

Discussion Board

About the Discussion Board

Building a sense of community among students is crucial for a successful online experience. The Discussion Board is an important tool for interpersonal interaction and can replicate the robust discussions that take place in the traditional classroom. Discussions can serve a range of purposes, such as:

- An online meeting place for social interaction among peers.
- An additional medium for collaboration and the exchange of ideas.
- A medium to pose questions about homework assignments, readings, and course content.
- A way to demonstrate the understanding or application of course material.
- A record of discussion which can be reviewed at a later point.
- A graded activity that demonstrates understanding or application of course material.

Note: Grading and rating discussion posts is not available with a Basic License.

Once you have determined your pedagogical needs, you can create forums and threads to organize discussions into units or topics relevant to your course.

The Discussion Board tool allows for asynchronous interactions occurring over extended periods of time. This allows for more flexibility, as well as reflective communication.

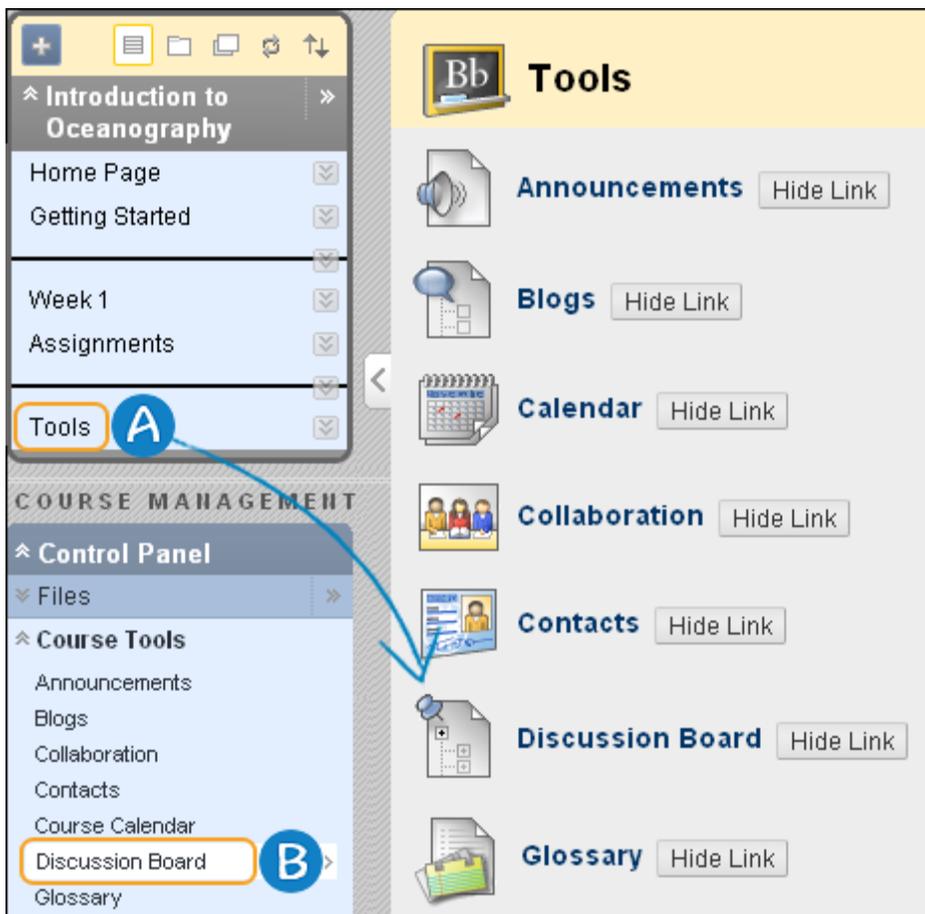
Asynchronous communication offers convenience and flexibility to all participants. Some benefits include:

- Participants do not need to be in the same location or time zone.
- Participants can carefully consider and reflect on the initial message before responding and, hopefully, more thoughtful conversations can occur.
- Different learning styles are accommodated. For example, students who are shy about speaking in class may feel more comfortable responding to discussion threads.

Accessing the Discussion Board

You can access the Discussion Board from the **Tools** link on the Course Menu and from the Control Panel. You may also [add a customized link to the Course Menu](#) and to a course area. When you [provide a link to the Discussion Board in a course area](#), students can access the tool alongside other course content.

Two Default Options



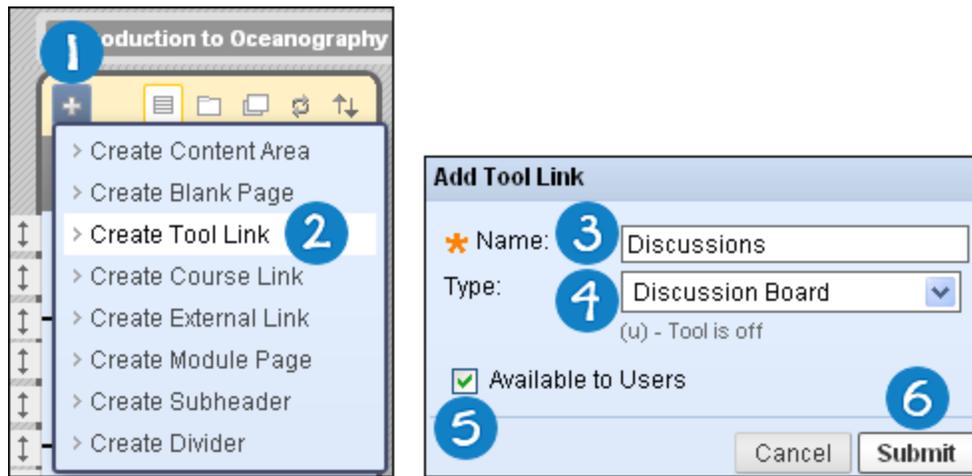
A Access the Discussion Board using the default **Tools** link on the Course Menu. On the **Tools** page, select **Discussion Board**.

B Alternatively, in the **Control Panel**, expand the **Course Tools** section and select **Discussion Board**. From this link, you can access the course Discussion Board and any group Discussion Boards for the groups in your course.

How to Include a Discussion Link on the Course Menu

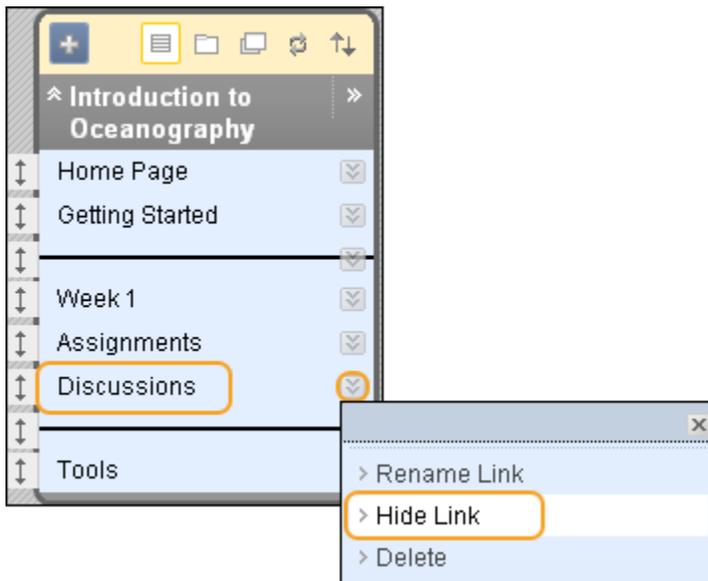
If you want students to access the Discussion Board often, you can include a link on the Course Menu for one-click access to the tool. You can customize the name of the link to fit your needs.

1. Ensure Edit Mode is **ON** and point to the plus sign above the Course Menu. The **Add Menu Item** drop-down list appears.
2. Select **Create Tool Link**.
3. Type a **Name** for the link.
4. From the **Type** drop-down list, select **Discussion Board**.
5. Select the **Available to Users** check box.
6. Click **Submit**.



Result

The new tool link appears last in the Course Menu list. Press and drag the arrows icon to move the link into a new position. Click the link's Action Link () to access the contextual menu. You can rename, delete, or hide the link from students. For example, if you intend to use the Discussion Board after week three, you can create all the forums you need at the beginning of the term and hide the link until it is needed.

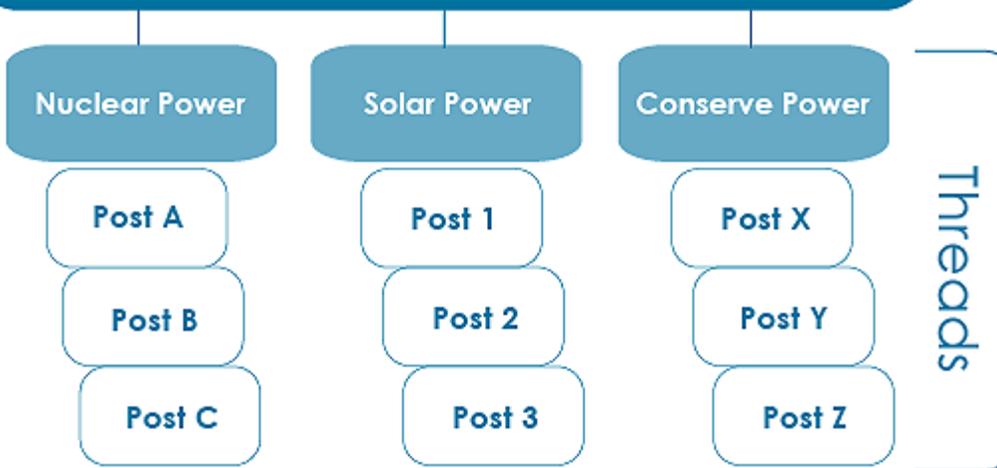


Understanding Discussion Forums and Threads

Just as it is critical that you plan and structure your course content, you also need to provide structure for online discussions. Forums allow you to group related discussions and help your students stay on task. You must first create one or more forums before message threads can be started.

The main Discussion Board page displays a list of forums. A **forum** is an area where a topic or a group of related topics are discussed. Within each forum, there can be multiple threads. A **thread** includes the initial post and any replies to it.

Forum: How can we reduce our reliance on oil?



Viewing the Discussion Board Page

The **Discussion Board** page contains all the forums you create for your course.

On the Action Bar, you can create forums or use the **Search** function to search for Discussion Board content. The search field is collapsed by default to save screen space.

Discussion Board B					
Forum A	Description	Total Posts	Unread Posts	Total Participants	
Oceans in the News ▼	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	6	0	6	
Surf's Up: Wave Dynamics and Wind Waves ▼	This forum will hold our discussions on wave terminology, relevant websites, and questions.	11	10 C	4	
Pick an ocean.... ▼	Soon each of you will "explore" an ocean and share your research. This can be a partner activity if you choose. If you have an idea of which ocean (or which aspect of an ocean if you prefer a more specific topic) or who you want to work with, respond to this post by Friday. Deciding on a topic will become a graded discussion post at the end of the month.	8	8	5	

A To sort a column, click the column heading or caret. For example, if you sort the **Forum** column, the items appear in alphabetical or reverse alphabetical order.

B To view the posts, click the forum title. Forums containing unread posts appear in bold type.

- C For each forum, view the total number of posts, the number of unread posts, and the number of users who have participated in the forum.
- D For one-click access to the forum's unread messages, click the link in the **Unread Posts** column.

Viewing a Discussion Forum

When you access a forum, a list of threads appears. The following columns display information for each thread:

- **Date:** Displays the date the thread was created.
- **Author:** Displays the name of user who created the thread.
- **Status:** Indicates whether the thread is published, hidden, locked, unavailable, or a draft.
- **Unread Posts:** Displays the number of posts not yet accessed.
- **Total Posts:** Includes both read and unread posts.

To sort a column, click the column heading or caret.

Forum Features

Discussion Board > Forum: Surf's Up: Wave Dynamics and Wind Waves **A**

Edit Mode is: **ON**

List View Tree View

Forum: Surf's Up: Wave Dynamics and Wind Waves

Create Thread Grade Forum **B** Search Display Tags

<input type="checkbox"/>	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	9/17/10 9:05 AM	C Terminology	Cathy Chu	Published		5	6
<input type="checkbox"/>	9/17/10 9:2	D Relevant Websites	Cathy Chu	Published		0	1
<input type="checkbox"/>	9/17/10 10:22 AM	Questions?	Cathy Chu	Published		2	2
<input type="checkbox"/>	9/18/10 12:42 PM	Opinion Paper	Cathy Chu	Published		1	1
<input type="checkbox"/>	9/22/10 10:05 AM	FAQs about this unit	Cathy Chu	Published		1	1

Thread Actions Collect Delete

Displaying 1 to 5 of 5 items **E** Edit Paging...

Items per page: Go

Total number of items: 5

A Use the breadcrumbs to navigate to a previous page. Do not use the browser navigation controls because page load errors may occur.

B Use the Action Bar functions to perform various actions, including:

- **Create Thread:** Add a new thread to a forum.
- **Search:** Search for Discussion Board content. The search field is collapsed by default to save screen space.
- **Grade Forum:** Grade posts, if you have enabled grading for the forum.
- **Thread Actions:** Make a selection from the drop-down list. Edit the status of the selected threads and perform other actions, such as marking threads read or unread and setting or clearing flags. Flags mark threads for later attention.
- **Delete:** Remove selected threads from a forum. Deleted threads cannot be restored. Use the **Make Unavailable** function in the **Thread Actions** drop-down list to completely hide threads from users without actually deleting the threads.

- **Collect:** Gather selected threads onto one page where posts can be sorted, filtered, or printed.

- C** Select one or multiple threads' check boxes or select the check box in the header row to select all threads for an action, such as deleting.
- D** Click a thread title to read the posts. Forum titles containing unread posts appear in bold type.
- E** Click **Edit Paging** to determine the number of items to view per page. Type a number in the box and click **Go**. Click the **X** to close the pop-up box.

Using List View and Tree View in Discussions

After you click a forum title, a page loads displaying all forum threads. You can view the page in either **List View** or **Tree View**. This choice remains in effect until you change it and you may change it at any time. On the forum page, in the upper-right corner, toggle between the two views.



List View

Click **List View** to present the threads in a table format. Threads containing any unread posts appear in bold type.

The screenshot shows a forum page titled "Forum: Wave Dynamics and Wind Waves". At the top right, there are buttons for "List View" (highlighted with a blue arrow) and "Tree View". Below the title is a navigation bar with "Create Thread" and a search bar. The main content is a table of threads with columns for "Date", "Thread", "Author", "Status", "Tags", "Unread Posts", and "Total Posts". The first thread is highlighted in yellow and has a checkmark in the "Date" column. A "Thread Actions" dropdown menu is open over the first thread, showing options: "Mark as Read", "Mark as Unread", "Set Flag", and "Clear Flag". At the bottom right, there is a "Displaying 1 to 4 of 4 items" indicator and an "Edit Paging..." button.

