and perhaps Martha could have given her positive options for how to channel her feelings; creating a scrapbook of Fluffy, writing a farewell note, having a burial.

[Reply](#) [Quote](#) [Mark as Unread](#)



Thread: Case Study 1
Post: [Case Study 1](#)
Author:  **Angela Bourgeois** 

Posted Date: July 21, 2020 2:44 PM
Status: Published

How could Martha have better handled telling Sophie about the death of her pet?

This allows you to quickly read through to see whose posted it, read about it, and be able to go on to the next case study.