<input type="checkbox"/>	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	2/27/11 11:52 PM	Terminology	Cathy Chu	Published		1	4
<input type="checkbox"/>	2/27/11 11:53 PM	Relevant websites	Cathy Chu	Published		2	2
<input type="checkbox"/>	2/27/11 11:54 PM	Questions	Cathy Chu	Published		0	1
<input type="checkbox"/>	2/28/11 12:23 AM	Week 1: Wave Formation	Dwight Paul	Published		2	2

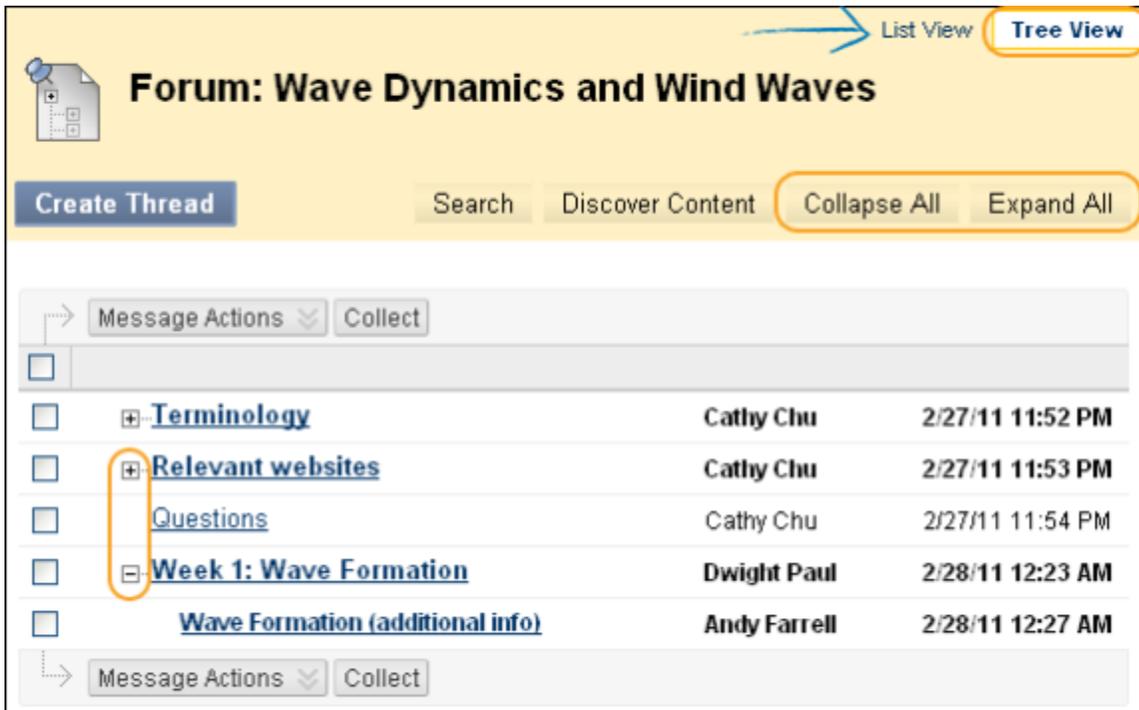
- A** From the Action Bar, you can create threads, [collect](#), or delete posts.

Note: Depending on the settings you made when creating the forum, different functions appear on the Action Bar. For example, if you have allowed tagging, a [Tags function](#) appears.

- B** To sort a column, click the column heading or caret.
- C** Select the check box next to a thread and make a selection from the **Thread Actions** drop-down list. You can select multiple threads or select the check box in the header to select all threads. The actions include:
 - Marking threads read or unread.
 - Setting or clearing flags. Flags mark threads for later attention.
 - Editing the status of the selected threads.
 - [Subscribing](#) or unsubscribing to threads, if enabled.

Tree View

Click **Tree View** to show the thread starter messages and their replies. From the Action Bar, you can create threads, collect, or delete posts.



Message Actions	Collect		
<input type="checkbox"/>			
<input type="checkbox"/> +	Terminology	Cathy Chu	2/27/11 11:52 PM
<input type="checkbox"/> +	Relevant websites	Cathy Chu	2/27/11 11:53 PM
<input type="checkbox"/>	Questions	Cathy Chu	2/27/11 11:54 PM
<input type="checkbox"/> -	Week 1: Wave Formation	Dwight Paul	2/28/11 12:23 AM
<input type="checkbox"/>	Wave Formation (additional info)	Andy Farrell	2/28/11 12:27 AM
Message Actions	Collect		

You can expand and collapse threads by using the plus and minus icons next to the titles. If a thread starter message contains unread posts, the thread starter title appears in bold type. On the Action Bar, use the **Collapse All** and **Expand All** functions to hide or see all posts included in all threads.

Select the check box next to a thread and make a selection from the **Message Actions** drop-down list on the Action Bar. You can select multiple threads or select the check box in the header to select all threads. Actions include marking threads read or unread and setting or clearing flags. Flags mark threads for later attention.

Viewing a Discussion Thread

When a user clicks a thread, the **Thread Detail** page appears. The page is divided into three sections:

Section 1:

The Action Bar contains functions that allow users to select, flag, mark read/unread, and [collect posts](#).

Section 2:

The Message List contains a list of all the posts in a thread, beginning with the initial post. The selected post is highlighted. Use the plus and minus icons to expand and collapse the posts.

Section 3:

The Current Post contains the text of the selected post and information about the post.

Note: If you allowed [email subscription](#) for the thread, **Subscribe** appears on the Action Bar.



Thread Detail

Subscribe

Terminology > Reply

Total Posts: 6 **Unread Posts:** [5](#)

Message Actions ▾

Select: [All](#) [None](#)
1

<input type="checkbox"/>	<input type="checkbox"/> Terminology	Cathy Chu	9/17/10 10:05 AM	^
<input type="checkbox"/>	<input type="checkbox"/> "Fetch"	Mei Wong	9/17/10 11:36 AM	
<input type="checkbox"/>	<input type="checkbox"/> RE: "Fetch"	Cathy Chu	9/17/10 2:53 PM	
<input type="checkbox"/>	Longshore drift??	Dwight Paul	9/17/10 2:54 PM	
<input type="checkbox"/>	<input type="checkbox"/> Longshore drift defined	Andy Farrell	9/18/10 11:09 AM	v

Select: [All](#) [None](#)

Message Actions ▾

Terminology >
Reply

3

Author: Cathy Chu	Total views: 10 (Your views: 1)
Posted Date: Wednesday, September 17, 2010:10:05:31 AM EDT	Overall Rating: ☆☆☆☆☆
Edited Date: Wednesday, September 17, 2010:10:05:31 AM EDT	Your Rating: ☆☆☆☆☆

Understanding ocean waves has a lingo all its own. Some concepts are easier to understand than others. We usually have some good conversations about specific terms as we help each other fully comprehend their meanings.

About the Thread Detail Page

On the **Thread Detail** page, you can navigate from post to post, adjust your view of the page, view information about the selected post, and reply to others.



Thread Detail

Subscribe



Search

Refresh

[Terminology](#) >

Reply



Total Posts: 4 Unread Posts: [2](#)



Message Actions Collect

Select: [All](#) [None](#)

<input type="checkbox"/>	Terminology	Cathy Chu	2/27/11 11:52 PM
<input type="checkbox"/>	Breaking Wave	Christopher Casper	2/28/11 12:09 AM
<input type="checkbox"/>	RE: Breaking Wave	Tony Brown	2/28/11 12:13 AM
<input type="checkbox"/>	Surface Tension	Tony Brown	2/28/11 12:14 AM

Select: [All](#) [None](#)

Message Actions Collect

< [Breaking Wave](#) >



Reply

Quote

Set Flag

Author: [Christopher Casper](#)
Posted Date: Monday, February 28, 2011 12:09:09 AM EST
Edited Date: Monday, February 28, 2011 12:09:09 AM EST

Total views: 4 (Your views: 1)
Overall Rating:
Your Rating:

Parent Post

Can you provide information about breaking wave?

A On the Action Bar, access functions, such as **Subscribe**, **Unsubscribe**, or **Search**. When subscribed to a thread, users receive an email alert when a post is updated or a reply is posted. You must enable this function when creating a forum. The search field is hidden by default to save screen space.

B Select one or multiple threads' check boxes and make a selection in the **Message Actions** drop-down list. Actions include marking threads read or unread and setting or clearing flags. Flags mark threads for later attention. You can also use the functions for [collecting posts](#) and selecting all posts.

C Arrange your view using the icons on the Action Bar.

- **Swap Up or Down:** Moves the selected message up or down on the page.
- **Hide or Restore:** Collapses or displays the list of messages.

- **Maximize** or **Minimize**: Displays the entire list of messages or the just the top few.

D Use the **Move to previous message** or **Move to next message** arrows for navigating between messages in the thread.

E Click **Parent Post** to display or hide the parent message in the thread.

Creating Forums in the Discussion Board

A forum is an area where a topic or a group of related topics are discussed. Within each forum, users can create multiple threads. A thread includes the initial post and any replies to it. You can create forums and threads to organize discussions into units or topics relevant to your course. To distinguish between forums and threads, see [Understanding Discussion Forums and Threads on page 3](#).

Forum settings allow you to use the Discussion Board in different ways. For example, to control a forum, an instructor creates all threads, moderates, and grades the posts. For a student-led discussion, allow students to create new threads with the option of posting anonymously.

Note: Grading and rating discussion posts is not available with a Basic License.

As you create forums, select the appropriate settings based on the pedagogical goals for your course:

- Evaluate student performance by [grading forums and threads](#).
- Use the [Moderation Queue](#) and [rating](#) features to ensure quality postings and to assist with the workload.
- Allow anonymous posting and thread editing to encourage forthright discourse and increase student participation.

To help students stay connected with Discussion Board content, you can enable email alerts and add a Discussion Board link alongside content in the course.

If you have created groups in your course, you can enable the [Group Discussion Board](#). Group members are allowed to create their own forums and threads, and apply the settings to fit their needs.

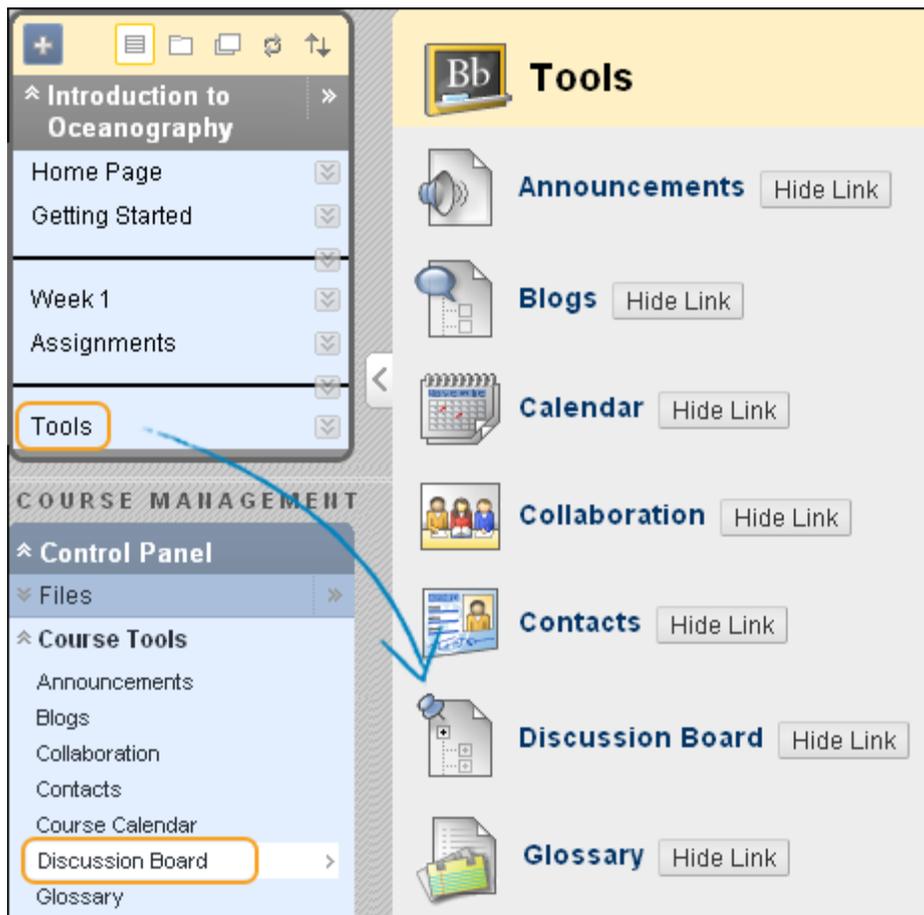
Note: The Blackboard administrator at your school controls whether this tool is available. If this tool is not available, you can contact your administrator to discuss its status.

How to Create Forums in the Discussion Board

1. On the Course Menu, click the **Tools** link. On the **Tools** page, select **Discussion Board**.

-OR-

On the Control Panel, expand the **Course Tools** section, and select **Discussion Board**. On the **Discussion Board** page, click the link to the appropriate Discussion Board.



2. On the **Discussion Board** page, click **Create Forum** on the Action Bar.



3. On the **Create Forum** page, type a **Name**. Users click this name to access the forum.
4. Optionally, type instructions or a description in the **Description** box. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups. Any files uploaded from your computer are saved in Course Files or the Content Collection in the top level folder. Attachments uploaded using the Text Editor can be launched in a new window and can include alternate text to describe the attachment. The **Description** appears below the forum name on the **Discussion Board** page.
5. Under **Forum Availability**, select the **Yes** option to make the forum available to users.

Tip: You can create forums ahead of time and set the availability to **No** until the discussion is ready to start.
6. For **Enter Date and Time Restrictions**, you can set forums to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times or type dates and times in the boxes. Display restrictions do not affect the forum availability, only when it appears.

 **Create Forum**

* Indicates a required field. Cancel Submit

1. Forum Information

* Name 3 Glacial Melt Could Signal Faster Rise in Ocean

Description

Text Editor is: ON

4

Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders obsolete predictions of how quickly Earth's oceans will rise over the next century.

Yes, you think this is happening/will happen. We need to adjust our behavior and

Path: [body](#) > [span](#)

2. Forum Availability

Available 5 Yes No

Enter Date and Time Restrictions

Display After 6

Display Until

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Today is: Wednesday, December 15, 2010

01:00 PM

01:30 PM

02:00 PM

02:30 PM

03:00 PM

03:30 PM

04:00 PM

04:30 PM

05:00 PM

- Select the **Forum Settings** based on your pedagogical requirements. For example, if you are grading posts and want to retain the posts as they were at the time of grading, do NOT select **Allow Author to Edit Own Published Posts**. To learn more about how you can use forum settings to meet your requirements, see the [Suggestions for Forum Settings in the Discussion Board on page 14 list](#).
- Click **Submit**.

3. Forum Settings

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Post Tagging

Allow Users to Reply with Quote

Allow File Attachments

Allow Members to Create New 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

Allow Members to Rate Posts

Force Moderation of Posts

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Show participants in "needs grading" status  after every Posts

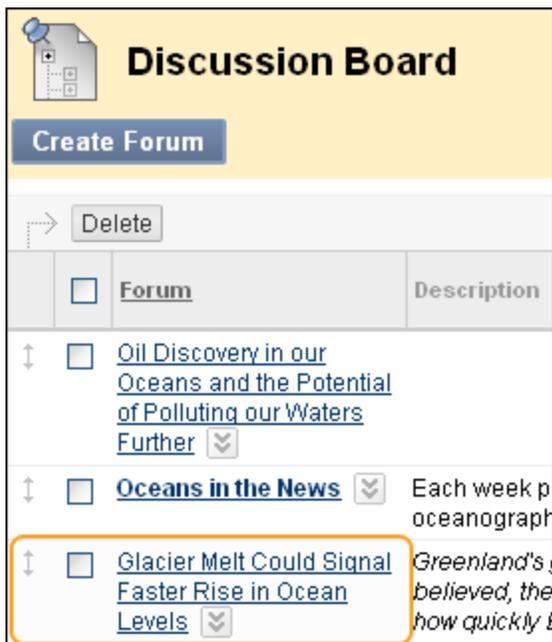
Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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4. Submit

Result

On the **Discussion Board** page, the new forum appears at the bottom of the list. To learn how to change the order of forums, see [How to Reorder Discussion Forums on page 41](#).



Suggestions for Forum Settings in the Discussion Board

The following list describes the settings you can select for various types of forum requirements.

- If you want to create effective social forums, select the **Allow Anonymous Posts** and **No Grading in Forum** options. Allowing students to post anonymously is important at the beginning of a course when they are still becoming comfortable with discussions. If quality is a concern, assign a Moderator to review each post before it is made public. To learn about moderating the Discussion Board, see [How to Control Discussion Board Content \(Moderating\) on page 47.](#)
- If you want to create forums where students have control of the discussion, allow them to edit, delete, and [rate posts](#). Also, you can allow students to create new threads and direct the discussion.
- If you want to have a tightly controlled forum, select the **Force Moderation of Posts** and **Grade Forum** or **Grade Threads** options. To ensure students focus on the existing threads, do not allow the creation of new threads.
- When you want your students to focus on the existing threads, do not select **Allow Members to Create New Threads**.
- If you allow authors to edit their published posts, consider [locking the thread](#). Locked posts cannot be changed after they are graded.
- Some settings cannot be selected in combination. For example, if you are grading forums or threads, anonymous posts are not allowed. Also, if thread grading is enabled, members cannot create new threads.
- If **Grade Forum** or **Grade Threads** is selected, you can choose the number of posts that will place the activity in [Needs Grading](#) status. You might want to grade students only when they have made a certain number of posts, rather than grading each time a single post is made.
- Rubrics can be associated with a forum when the **Grade Forum** option is selected. Rubrics can be associated when creating or editing a thread if the **Grade Threads** option is selected. To learn more about [associating](#), [managing](#), and [grading](#) with rubrics, see [Rubrics](#).

3. Forum Settings

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Post Tagging

Allow Users to Reply with Quote

Allow File Attachments

Allow Members to Create New 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

Allow Members to Rate Posts

Force Moderation of Posts

Grade No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Show participants in "needs grading" status  after every Posts

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students

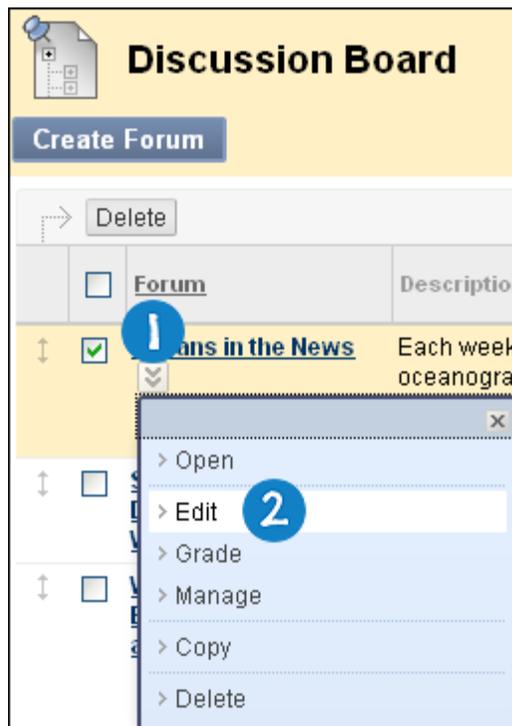
4. Submit

How to Allow Email Alerts for New Discussion Posts

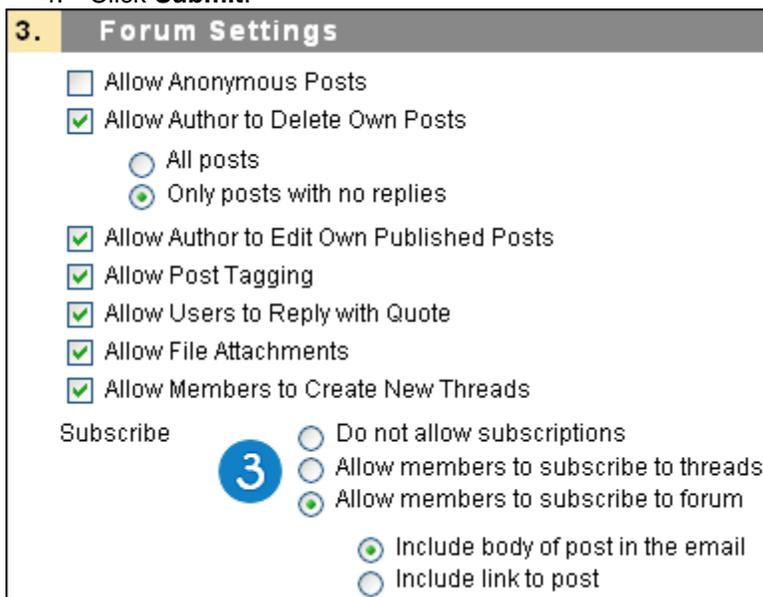
When email subscription is enabled, students can receive email alerts for new posts or replies. You can allow students to subscribe to an entire forum or to specific threads within a forum.

You select the options for subscriptions to forums or threads when the forum is first created or when the forum settings are edited.

1. Access the Discussion Board and click a forum's Action Link () to access the contextual menu.
2. Select **Edit**.



3. On the **Edit Forum** page, under **Forum Settings**, select the **Subscribe** options.
 - **Allow members to subscribe to threads** allows users to select specific threads within the forum.
 - **Allow members to subscribe to forum** allows subscription to all threads within the forum.
 - **Include body of post in the email** displays the message text and a link to reply to the message in the email notification.
 - **Include link to post** displays a link to the message in the email notification.
4. Click **Submit**.



How to Add a Link to the Discussion Board in a Course Area

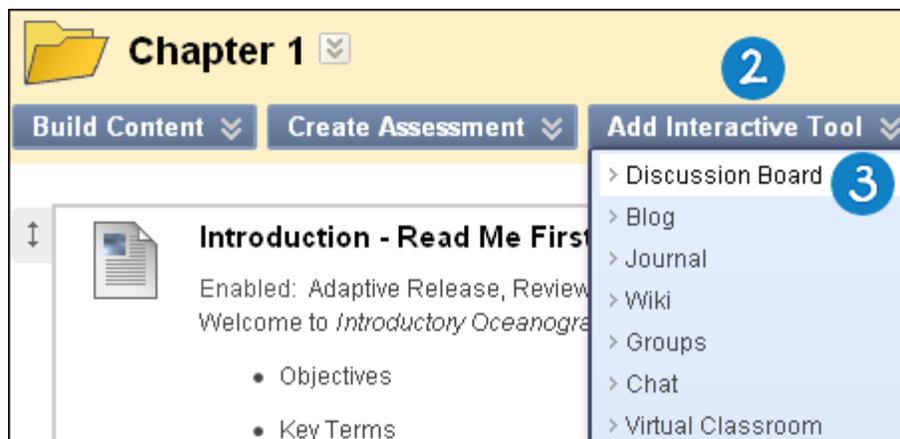
You can incorporate the Discussion Board into course areas, allowing students to access the tool alongside content. For example, you can add links to the Discussion Board itself or specific discussion forums to any Content Area, Learning Module, Lesson Plan, or folder.

Example:

In a Content Area, you can add a forum link following lecture notes to gather questions on the material presented or after an assignment to gather students' perceptions on how they did. You can add Adaptive Release or date availability restrictions to limit students' access, allowing them to access content in a specified order, such as reading a PDF before adding posts to the Discussion Board. To learn about using Adaptive Release to release content, see [About Adaptive Release on page Error! Bookmark not defined.](#)

Note: You need to create forums before you can link to them in the course. To learn how to create forums, see [How to Create Forums in the Discussion Board on page 10.](#)

1. Access the Content Area, Learning Module, Lesson Plan, or folder where you want to link to the Discussion Board or forum. Ensure Edit Mode is **ON**.
2. On the Action Bar, point to **Add Interactive Tool** to access the drop-down list.
3. Select **Discussion Board**.



4. On the **Create Link: Discussion Board** page, select the **Link to Discussion Board Page** option to link to the Discussion Board itself.

-OR-

Select the **Select a Discussion Board Forum** option and select a forum from the list.

-OR-

Click **Create New Forum** to add a link to a forum you create at this time. You select all forum settings at the time of creation. The newly created forum appears in the list of forums to choose from when adding the link in your course.

5. Click **Next**.

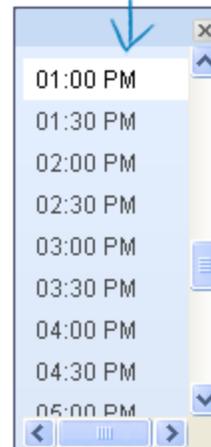
Options

Available Yes No **8**

Track Number of Views Yes No **9**

Date Restrictions Display After **10**

Display Until



6. Click **Submit**.

 **Chapter 1**

 **Required Reading**

Read Chapter 1 in your textbook. All other assignments are listed in this Content Area. See your Syllabus for deadlines.

 **Oceans in the News**

After reading Chapter 1 in your textbook, post to this Discussion Board forum.

This is a required assignment and is worth 25 points. You may post more than once and please respond to your classmates posts.

 **History of Ocean Exploration**

Attached Files: [Ch1-Assignment Instructions.doc](#) (25.5 KB)
[Ch1-QuestionsExercises.doc](#) (24.5 KB)

After reading and reviewing all of the material in Chapter 1, please complete this assignment.

Student view of a forum link in a Content Area

Creating Threads in the Discussion Board

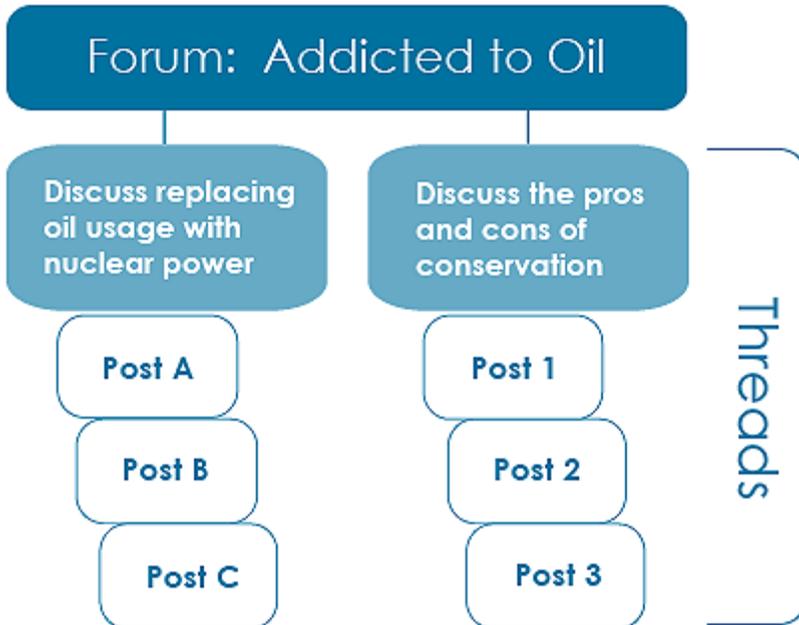
Once in a forum, you can start new threads to begin a conversation. A thread includes the initial post and any replies to it. When creating a forum, you have the option of allowing or not allowing members to start threads. Generally, the purpose of the forum dictates whether or not members can start threads. A moderated, graded forum used to evaluate student performance is usually tightly controlled, and members cannot create threads. Other forums are designed for members to share opinions and thoughts on tangential or unrelated topics. In this case, it is safe to allow members to create threads and spark discussions.

You can change the status of existing threads and determine which threads appear in a forum to help organize your view.

Note: Creating a thread as an instructor is the same as creating a thread as a student. If grading has been enabled, instructors can also set the thread to be graded. Grading and rating discussion posts is not available with a Basic License.

Example:

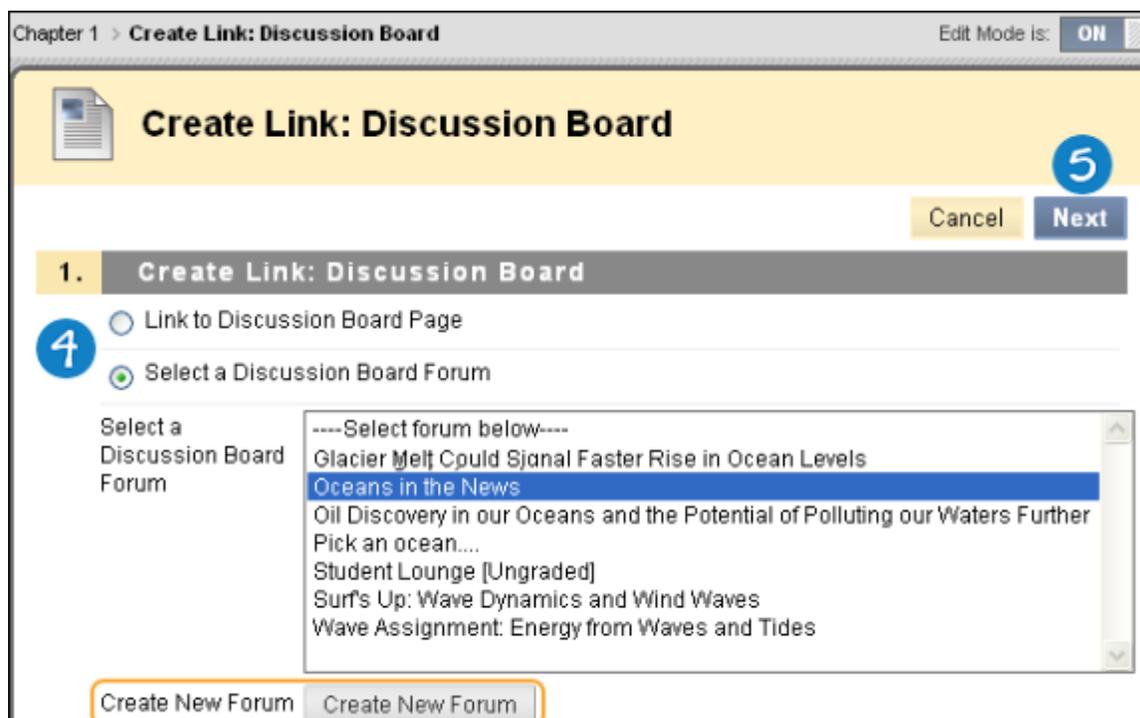
You create a forum that addresses a broad subject, such as "Addicted to Oil." Next, create two threads containing the specific issues to be discussed, such as replacing oil usage with nuclear power, and the pros and cons of conservation. To ensure students post only to existing threads, consider disallowing thread creation in the forum settings.



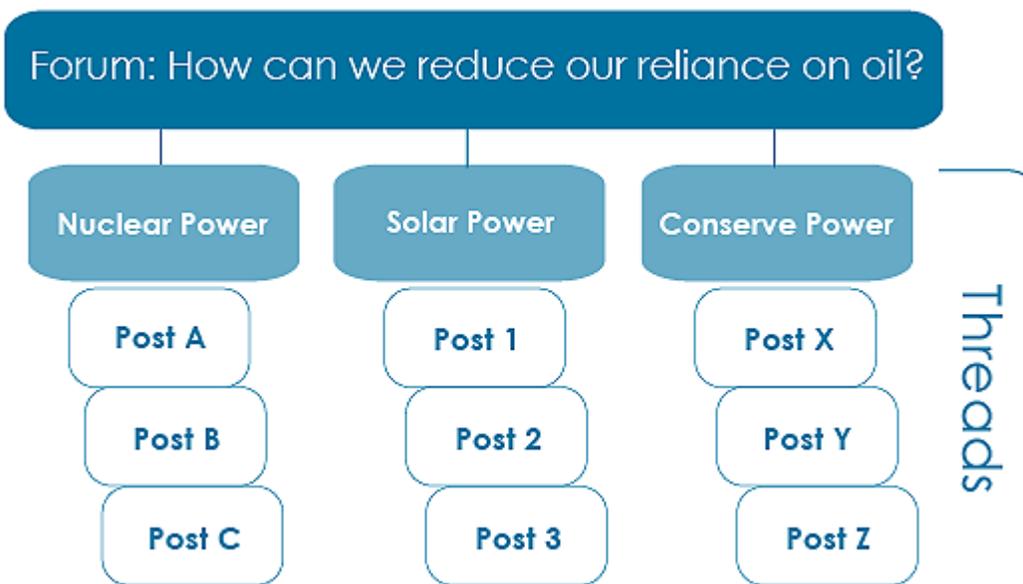
Example:

You create a forum and ask a question or provide the instructions or details in the description, such as "How can we reduce our reliance on oil?" Then, students create threads for each solution to the problem of oil addiction. All members post to existing threads to comment on given answers or create new threads to present new solutions. In the forum settings, ensure you have selected the **Allow Members to Create New Threads** option.

Note: If thread grading is enabled, members cannot create new threads.



- On the next **Create Link: Discussion Board** page, type a **Link Name**. The **Link Name** cannot exceed 50 characters. Students click the name to access the link to the Discussion Board or forum.
- Optionally, type instructions or a description in the **Text** box. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups. Any files uploaded from your computer are saved in Course Files or the Content Collection in the top level folder.
- For the **Available** option, select **Yes** to make the link available to users.
- For the **Track Number of Views** option, select **Yes** or **No**. If you enable tracking, the number of times the link is viewed, when it is viewed, and by whom is recorded. To learn about tracking, see [How to Enable Statistics Tracking and View Statistics Reports on page Error! Bookmark not defined.](#)
- For **Date Restrictions**, you can set the link to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect the availability of the Discussion Board or forum content, only when it appears.



How to Create Threads in a Discussion Forum

In the following example, a graded thread is created.

- Access a Discussion Board forum.
- On the Action Bar, click **Create Thread**.



- On the **Create Thread** page, type a **Subject**.
- Type instructions, a description, or a question in the **Message** box. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups. Any files uploaded from your computer are saved in Course Files or the Content Collection in the top level folder. Attachments uploaded using the Text Editor can be launched in a new window and can include alternate text to describe the attachment.
- Alternatively, under **Attachments**, attach a file using one of the following options:
 - To upload a file from your computer, click **Browse My Computer**.
 - To upload a file from the course's storage repository:
 - If Course Files is the course's storage repository, click **Browse Course**.

-OR-

- o If your school licenses content management, click **Browse Content Collection**.

Note: Files uploaded by students are not saved in the course repository.

6. If you chose to grade threads when you created the forum, you decide on a thread-by-thread basis whether to grade a thread. In the **Grading** section, select the check box for **Grade Thread** and type **Points possible**. You can also choose to show participants in [Needs Grading](#) status after a certain number of posts, rather than with each individual post, and associate a rubric to use for grading by point to **Add Rubric**. [Rubrics](#) contains more information about [associating](#), [managing](#), and [grading](#) with rubrics.
7. Click **Save Draft** to store a draft of the post or click **Submit** to create the thread.

Discussion Board > Forum: Oceans in the News > Create Thread Edit Mode is: ON

Create Thread

★ Indicates a required field. Cancel Save Draft Submit

1. Message

★ Subject: 3 Week 3: Noise Pollution in Oceans

Message

Text Editor is: ON

4

How does noise caused by human activity affect the natural habitat of animals and the natural balance of oceans?

Path: body

Save as Reusable Object

2. Attachments

Attach File Browse My Computer Browse Course 5

3. Grading

Grade Thread

Points possible: 25 6

Show participants in "needs grading" status 1 after every 1 Posts

Associated Rubrics Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
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Result

The newly created thread appears in the forum.

Forum: Oceans in the News

Create Thread Search Display Tags

Thread Actions Collect Delete

<input type="checkbox"/>	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts	Grade
<input type="checkbox"/>	9/17/10 11:28 AM	Week 1: Great Global Warming/Ocean Effect.Role website	Mei Wong	Published		1	1	Grade
<input type="checkbox"/>	9/19/10 9:22 AM	Week 1: Longshore Drift	Chris Casper	Published		1	1	Grade
<input type="checkbox"/>	9/22/10 6:05 PM	Week 2: NOAA's Coral Reef Conservation Program	Mina Akbar	Published		0	1	Grade B
<input type="checkbox"/>	9/28/10 10:08 AM	Week 3: Noise Pollution in Oceans	Cathy Chu	Published		0	1	A Grade Thread

If you enabled grading, two functions appear in the **Grade** column:

- A** Click **Grade Thread** to evaluate the posts.
- B** Click **Grade** to enable grading for a thread and assign a value.

How to Change the Status of a Thread in a Discussion Forum

You can change the status of a thread to keep students focused on relevant discussions and to help organize a forum containing many threads. When a thread is created and submitted, it is assigned the **Published** status.

The following table describes which thread status to select to accomplish various objectives.

Status	Goal for Thread
Publish	Make thread available to all users.
Hide	Hide the thread from immediate view, but still allow users the option of reading the threads. Unneeded content is hidden from view, helping users find relevant content. Users cannot reply to or edit hidden threads, even if editing has been enabled for the thread. Users can view hidden threads using the Display drop-down list on the Action Bar.
Make Unavailable	Hide thread from view of all users except forum Managers.
Lock	Allow users to read the thread, but not edit or add to it. Locking a thread allows grades to be assigned without users updating or changing posts.
Unlock	Unlock a locked thread to select another status.

Use the following steps to change the status of a thread or multiple threads at one time.

1. Access the forum and toggle to **List View**, if needed.
2. Select the check box next to each thread requiring a change of status. You can select multiple threads or select the check box in the header to select all threads.
3. From the **Thread Actions** drop-down list, select a new status for the selected thread or threads.

Note: Alternatively, click a thread's Action Link () to access the contextual menu and select a thread status.

Forum: Surf's Up: Wave Dynamics and Wind Waves

1 List View Tree View

Create Thread Search Display Tags

Thread Actions Collect Delete

	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	9/17/10 9:05 AM	Terminology	Cathy Chu	Published		2	6
<input type="checkbox"/>	9/17/10 9:20 AM	Relevant Websites	Cathy Chu	Published		0	1
<input type="checkbox"/>	9/17/10 10:22 AM	Questions?	Cathy Chu	Published		1	2
<input type="checkbox"/>	9/22/10 12:42 PM	Opinion Paper	Cathy Chu	Published		0	1
<input type="checkbox"/>	9/18/10 10:44 AM	FAQs about this unit	Cathy Chu	Published		0	1

Thread Actions Collect Delete

- > Mark as Read
- > Mark as Unread
- > Set Flag
- > Clear Flag
- > Publish
- > Hide
- > Make Unavailable
- > Lock
- > Unlock
- > Subscribe/Unsubscribe

Displaying 1 to 5 of 5 items Edit Paging...

OK

Result

The status for each thread appears in the **Status** column. If you save a draft of a thread to edit in the future, **Draft** appears in the **Status** column.

How to Change Which Threads Appear in a Discussion Forum

If you have many threads in a forum and have assigned different statuses to the threads, you can choose which threads appear in a forum. For example, if you have started several threads and saved them as drafts, you can choose to show only those drafts and select the threads to edit and publish.

1. Access the forum and toggle to **List View**, if needed.
2. On the Action Bar, point to **Display** to access the drop-down list.
3. Select the type of threads to view in the forum.

Forum: Surf's Up: Wave Dynamics and Wind Waves

1 List View Tree View

Create Thread Search Display Tags

Thread Actions Collect Delete

	Date	Thread	Author	Status	Tags	Unread
<input type="checkbox"/>	9/17/10 9:05 AM	Terminology	Cathy Chu	Published		5
<input type="checkbox"/>	9/17/10 9:20 AM	Relevant Websites	Cathy Chu	Published		0
<input type="checkbox"/>	9/17/10 10:22 AM	Questions?	Cathy Chu	Published		1
<input type="checkbox"/>	9/22/10 12:42 PM	Opinion Paper	Cathy Chu	Unavailable		0
<input type="checkbox"/>	9/18/10 10:44 AM	FAQs about this unit	Cathy Chu	Published		0

Thread Actions Collect Delete

- > Show All
- > Published Only
- > Hidden Only
- > Locked Only
- > Unavailable Only
- > Drafts Only

Result

The forum page displays only those threads that have the status selected from the **Display** drop-down list.

Developing Successful Online Discussions

The most common form of interaction in an online course is through the Discussion Board using forums established by the instructor. Participation and interaction in the Discussion Board does not occur naturally, but must be intentionally designed into your courses. To encourage engaging, quality discussion, it is important to craft discussion questions carefully and create inquiry.

If you want to encourage participation, consider allowing students to post anonymously. Also, allow students to create new threads. This flexibility may encourage members to post their ideas and questions. You can also provide incentive by grading the discussion or adding exam questions based on discussion content.

You can help your students feel comfortable and provide them with guidelines as they begin to use the Discussion Board.

The following table lists four steps for developing successful online discussions to help build community and fulfill assignments.

Steps	Examples
Define participation requirements	Students need to be aware of your expectations. Create a forum where students can read about etiquette and access grading rubrics. Model proper online interaction and reinforce appropriate behavior with public recognition.
Craft an effective question	<p>Avoid questions that can be answered with a yes or no. Instead, phrase the question so it provokes thought and research. Discussion questions need to be open-ended to promote critical thinking. A carefully worded starter question can be the most important factor for more productive discussions.</p> <p>Incorporate multimedia resources into your questions to reduce the monotony of purely text based interactions. With the popularity of services like YouTube™, it is easy to ask students to view a clip and ask for responses. Use the Mashups feature to add images, videos, and slide presentations to your questions. If you add a Mashup to a forum, it appears in the description on the Discussion Board page. Students can also add Mashups to their replies.</p> <p>Note: Mashups are not available with a Basic License.</p>
Encourage new ideas	If discussion posts contain too much agreement and not enough questioning of ideas, try assigning students with the last names A–M to support one side and N–Z to support the other.
Moderate	Establish your presence by asking for clarification, resources, or input from silent participants.

Creating Group Discussions

You can create formal groups of students to collaborate on course work. Each group has its own group area with links to tools to help students collaborate and communicate. You can enable a special Group Discussion Board, available only to the members of a course group. It is separate from the regular course Discussion Board, which is available to all course members. Members of the group can create and manage their own forums. To learn about creating course groups, see [Creating Groups on page Error! Bookmark not defined.](#)

Example:

You assign students to groups, and each group is provided with a problem or situation for a class presentation. The groups use the Chat tool and the Group Discussion Board to come to consensus about topic choice. They use the Group Discussion Board to post Internet source links, and members post replies on their value. Members also use the Group Discussion Board to divide up tasks and refine the outline. Members post portions of the presentation, and all members post replies regarding usefulness, grammar, flow, and for agreement on the final product.

Note: The Blackboard administrator at your school controls whether this tool is available. If this tool is not available, you can contact your administrator to discuss its status.

How to Enable the Group Discussion Board Tool

When you create a course group, you can select the Discussion Board tool to help groups collaborate and communicate.

1. On the **Create Group** page, in the **Tool Availability** section, select the check box for **Discussion Board**.
2. Click **Submit**.

The screenshot shows the 'Create Group' form. At the top, there is a yellow header with a pencil icon and the text 'Create Group'. A blue circle with the number '2' is in the top right corner. Below the header, there is a legend: '* Indicates a required field.' To the right are 'Cancel' and 'Submit' buttons. The form is divided into two sections: '1. Group Information' and '2. Tool Availability'. In the 'Group Information' section, the 'Name' field is 'Deep Sea Exploration'. The 'Description' field contains the text: 'As deep sea exploration technologies advance, the rate at which finds are being uncovered is accelerating. More and more, the secrets of the deep are coming to light. Your group must present a voyage to the earth's extremes based on what you learn about deep sea exploration.' Below the description is a 'Text Editor' toolbar with various icons and a 'Text Editor is: ON' button. The 'Group Available' section has radio buttons for 'No' and 'Yes', with 'Yes' selected. The '2. Tool Availability' section lists several tools with checkboxes: 'Blogs', 'Collaboration', 'Discussion Board', 'Email', 'File Exchange', and 'Journals'. The 'Discussion Board' checkbox is checked and highlighted with a blue circle containing the number '1'. Under 'Blogs' and 'Journals', there are radio buttons for 'No grading' (selected) and 'Grade : Points possible :' with an input field.

Result

The **Group Discussion Board** tool appears in the **My Groups** section and on the group homepage.

Students access their Group Discussion Boards by expanding the **My Groups** section following the Course Menu or on the group homepage. Students click the right-pointing arrows in the **My Groups** section to access the group homepage.

The screenshot displays the Blackboard LMS interface for a group named "Deep Sea Exploration". The top navigation bar shows "Introduction to Oceanography" and "Groups > Deep Sea Exploration". The left sidebar has two main sections: "Introduction to Oceanography" with links for Announcements, Instructor Info, and Syllabus; and "My Groups" with a list of groups including "Deep Sea Exploration", which is highlighted with an orange box. The main content area features a yellow header with the group name and an "Add Personal Module" button. Below this is a "Group Properties" section containing a "Group Description" and a "Group Members" list. At the bottom is a "Group Tools" section with a list of available tools, where "Group Discussion Board" is highlighted with an orange box.

How to Make a Group Discussion Board Unavailable

You cannot delete a Group Discussion Board without deleting the group, but you can make the tool unavailable. Any existing posts are not removed—just made unavailable until you make the Group Discussion Board available again.

Note: When you make a graded Group Discussion Board unavailable, the grade column remains in the Grade Center.

1. On the Control Panel, expand the **Users and Groups** section and select **Groups**.
2. Ensure Edit Mode is **ON**. On the **Groups** page, click the group's Action Link () to access the contextual menu.
3. Select **Edit**.
4. On the **Edit Group** page, in the **Tool Availability** section, clear the check box for **Discussion Board**.
5. Click **Submit**.

Result

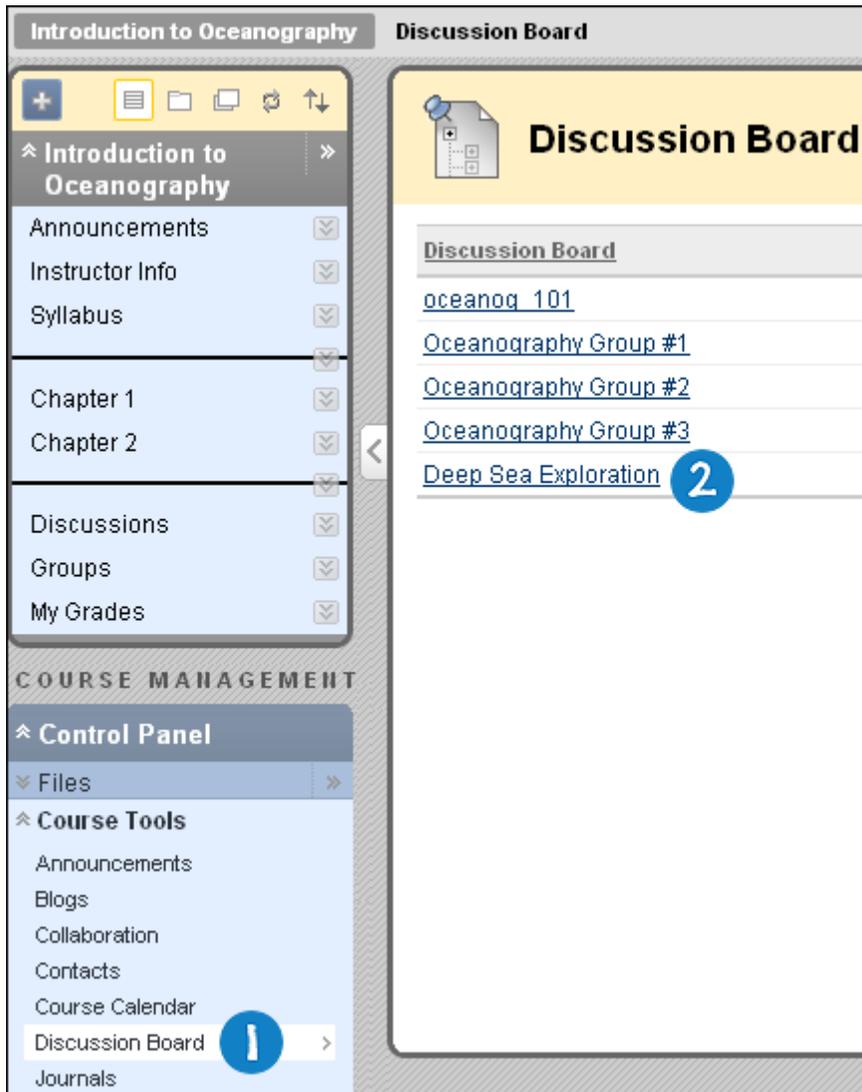
When members access the group homepage or the **My Groups** section, the link to the Group Discussion Board no longer appears. You may make the tool available again at any time.

How to Edit the Settings for a Group Discussion Board

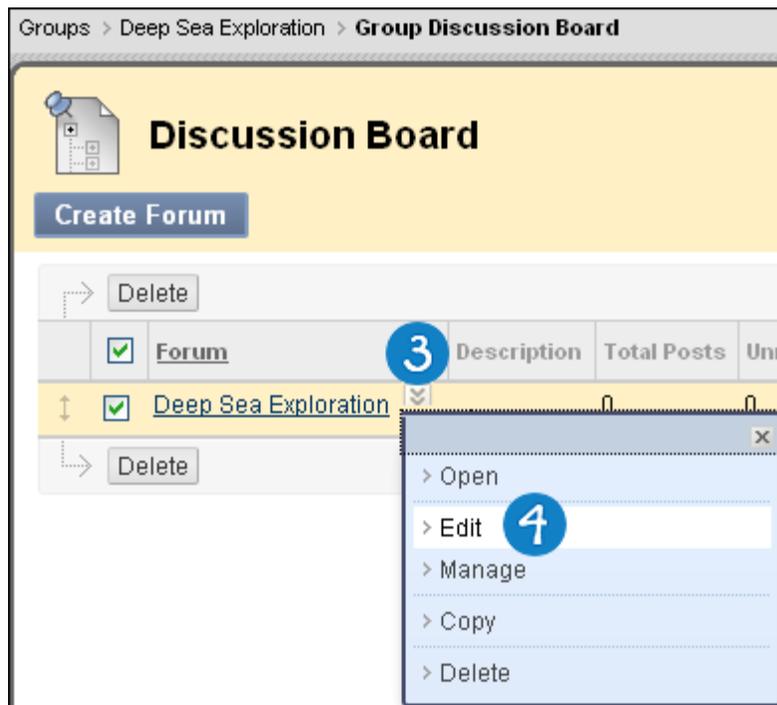
Each new Group Discussion Board contains a default forum titled with the group's name. Instructors and any group member can edit the forum name and provide a description.

Note: If you want to grade participation in a Group Discussion Board, you can edit a forum's settings and enable grading in the forum or threads. You assign individual grades for group member contributions to the Group Discussion Board. Grading and rating discussion posts is not available with a Basic License.

1. On the Control Panel, expand the **Course Tools** section and select **Discussion Board**.
2. On the **Discussion Board** page, the course Discussion Board and all Group Discussion Boards appear. Click a Group Discussion Board link.



3. On the next **Discussion Board** page, click the forum's Action Link () to access the contextual menu.
4. Select **Edit**.



5. On the **Edit Forum** page, change the **Name**, provide a **Description**, and edit the **Forum Availability** and **Forum Settings**. If you want to grade the group's posts, you can enable grading for the forum or threads and type the **Points possible**.

2. Forum Availability

Available Yes No

Enter Date and Time Restrictions Display After

Display Until

3. Forum Settings

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Post Tagging

Allow Users to Reply with Quote

Allow File Attachments

Allow Members to Create New 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

Allow Members to Rate Posts

Force Moderation of Posts

Grade No Grading in Forum

Grade Forum: Points possible:

Grade Threads

4. Submit

Cancel
Submit

Result

If you provided a description, it appears in the **Description** column on the Group Discussion Board page.

You or any group member can create more forums. To learn about creating forums, see [How to Create Forums in the Discussion Board on page 10.](#)

Participating in the Discussion Board

In the Discussion Board, threads grow as users respond to the initial and subsequent posts. Replies build on one another to construct a conversation. As the number of posts grows, users can filter, sort, collect, and [tag posts](#), if tagging is enabled.

To help students understand your expectations, establish discussion etiquette immediately. You can model proper online interaction and reinforce appropriate behavior with public recognition. In addition, you can provide specific guidelines, such as:

- Use descriptive subject lines to make threads easy to follow and scan.
- Keep posts short and use uncomplicated language. Your audience is reading on-screen and may have several messages to read.

- Back up your statements when you agree or disagree with others.
- Use professional language, including proper grammar, in academic-related posts. No slang, emoticons, or chat acronyms allowed.
- Use attachments or links to websites for long, detailed information.
- Stay on topic. If you want to introduce a new tangent, find a suitable forum or start a new thread, if it is allowed.
- Be respectful of others' opinions and remember the golden rule—to treat others as you want to be treated.

For graded forums and threads, tell students specifically what you expect both in terms of quantity and quality of posts, and consider sharing some exemplary posts. You can also use rubrics to help students understand your objectives. By compiling your grading criteria in a rubric, you can provide students with clear performance standards and grade consistently.

Note: Grading and rating discussion posts is not available with a Basic License.

How to Reply to Discussion Posts

Note: Users can reply to published threads, but cannot reply to [locked or hidden threads](#).

1. Access a forum and select a thread.
2. On the **Thread Detail** page, click a post's title. The post appears in the Current Post portion of the content frame. You can view the text of the post and information about the post, such as the **Author** and **Posted Date**.
3. Click **Reply**. Alternatively, click **Quote** to include the post's text as part of your reply.

Discussion Board > Forum: Surf's Up: Wave Dynamics and Wind Waves > Thread: Terminology

Thread Detail

[Subscribe](#) [Search](#) [Refresh](#)

[Terminology](#) > [Reply](#) [+] [-] [x]

Total Posts: 6 Unread Posts: 1

Message Actions [v] [Collect](#)
Select: [All](#) [None](#)

<input type="checkbox"/>	Fetch	Mei Wong	9/17/10 11:36 AM
<input type="checkbox"/>	RE: "Fetch"	Cathy Chu	9/17/10 2:53 PM
<input type="checkbox"/>	Longshore drift??	Dwight Paul	9/17/10 2:54 PM
<input type="checkbox"/>	Longshore drift defined 2	Andy Farrell	9/18/10 11:09 AM
<input type="checkbox"/>	RE: Longshore drift defined	Mina Akbar	9/18/10 11:12 AM

Select: [All](#) [None](#)

Message Actions [v] [Collect](#)

[Longshore drift defined](#) **3** [Reply](#) [Quote](#) [Edit](#) [Set Flag](#) [Delete](#)

Author: [Andy Farrell](#) **Total views:** 14 (Your views: 2)
Posted Date: Thursday, September 18, 2010 11:09:17 AM EDT **Overall Rating:** ★★★★★
Edited Date: Thursday, September 18, 2010 11:09:17 AM EDT **Your Rating:** ☆☆☆☆☆

[Parent Post](#)

In simple terms, at least this is how I think about it because I used to live on the Gulf coast, longshore drift is just the waves moving the sand.

4. On the **Reply to Post** page, click **View Original Post** on the Action Bar to include the original message on the page while replying. Click **Close Original Post** to hide the original post from view. If needed, edit the **Subject**.
 5. Type a reply in the **Message** box. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups. Any files uploaded from your computer are saved in Course Files or the Content Collection in the top level folder. Attachments uploaded using the Text Editor can be launched in a new window and can include alternate text to describe the attachment.
 6. Alternatively, under **Attachments**, attach a file using one of the following options:
 - To upload a file from your computer, click **Browse My Computer**.
 - To upload a file from the course's storage repository:
 - If Course Files is the course's storage repository, click **Browse Course**.
 - OR-
 - If your school licenses content management, click **Browse Content Collection**.
- Note:** Files uploaded by students are not saved to the course repository.
7. Click **Save Draft** to store a draft of the post or click **Submit** to publish your reply.

Result

Your reply appears on the **Thread Detail** page, indented under the parent post. If you attached a file, a paper clip icon appears in the post's row. Click the title to open the post in the Current Post portion of the content frame. Use the **Move to previous** and **Move to next** arrows to view another post or use the breadcrumbs to return to the forum or the **Discussion Board** page.

	Message Title	Author	Date
<input type="checkbox"/>	Tidal Power: For, Against, and the Cost	Sarah Spooner	9/17/10 11:20 AM
<input type="checkbox"/>	RE: Tidal Power: For, Against, and the Cost	Cathy Chu	9/18/10 11:10 AM

How to Rate Discussion Posts

You can use the Discussion Board for peer review. Students start threads and include their work in their initial posts. Other users review the work, assign a rating to the initial post, and include comments in a response.

Rating posts also allows users to focus on messages considered especially informative or useful by others. If you enabled rating, users can rate posts using a five star system. Instructors can also rate posts.

Note: To enable rating, select the **Allow Members to Rate Posts** option when creating or [editing the forum](#).

1. Access the forum and select the thread.
2. On the **Thread Detail** page, click a post's title. The post appears in the Current Post portion of the content frame.
3. For **Your Rating**, select one to five stars. You can add and delete stars at any time.

Discussion Board > Forum: Energy from Waves and Tides > Thread: Siabar Bar Wave Energy Project

Thread Detail

Subscribe Search Refresh

< Siabar Bar Wave Energy Project > Reply

Total Posts: 1 Unread Posts: 0

Message Actions Collect
Select: All None

2 Siabar Bar Wave Energy Project Dwight Paul 9/17/10 11:21 AM

Select: All None
Message Actions Collect

< Siabar Bar Wave Energy Project > Reply Quote Edit Set Flag Delete

Author: [Dwight Paul](#) **Total views:** 7 (Your views: 2)
Posted Date: Wednesday, September 17, 2010 11:21:59 AM EDT **Overall Rating:** ★★★★★
Edited Date: Wednesday, September 17, 2010 11:21:59 AM EDT **Your Rating:** ★★★★★ **3**

April
 A planning application has been submitted for a new wave power station on the Isle of Lewis in the UK. The Siadar Bay Wave Energy Project aims to generate 4MW of electricity by harnessing the power in the

Your rating is included in the **Overall Rating**, which is the combined rating of all users. Use the **Move to previous** and **Move to next** arrows to view another post or use the breadcrumbs to return to the forum or the **Discussion Board** page.

How to Search Discussion Posts

You can search for specific text—a phrase, word, or part of a word—in the Discussion Board. The results appear on a **Search Results** page.

1. Access the Discussion Board, a forum, or a thread.
2. On the Action Bar, click **Search**. The **Search** field expands.
3. Type a search criterion in the **Search** box.
4. In the drop-down list, select an area to search:
 - **Current Discussion Board**
 - **All Forums in Course**
 - **Current Forum**
 - **Current Thread**

Note: The options in the drop-down list depend on where your search began. **All Forums in Course** includes any Group Discussion Boards in your course. Students do not see results from Group Discussion Boards unless they are members of that group.

- To further narrow your search results, select the **After** and **Before** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.
- Click **Go**.

Discussion Board

Create Forum 2 Search ↑↓

Delete

<input type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Total Participants
↑ <input type="checkbox"/>	Oceans in the News ▼	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	6	4	6

Discussion Board

Create Forum Search ↑↓

Search **tidal** 3 in **Current Discussion Board** 4

After 5
 Before 5

6 Go

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Today is: Wednesday, December 15, 2010

01:00 PM
01:30 PM
02:00 PM
02:30 PM
03:00 PM
03:30 PM
04:00 PM
04:30 PM
05:00 PM

Results

On the **Search Results** page, you can read and print the results. On the Action Bar, click **Print Preview** to open the page in a new window in printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the [Filter function](#) and the [Sort by and Order drop-down lists](#) on the Action Bar.

On this page, you can also [reply to posts](#) and mark messages read or unread. Click the **Quote** function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the **Thread Detail** page.

 **Search Results: "tidal"**

[Print Preview](#) [Filter](#)

Sort by [Date of Last Post](#) Order [▼ Descending](#)

Mark [▼](#)
Select: [All](#) [None](#)

<input type="checkbox"/>	Thread: Tidal Power: For, Against, an the Cost	Posted Date: October 17, 2010 12:51 PM
	Post: Tidal Power: For, Against, and the Cost	Status: Published
	Author: Monica Gonzales	
<p>Tidal power, or tidal energy, is a form of hydro power that exploits the tidal movements of the ocean as water flows back and forth. Tidal power can be harnessed in a couple of ways: kinetic energy that powers turbines as the water moves between full and ebb tide, and; potential energy in which barrages are used to exploit the difference between high and low tide. When there's a substantial amount of water that rushes in and out of some rivers and inlets it's possible to harness the energy created to drive generators to produce electricity. To tap this energy a barrage is built across the mouth of the river. Water turbines sit in the barrage wall and as the water rushes through, the turbines generate electricity.</p>		
<p>Tags: None Reply Quote Mark as Read</p>		
<input type="checkbox"/>	Thread: Assignment: Extracting Energy	Posted Date: September 17, 2010 11:13 AM
	Post: Assignment: Extracting Energy	Status: Published
	Author: Monica Gonzales	
<p>Don't expect to be using energy from marine sources just yet. It's one thing to know there's an enormous pool of energy out there, another to actually extract it. Methods and devices are currently under development around the world. Other forms of energy extraction (such as wind generation) t</p>		

How to Collect Discussion Posts

On the **Thread Detail** page, you can read one post at a time. To read multiple posts from the same page, use the **Collect** function. Once posts are collected, you can filter, sort, print, and tag them. To learn about tagging posts, see [How to Tag Discussion Threads on page 43](#).

The **Collect** function is also available from the forum page, where you can gather all the posts made to different threads. Once collected, filter and sort the messages to further organize them.

Example:

A student posts a question to request help and seven classmates reply. The student can collect the initial post and the replies on one **Collection** page to read or print.

Use the following steps to collect some or all posts in a thread.

1. Access a forum and select a thread.
2. On the **Thread Detail** page, select the check boxes of the posts to collect. If a post has replies and you want them to appear on the **Collection** page, click the plus sign to expand the post and select the check boxes for those messages.

Note: To select all the posts in a thread, click **Select: All** above the Message List. All check boxes for all the posts are selected whether they are expanded or collapsed.

3. On the Action Bar, click **Collect**.

The screenshot shows a 'Thread Detail' page with a yellow header. Below the header is a 'Subscribe' button and 'Search' and 'Refresh' buttons. The main content area shows a breadcrumb 'Terminology >' and a 'Reply' button. Below this, it says 'Total Posts: 6 Unread Posts: 4'. A 'Message Actions' dropdown menu is open, showing 'Collect' (with a blue circle containing '3') and 'Select: All' (highlighted with a blue circle containing '2') and 'None'. Below the menu is a list of messages with checkboxes and details:

<input type="checkbox"/>	Message Title	Author	Date and Time
<input type="checkbox"/>	Terminology	Cathy Chu	9/17/10 10:05 AM
<input checked="" type="checkbox"/>	"Fetch"	Mei Wong	9/17/10 11:36 AM
<input checked="" type="checkbox"/>	RE: "Fetch"	Cathy Chu	9/17/10 2:53 PM
<input checked="" type="checkbox"/>	Longshore drift??	Dwight Paul	9/17/10 2:54 PM
<input checked="" type="checkbox"/>	Longshore drift defined	Andy Farrell	9/18/10 11:09 AM

Result

On the **Collection** page, you can read and print the results. On the Action Bar, click **Print Preview** to open the page in a new window in printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the [Filter function](#) and the [Sort by and Order drop-down lists](#) on the Action Bar.

On this page, you can also [reply to posts](#) and mark messages read or unread. Click the **Quote** function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the **Thread Detail** page.

Collection

Print Preview Filter

Sort by Order

Mark Tag Text: Add

Select: [All](#) [None](#)

<input type="checkbox"/>	Thread: Terminology Post: RE: "Fetch" Author: Anonymous Posted Date: September 17, 2008 2:53 PM Status: Published Overall Rating: ★★★★★
In plain English: Fetch , often called the fetch length , is a term for the length of water over which a given wind has blown. It is used in geography and meteorology and is usually associated with coastal erosion. It plays a large part in longshore drift as well.	
Tags: None <input type="button" value="Add"/> <input type="button" value="Reply"/> <input type="button" value="Quote"/> <input type="button" value="Mark as Read"/>	
<input type="checkbox"/>	Thread: Terminology Post: Longshore drift defined Author: Andy Farrell Posted Date: September 18, 2008 11:09 AM Status: Published Overall Rating: ★★★★★
In simple terms, at least this is how I think about it because I used to live on the Gulf coast, longshore drift is just the waves moving the sand.	
Tags: None <input type="button" value="Add"/> <input type="button" value="Reply"/> <input type="button" value="Quote"/> <input type="button" value="Mark as Read"/>	
<input type="checkbox"/>	Thread: Terminology Post: Longshore drift??? Author: Dwight Paul Posted Date: September 17, 2008 2:54 PM Status: Published Overall Rating: ★★★★★

How to Filter Discussion Posts After Searching or Collecting

To narrow your search results or sort a collection, you can use the **Filter** function. If you print the posts after filtering, they print in the order they appear on the page.

Note: If the author or authors of some posts are no longer enrolled in the course, the posts may appear out of order.

- On the **Search Results** or **Collection** page, click the **Filter** function on the Action Bar to expand the field and select options from the following drop-down lists:
 - Author:** Select All or select an author.
 - Status:** Show All or select a status.
 - Read Status:** Select Show All, Read, or Unread posts.
 - Tags:** Show All tags or select a tag. To learn about tagging posts, see [How to Tag Discussion Threads on page 43](#).
- Click **Go** to apply the selections. You can further organize the results using the [Sort by and Order drop-down lists](#).
- Click the **X** to close the **Filter** field.



How to Sort Discussion Posts After Searching or Collecting

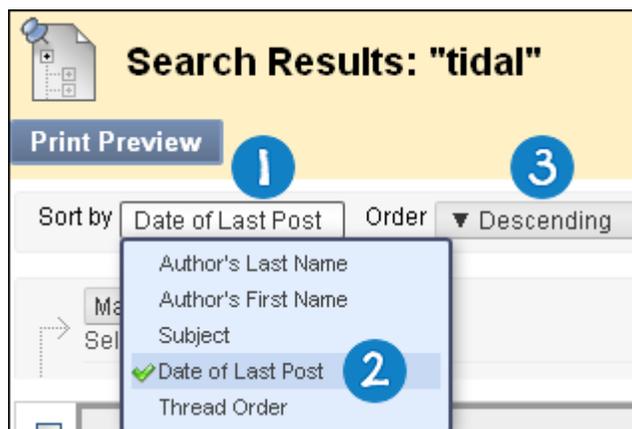
To narrow your search results or sort a collection, you can use the **Sort by** and **Order** drop-down lists. If you print the posts after sorting, the posts print in the order they appear on the page.

Note: If the author or authors of some posts are no longer enrolled in the course, the posts may appear out of order.

1. On the **Search Results** or **Collection** page, point to **Sort by** on the Action Bar to access the drop-down list.
2. Select an option:
 - **Author's Last Name**
 - **Author's First Name**
 - **Subject**
 - **Date of Last Post**
 - **Thread Order**

Note: If you have enabled the rating of posts, you can also sort by **Overall Rating**.

3. On the Action Bar, point to **Order** to access the drop-down list.
4. Sort posts in ascending or descending order.



Managing Discussions

You can perform tasks to manage both the Discussion Board itself and the content within forums and threads. For example, to keep students focused as the term progresses, edit forum settings or organize forums and threads to attract attention once again. You can also copy forums to other locations, edit content, and delete unneeded forums or threads.

You can assign forum roles to limit access to a forum or to help with forum administration. For example, to help control the Discussion Board content that is presented to your students, you can assign a responsible user the role of Moderator. You can also enable tagging and attach tags to help students locate important posts.

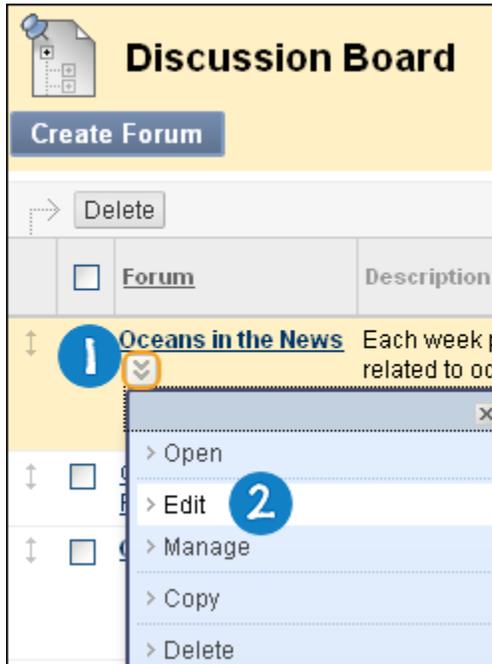
Note: The Blackboard administrator at your school controls whether this tool is available. If this tool is not available, you can contact your administrator to discuss its status.

How to Edit Discussion Forums

As the discussion progresses, you can solve some discussion issues by editing forum settings. For example, if students are posting to the wrong topic, fine-tune the forum name or description to clarify the forum's purpose.

Tip: You can create all forums at the beginning of the term and make them unavailable. When a forum is needed, edit the forum to make it available.

1. Access the Discussion Board and click a forum's Action Link () to access the contextual menu.
2. Select **Edit**.



3. On the **Edit Forum** page, change the forum's name, description, availability, and settings.
4. Click **Submit**.

How to Edit Discussion Threads

You can edit posts in any thread. If a student has added inappropriate or inaccurate content, you can edit the post. When you create or edit a forum, you determine whether students are allowed to edit their published posts.

1. Access a forum and select a thread.
2. On the **Thread Detail** page, click a post's title. The post appears in the Current Post portion of the content frame. You can view the text of the post and information about the post, such as the **Author** and **Posted Date**.
3. Click **Edit**.

Thread Detail Search Refresh

< Terminology Reply

Total Posts: 6 Unread Posts: 0

Message Actions Collect
Select: All None

<input type="checkbox"/>	Fetch	Mei Wong	9/17/10 11:36 AM
<input type="checkbox"/>	RE: "Fetch"	Cathy Chu	9/17/10 2:53 PM
<input type="checkbox"/>	Longshore drift??	Dwight Paul	9/17/10 2:54 PM
<input checked="" type="checkbox"/>	Longshore drift defined	Andy Farrell	9/18/10 11:09 AM
<input type="checkbox"/>	RE: Longshore drift defined	Mina Akbar	9/18/10 11:12 AM

Select: All None

Message Actions Collect

3

< Longshore drift defined > Reply Quote Edit Set Flag Delete

Author: [Andy Farrell](#) **Total views:** 7 (Your views: 3)
Posted Date: Thursday, September 18, 2010 11:09:17 AM EDT **Overall Rating:** ★★★★★
Edited Date: Thursday, September 18, 2010 11:09:17 AM EDT **Your Rating:** ★☆☆☆☆

Parent Post

In simple terms, at least this is how I think about it because I used to live on the Gulf coast, longshore drift is just the waves moving the sand.

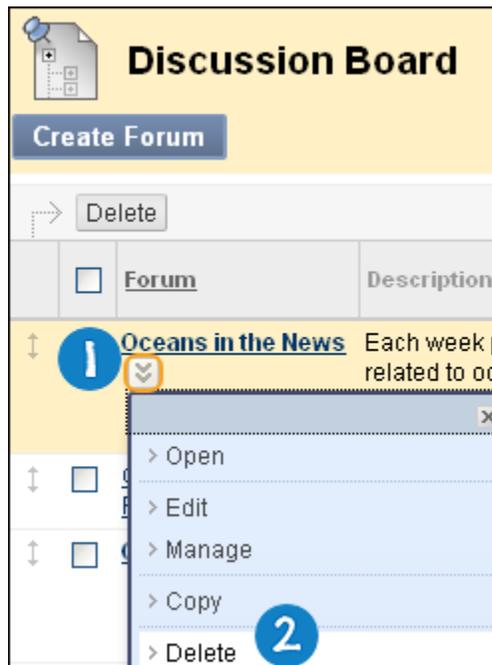
4. On the **Edit Post** page, make the needed edits.
5. Click **Submit**. Your edits appear in the post.

How to Delete Discussion Forums and Threads

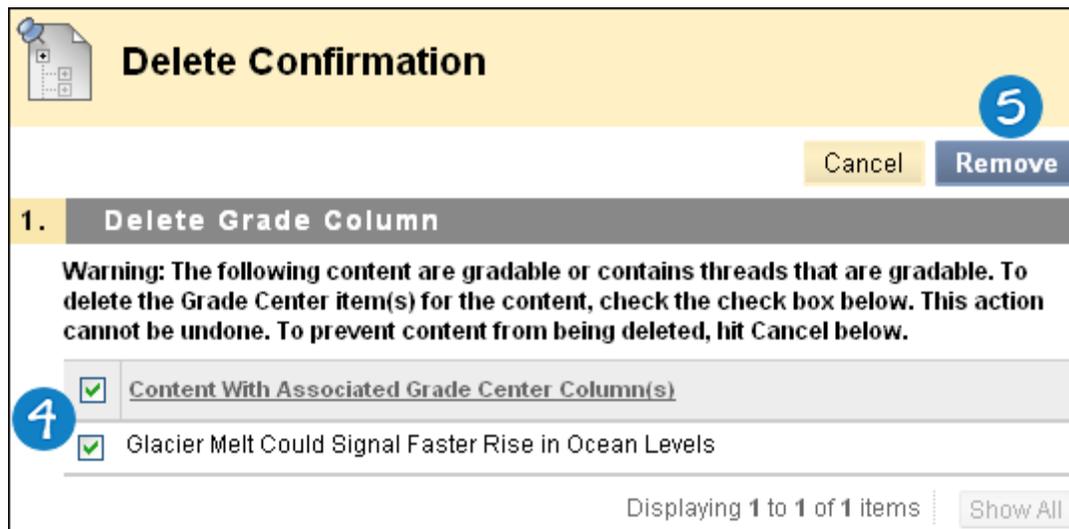
When you delete a forum or thread, all content is permanently deleted. For a less permanent solution, you can make a forum unavailable.

When deleting graded discussion content, you determine if the Grade Center column and scores are also deleted.

1. Access the Discussion Board and click a forum or thread's Action Link () to access the contextual menu.
2. Select **Delete** to permanently delete the forum or thread's content.



3. Click **OK** in the pop-up window.
4. On the **Delete Confirmation** page, you have two options:
 - **Do not select check boxes:** The graded forum or thread will be deleted, but the Grade Center column and scores you have assigned are retained. For example, you have graded all students' posts and want to keep the Grade Center column for the final grade calculations. If you delete the forum or thread, yet retain the Grade Center column, you can delete that column from the Grade Center at any time.
 - **Select the check boxes:** The grade column in the Grade Center **and** the forum or thread are deleted. For example, if you do not want to include the grade column for the discussion posts in the final grade, you can safely delete both.
5. Click **Remove**.



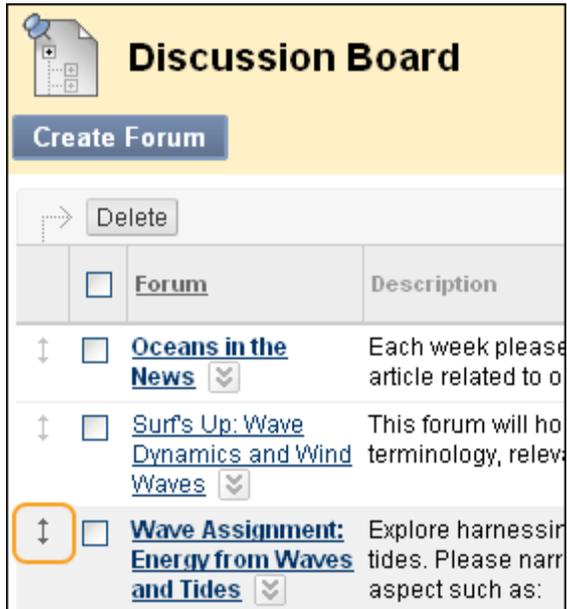
How to Reorder Discussion Forums

You can help students focus on the most relevant content by reorganizing your Discussion Board. When you create a forum, it is added to the bottom of the list. You can move the current forum to the top or delete forums that are no longer relevant.

Reorder forums using the drag-and-drop function—a double-tipped arrow or handle—to move them into place. Alternatively, reorder forums using the Keyboard Accessible Reordering tool on the Action Bar.

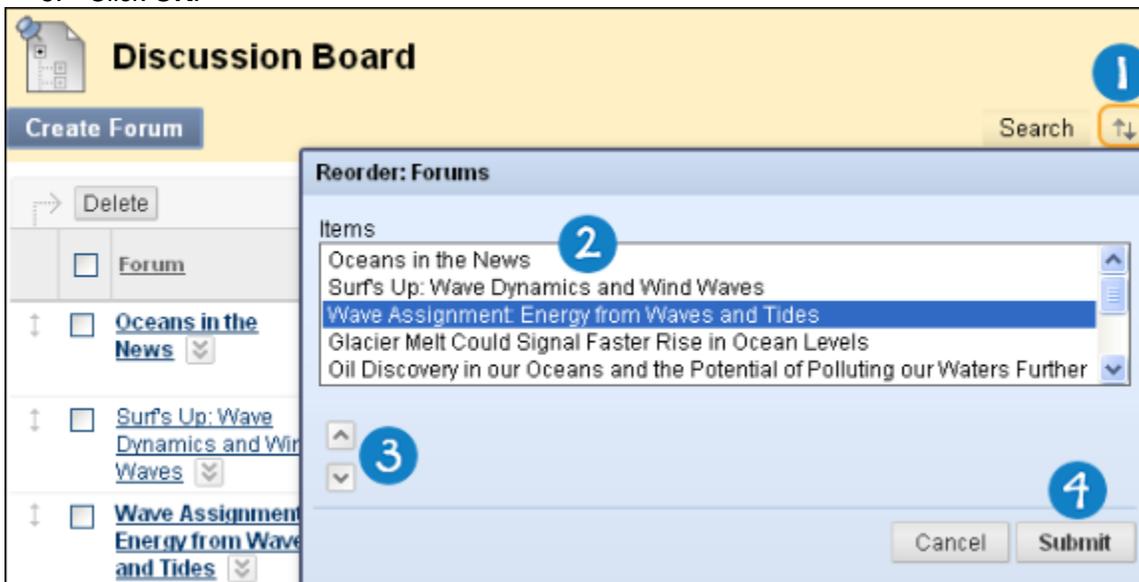
Drag-and-Drop Function

1. Access the Discussion Board and press the arrows next to a forum you want to move. The item is highlighted.
2. Drag the forum into a new location in the list.
3. Release the forum to place it in its new location.



Keyboard Accessible Reordering Tool

1. On the Action Bar, click the Keyboard Accessible Reordering icon represented by two arrows.
2. In the **Reorder** box, select a forum title.
3. Below the **Reorder** box, use the up and down arrows to adjust the order.
4. Click **Submit**. A pop-up box states: **Items have been reordered**.
5. Click **OK**.



How to Copy Discussion Forums

You can copy discussion forums and add them to the current Discussion Board or to a [Group Discussion Board](#) in the same course. Copying does not delete the content from the original location in a course. You have the option to copy a forum, the settings, and the posts or to copy just a forum's settings.

Note: To copy Discussion Board forums to another course, use the [Course Copy utility](#).

Example: Copy the entire forum

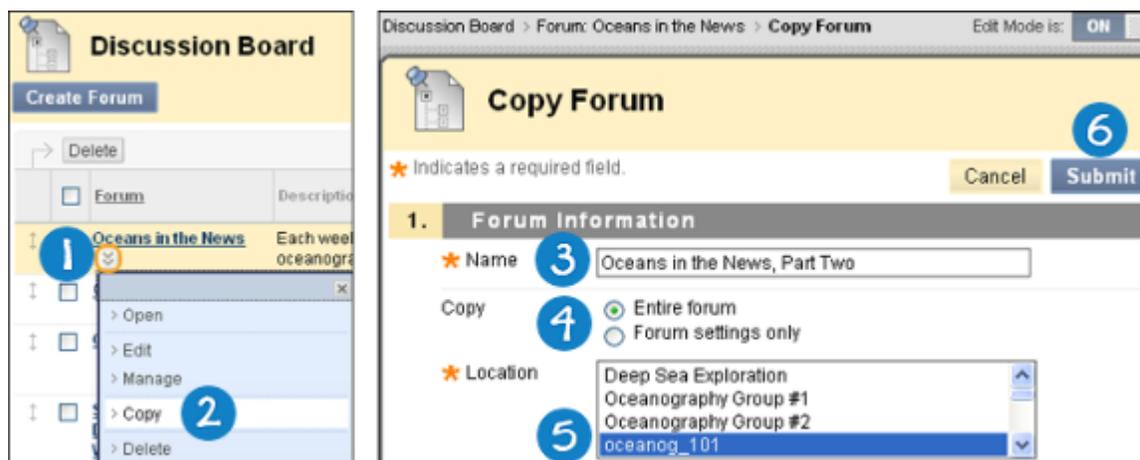
If two distinct topics emerge during a discussion, you can create separate forums for these topics. Copy the forum and delete the off-topic posts from each forum.

When content is copied, all threads and replies appear in the new location, along with any file attachments.

Example: Copy forum settings only

You can base a new forum on the settings from another forum. If you want students to submit a second research paper, copy the settings of the first research paper's forum. The forum is added with no threads.

1. Access the Discussion Board and click a forum's Action Link () to access the contextual menu.
2. Select **Copy**.
3. On the **Copy Forum** page, type a **Name**.
4. Select the option to copy either: **Entire forum** or **Forum settings only**.
5. In the **Location** box, select a Discussion Board to copy to. To select the course's Discussion Board, select the Course ID.
6. Click **Submit**. On the **Discussion Board** page, the copied forum is added to the bottom of the list.



How to Tag Discussion Threads

Tags are text labels that act like bookmarks. You can tag posts to group similar messages together. For example, if the subject of **scientific notation** is discussed often, tag each of the posts on this topic. Students can read, filter, and search messages using these tags, but they cannot create tags.

Note: In a forum's settings, you must enable **Allow Post Tagging** for tags to be created. To learn how to edit a forum to change its settings, see [How to Edit Discussion Forums on page 39](#).

Tip: For faster Discussion Board loading, disable tagging during the times forum usage is heavy. When you enable tagging again, all tags are restored.

1. Access the forum containing the threads to tag.
2. In **List View**, select the check boxes for the thread or threads to tag. You can select all the threads in a forum by selecting the check box in the header row.
3. On the Action Bar, click **Collect**.

List View Tree View

Forum: Oceans in the News

Create Thread 3 Search Display Tags

Thread Actions Collect Delete

<input type="checkbox"/>	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts	Grade
<input type="checkbox"/>	9/19/10 9:22 AM	Week 1: Longshore Drift	Chris Casper	Published		0	1	Grade
<input checked="" type="checkbox"/>	9/19/10 10:18 AM	Week 1: Wave Power	Tony Brown	Published		0	2	Grade
<input checked="" type="checkbox"/>	9/22/10 6:02 PM	Week 2: Wave Power in Scotland	Juan Hernandez	Published		0	1	Grade
<input type="checkbox"/>	9/22/10 6:05 PM	Week 2: NOAA's Coral Reef Conservation Program	Mina Akbar	Published		0	1	Grade

4. On the **Collection** page, you can [filter](#) and [sort](#) your results.
5. Type a tag name in the **Tag Text** box.
6. Select the check boxes of the messages to assign the tag name to. To select all the messages, click **Select: All** above the list.
7. Click **Add** next to the **Tag Text** box.

Collection

Print Preview Filter

Sort by Date of Last Post Order ▲ Ascending

Mark Tag Text: Wave Power 5 Add 7

Select: All None

Thread: Week 1: Wave Power **Posted Date:** September 19, 2010 10:18 AM

Post: [Week 1: Wave Power](#) **Status:** Published

Author: Tony Brown **Overall Rating:** ★★★★★

I was excited to find a website that even I could understand!!! Hal

<http://www.alternative-energy-news.info/technology/hydro/wave-power/>

Tags: None

Thread: Week 2: Wave Power in Scotland **Posted Date:** September 22, 2010 6:02 PM

Post: [Week 2: Wave Power in Scotland](#) **Status:** Published

Author: Juan Hernandez **Overall Rating:** ★★★★★

<http://www.alternative-energy-news.info/wave-power-scotland/>

Tags: None

Result

On the Collection Page

On the **Collection** page, the tag you provided appears below each message you selected. If you provide multiple tags, all appear. You can include more tags following the same steps. To delete a tag, click the red X next to it.

Alternatively, add a tag to an individual message. Below the message, type the tag in the **Add Tag** box and click **OK** or click **Choose from Existing** to choose a tag from a list of tags that occur on the **Collection** page.

On the Forum Page

On the forum page, all tags appear in the **Tags** column. The column is only visible in **List View**.

A On the Action Bar, click **Tags** to access the drop-down list and select a tag or **Show All Tags**. Once a selection is made, only those messages appear on the forum page.

B To sort messages by tag, click a tag in the **Tags** column. The messages with that tag appear on a **Collection** page.

How to Assign Discussion Forum Roles

In a forum, each user has a forum role and can have only one role per forum. By default, instructors have the role of Manager and students have the role of Participant. When you are logged in as an instructor, you cannot change your own forum role.

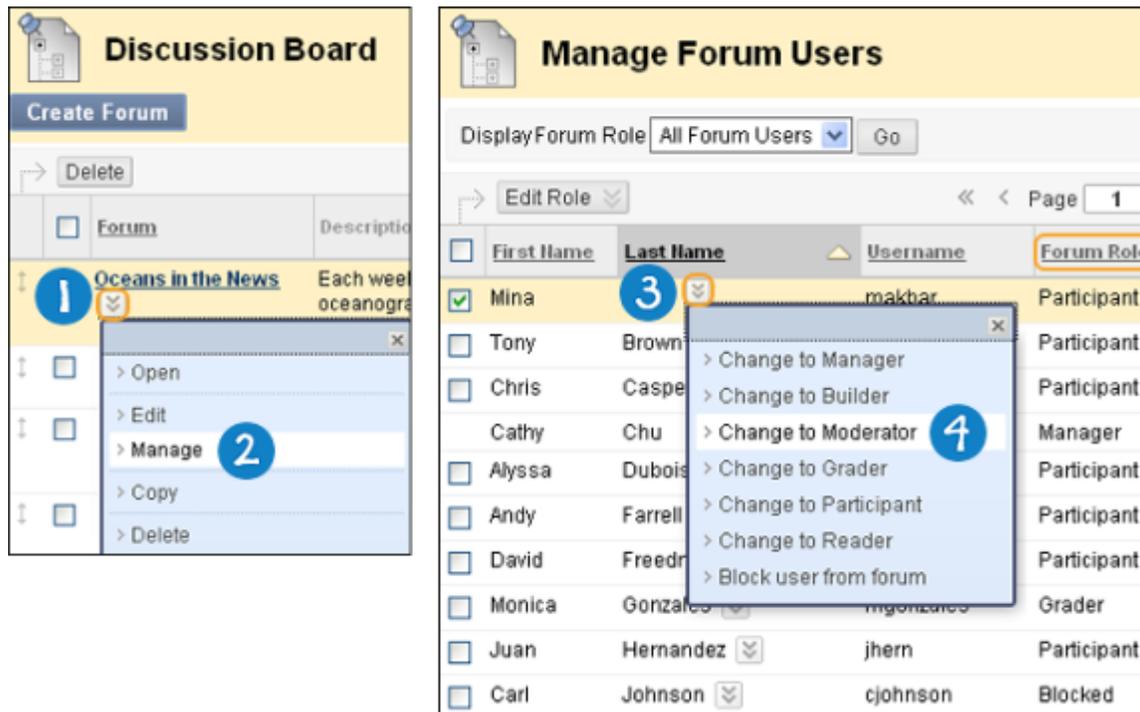
Note: The Blackboard administrator at your school determines which course roles are available.

You can assign forum roles to limit access to a forum or to help with forum administration. The following table describes the forum roles and their permissions.

Role	Permissions
Manager	Managers have full control over a forum and can change forum settings, moderate posts , and assign roles and grades. Users with a course role of Instructor or Teaching Assistant are granted this role by default.
Builder	Course Builders can edit, copy, and delete forums, but not grade or manage forums. Inside a forum, the Builder can perform the same actions on posts as the instructor, with the exception of grading threads. Course Builders can create new threads in a forum. Course Builders can enable grading for a thread and type a value. Users with a course role of Course Builder are granted this forum role by default. Note: Grading discussion posts is not available with a Basic License.
Moderator	Moderators can delete, edit, and lock all posts in any forum, even if the forum does not use the Moderation Queue. If a Moderation Queue is used, the Moderator approves or rejects posts in the queue before they are made available to all users. Users with a course role of Instructor or Course Builder are granted this forum role by default.
Grader	Graders can read, reply to, and grade posts. The Grader role has some access to the Grade Center. Graders cannot assign grades to their own work. Users with a course role of Grader are granted this forum role by default. Note: Grading discussion posts is not available with a Basic License.
Participant	Participants can read and reply to posts. Users with a course role of Student are granted this role by default.
Reader	Readers can read the contents of a forum, but cannot post responses or add threads.
Blocked (Block user from forum)	Blocked users cannot access the forum.

Use the following steps to assign a forum role.

1. Access the Discussion Board and click a forum's Action Link () to access the contextual menu.
2. Select **Manage**.
3. On the **Manage Forum Users** page, a list of users appears. Click a user's Action Link to access the contextual menu.
Tip: If you want to show only one role at a time, make a selection in the **Display Forum Role** drop-down list on the Action Bar and click **Go**.
4. Select a new forum role. The new role appears in the **Forum Role** column for the user.
5. Click **OK** to return to the Discussion Board. Alternatively, click the forum title in the breadcrumbs to return to the forum.



Tip: To change multiple roles at one time, select the users' check boxes and, point to **Edit Role** on the Action Bar to access the drop-down list. Select the check box in the header row to select all users.

How to Control Discussion Board Content (Moderating)

As an online instructor, your role is to facilitate the conversation and exchange of ideas on the Discussion Board. You need to ensure that students feel comfortable to share, while also monitoring responses and keeping everyone focused and on track. At the same time, you want to be careful not to dominate or impede the flow of the discussion.

Occasionally, students may introduce material to the Discussion Board that is inappropriate for the class discussion. Depending on the maturity and the sensitivity of the students in your course, it can be important to review student posts for inappropriate content before sharing posts with the rest of the class.

In a discussion forum, you can [assign a user the role](#) of Moderator. A Moderator reviews posts before they are added to a thread and appear in the Discussion Board. The Moderator can be you or another responsible participant.

When a moderated forum is created, all posts to the forum are added to a Moderation Queue. The Moderator reviews each post and does one of the following:

- Publishes the post.
- Returns the post to the sender without a message.
- Returns the post to the sender with a message.

The Moderator can [delete](#), [edit](#), and [lock](#) posts in a forum, even if the forum does not use the Moderation Queue.

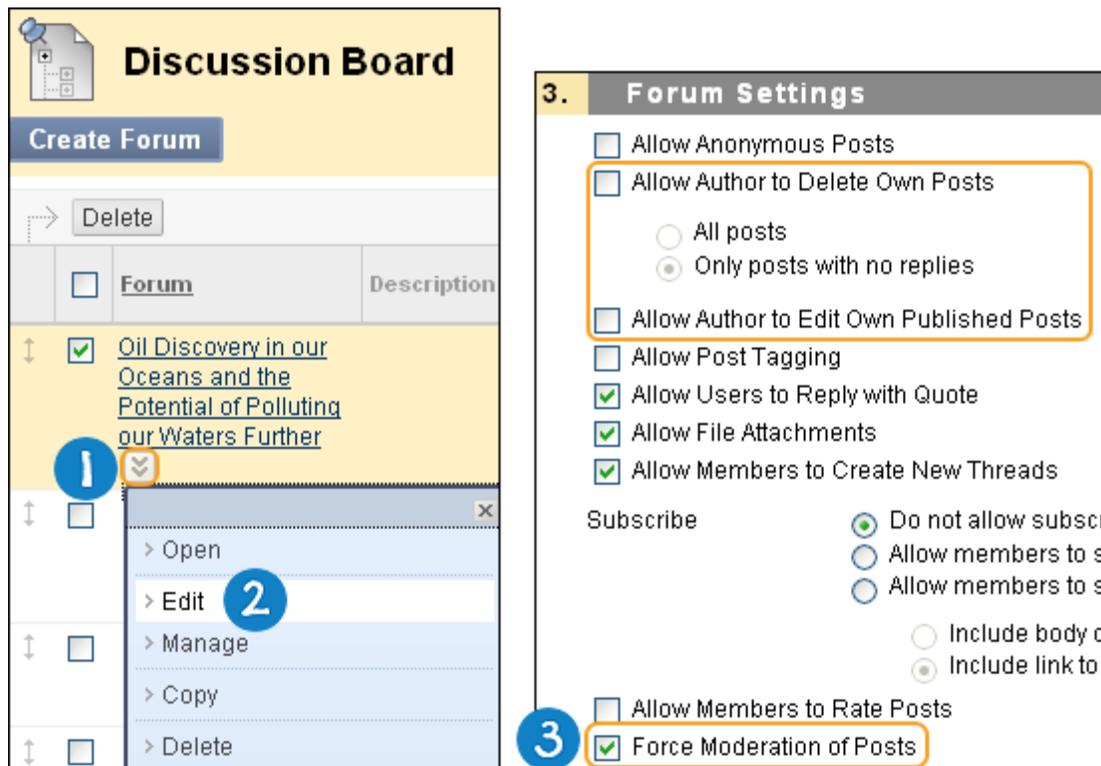
You can choose to moderate a forum when [creating](#) it or by editing an existing forum. Only posts added **after** enabling forum moderation are available for review in the Moderation Queue.

Note: If a Moderator is not assigned, the Manager must take responsibility for approving posts in a moderated forum.

Use the following steps to allow the moderation of posts in an existing forum.

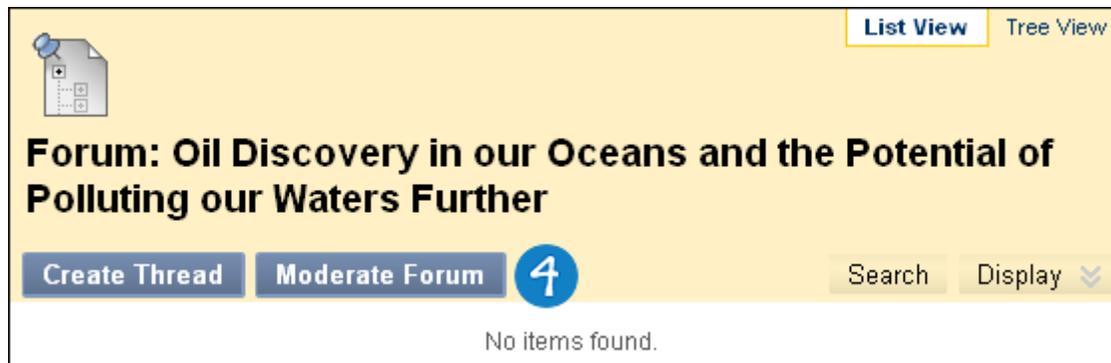
1. Access the Discussion Board and click a forum's Action Link () to access the contextual menu.
2. Select **Edit**.
3. On the **Edit Forum** page, under **Forum Settings**, select the **Force Moderation of Posts** check box and click **Submit**.

Tip: When choosing a moderated forum, do not allow students to edit or delete posts. This ensures that the post approved is the one viewed by users.



- After posts have been submitted, access the forum. In the Moderator view, no posts appear because the messages are waiting approval. On the Action Bar, click **Moderate Forum**.

Note: The **Moderate Forum** function appears only to those users who have a forum role of Manager or Moderator. In the student view, the author can see the post in **Tree View** with a reminder it is in the Moderation Queue.



- On the **Moderation Queue** page, the posts appear in alphabetical order by title. Click the column title or caret to sort by post title, author, or date. To review a post, click **Moderate**.

Moderation Queue			
Post	Author	Date	
Any domestic oil we can find is good	Mark Tsai	Sat Sep 20 20:24:19 EDT 2010	Moderate
I am against offshore drilling	Sarah Spooner	Sat Sep 20 16:17:34 EDT 2010	Moderate
Less reliance on oil and more commitment	Dwight Paul	Sun Sep 21 12:17:46 EDT 2010	Moderate
Results of pollution on our oceans	Andy Farrell	Sat Sep 20 20:20:13 EDT 2010	Moderate
Stop Offshore Oil and Gas Drilling	Juan Hernandez	Sat Sep 20 19:27:10 EDT 2010	Moderate
We have too much reliance on foreign oil so....	Chris Casper	Mon Sep 22 16:53:39 EST	Moderate
Worth the risk?	Mina Akbar	Sat Sep 20 19:31:47 EDT 2010	Moderate

Displaying 1 to 7 of 7 items | Show All | Edit Paging...

- On the **Moderate Post** page, read the post and select the **Publish** or **Return** option. Published messages are immediately posted to the thread.
- Optionally, type feedback in the text box. You can use the Text Editor functions to format the text, link to files in Course Files or the Content Collection, and include external links, multimedia, and Mashups.

Note: Though feedback is optional, this is an opportunity to provide guidance, ask questions, redirect a student's focus, and explain why a post was returned.

- Click **Submit**.

Moderate Post

8

Cancel Submit

1 Post Contents

Date Submitted: Mon Sep 22 16:53:39 EST 2010

Author: Chris Casper

Subject: We have too much reliance on foreign oil so...

Message: I think we need to stage a one day boycott. If we banded together and did not buy gas, we would send a message.

2 Post Moderation

Set Status: **6** Publish Return

Text Editor is: ON

7

As you can see from the published posts in this forum, each student is giving a more substantial answer and I would like you to do so also. I would like you to consider if your initial answer is indeed answering the question of potential pollution. Please resubmit.

Result

Returned posts no longer appear in the Moderation Queue. Students see their returned posts in the forum. When returned posts are opened, students see an explanation, if feedback was included, and they can create new threads as needed.

Forum: Oil Discovery in our Oceans and the

[Create Thread](#)

Thread Actions

<input type="checkbox"/>	Date	Thread	Author	Status
<input type="checkbox"/>	9/22/10 4:53 PM	We have too much reliance on foreign oil so...	Chris Casper	Returned

Grading Discussion Board Participation

In a face-to-face classroom setting, students are expected to participate in class discussions and that participation is part of the equation when assessing performance. Assessing this participation can be ambiguous. It is sometimes difficult to differentiate a student who is active, but does not advance the discussion, from a student who speaks less frequently, but with greater impact.

Student interactions with the Discussion Board create a permanent record of participation. Instructors need to have reasonable expectations about what can be accomplished in an online discussion. Due to its asynchronous nature, more time may be needed for well-articulated points to emerge in the online environment. In addition to providing a practical number of course discussion opportunities, students need timely and constructive responses regarding the quality of their contributions. Evaluation not only lets them know how they performed, but shapes the improvement of future interactions.

You can assign discussion grades within a forum or thread. Students can be graded on their participation, on the quality of their posts, or a combination of the two. You can create rubrics and refer to them while grading forums and threads, but the rubrics must be created and associated in advance. To learn about the Rubrics tool, see [Rubrics on page Error!](#)

Bookmark not defined.

Note: Grading and rating discussion posts is not available with a Basic License.

The following table details the four steps in the discussion grading process.

Activity	Description
Create	When you create a graded forum or thread, a column is created automatically in the Grade Center. The name of the forum or thread is used as the column title. You can edit the title in the Grade Center.
Participate	Students participate in the discussion. As the discussion progresses, you can participate and provide feedback by replying to , rating , and moderating posts .
Grade	You view students' posts and assign grades. Threads can be locked after they are graded.
View Grade	The grades are saved in the Discussion Board and the Grade Center. Students can view their grades from the My Grades tool.

How to Enable Grading in the Discussion Board

You can enable grading options when a forum is created or edited. After grading has been enabled, a Grade Center column is created.

The grade settings appear in the **Forum Settings** section of the **Create Forum** page and the **Edit Forum** page.

- Select **Grade Forum** and type a point value to evaluate participants on performance throughout a forum.
- Select **Grade Threads** to evaluate participants on performance in each thread.
- Optionally, select the box and the number of posts required to show participants in [Needs Grading](#) status. Applying this setting will show the Needs Grading icon in the Grade Center and place the posts in the queue on the Needs Grading page after the specified number of posts have been made. If this option is not selected, each individual post will appear in Needs Grading status.

- Optionally, associate a rubric by pointing to **Add Rubric**. This option appears in the **Forum Settings** section when **Grade Forum** is selected, and in the **Grading** section of the **Create Thread** page if **Grade Threads** is selected. To learn more about [associating](#), [managing](#), and [grading](#) with rubrics, see [Rubrics](#).

Enable Grading During Forum Creation

1. Access the Discussion Board and click **Create Forum** on the Action Bar.
2. On the **Create Forum** page, provide the needed information. In the **Forum Settings** section, select **Grade Forum** or **Grade Threads**. If you have chosen to grade the forum, type the **Points possible**.
3. Click **Submit**.

Enable Grading by Editing a Forum

1. Access the Discussion Board and click a forum's Action Link () to access the contextual menu.
2. Select **Edit**.
3. On the **Edit Forum** page, in the **Forum Settings** section, select **Grade Forum** or **Grade Threads**. If you have chosen to grade the forum, type the **Points possible**.
4. Click **Submit**.

3. Forum Settings

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts
 Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Post Tagging

Allow Users to Reply with Quote

Allow File Attachments

Allow Members to Create New 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

Allow Members to Rate Posts

Force Moderation of Posts

Grade

No Grading in Forum
 Grade Forum: Points possible:
 Grade Threads

4. Submit

Enable Thread Grading During Thread Creation

When the **Grade Threads** option is selected, you can enable thread grading when a thread is created.

Note: If **Grade Threads** is selected for a forum, users cannot create new threads.

1. On the **Create Thread** page, select the **Grade Thread** check box and type the **Points possible**.
2. Click **Submit**.
3. In the forum, the **Grade Thread** function appears in the thread's **Grade** column.

Create Thread 2

★ Indicates a required field. Cancel Save Draft **Submit**

1. Message

★ Subject:

Message

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x₂ | [List Icons] [Link Icon] [Image Icon] [Code Icon]

Add your presentation idea to this thread. No topic may be repeated.
This post is worth 20 points.

Path: [body](#)

2. Attachments

Attach File

3. Grading

Grade Thread 1

Points possible:

Forum: Oil Discovery in our Oceans and the Potential of Polluting our Waters Further

Search Display ▾

Thread Actions ▾

<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts	Grade
<input type="checkbox"/>	1/27/11 10:21 AM	Presentation Ideas ▾	Cathy Chu	Published	0	1	<input type="button" value="Grade Thread"/> 3

Enable Thread Grading After Thread Creation

When the **Grade Threads** option is selected, you can enable thread grading directly from the thread list in a forum.

1. Click the **Grade** function in a thread's **Grade** column.

Forum: Oil Discovery in our Oceans and the Potential of Polluting our Waters Further

Search Display ▾

Thread Actions ▾

<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts	Grade
<input type="checkbox"/>	1/27/11 10:21 AM	Presentation Ideas ▾	Cathy Chu	Published	0	1	<input type="button" value="Grade Thread"/>
<input type="checkbox"/>	1/27/11 10:38 AM	Rough Draft Introductions ▾	Cathy Chu	Published	0	1	<input type="button" value="Grade"/> 1

2. Type the **Points possible**.

- Click **Submit**. The **Grade Thread** function appears in a thread's **Grade** column.

Reminder: If a rubric will be used to grade a forum or thread, it must be created and associated in advance.

How to Grade User Participation in a Forum

You can assign discussion grades to evaluate participants on performance throughout a forum. When a forum is created or edited, you can enable forum grading options and a Grade Center column is created. To learn about enabling forum grading, see [How to Enable Grading in the Discussion Board on page 50](#).

Only users with a [role of Manager or Grader](#) can assign grades for posts. A Grader cannot view his or her own work.

Reminder: You can create rubrics and refer to them while grading forums, but the rubrics must be created and associated in advance.

- Access the discussion forum where forum grading is enabled and click **Grade Forum** on the Action Bar.



- On the **Grade Discussion Forum Users** page, click **Grade** in a user's row with a number in the **Posts** column.

<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade
<input type="checkbox"/>	Brown	Tony	tbrown	3	--
<input type="checkbox"/>	Casper	Chris	ccasper	0	--

- On the **Grade Discussion Forum** page, a collection of the student's posts made to the graded forum appears. Since a forum grade can be based on multiple threads, all messages posted by the student are included for review. On the Action Bar, click **Print Preview** to open the page in a new window in printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the [Filter function](#) and the [Sort by and Order drop-down lists](#) on the Action Bar.

The side panel contains three sections:

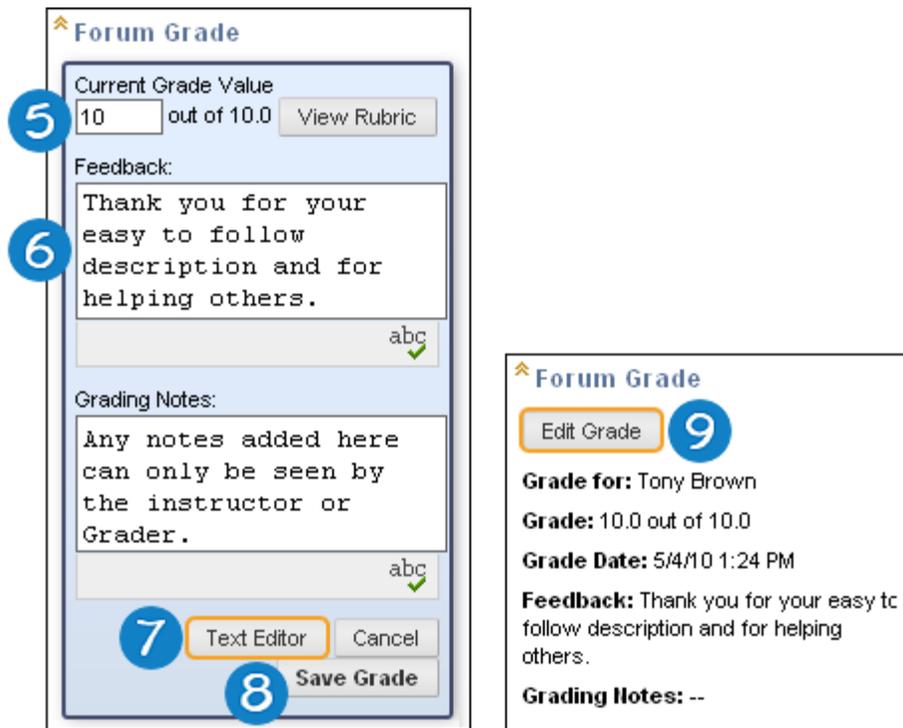
- Forum Statistics:** Includes information about the user's posts, such as **Date of Last Post**, **Average Post Length**, and **Average Post Position**.
 - Forum Grade:** Includes **Grade**, **Grade Date**, **Feedback**, and **Grading Notes**.
 - Contributors:** Users who have submitted the required number of posts appear with exclamation marks—the **Needs Grading** icon () or, if they have not yet reached the required number, the **In Progress** icon (). In this section, use the **Previous User** and **Next User** arrows to navigate among users to grade -OR- click a user's name in the list. Click **Show All** to view all users in your course. Users who have not posted to the graded forum are included in the list. Click **Show with Posts Only** to return to the list of users who have posts to grade.
- In the content frame, evaluate the currently selected user's posts. To assign a grade, click **Edit Grade** in the **Forum Grade** section.

Note: To collapse or expand a side panel section, click the double arrows icon next to the section title.

5. Type a numeric value in the **Current Grade Value** box. Assigning a score here removes any Grade Center override that may exist for this user for this forum grade.

Note: If a rubric has been created and added for this graded forum, click **View Rubric** to reference it while grading.

6. Optionally, type **Feedback** for the user and **Grading Notes**, which appear to the forum Manager or Grader only. Optionally, use the **Spell Check** function in the bottom of each text box.
7. Optionally, click **Text Editor** to access the Text Editor in a pop-up window. Use the functions to format the text and include files, images, external links, multimedia, and Mashups to your feedback or notes.
8. Click **Save Grade**. The information appears in the **Forum Grade** section.
9. Click **Edit Grade** to make changes at any time. The changes appear in the **Forum Grade** section and in the Grade Center column. The changes are recorded in the Grade Center on the user's **Grade Details** page on the **Grade History** tab.



- When grading is complete, click **OK** to return to the **Grade Discussion Forum Users** page or use the breadcrumbs to return to the Discussion Board.

Result

Grades appear in the **Grade** column on the **Grade Discussion Forum Users** page and in the Grade Center.

Grade Discussion Forum Users						
<input type="checkbox"/>	<u>Last Name</u>	<u>First Name</u>	<u>Username</u>	<u>Posts</u>	<u>Grade</u>	
<input type="checkbox"/>	Brown	Tony	tbrown	3	10.00	Grade
<input type="checkbox"/>	Casper	Chris	ccasper	0	--	Grade

How to Grade User Participation in a Thread

You can assign discussion grades to evaluate participants on performance in each thread. When a forum is created or edited, you can enable thread grading options and a Grade Center column is created. To learn about enabling thread grading, see [How to Enable Grading in the Discussion Board on page 50](#).

Only users with a [role of Manager or Grader](#) can assign grades for posts. A Grader cannot view his or her own work.

Note: Students cannot create new threads in a forum where threads are graded.

Reminder: You can create rubrics and refer to them while grading threads, but the rubrics must be created and associated in advance.

- Access the discussion forum containing a thread you want to grade.
- On the thread listing page, in **List View**, click **Grade Thread** in the thread's row.
- On the **Grade Discussion Thread Users** page, click **Grade** in a user's row with a number in the **Posts** column.

Forum: Pluto Controversy List View Tree View

[Create Thread](#) Search Display

Thread Actions Collect Delete

<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts	Grade
<input type="checkbox"/>	3/17/10 3:09 PM	Pluto Opinion: Before	Cathy Chiu	Published	Z	7	Grade Thread

Grade Thread Users Email

<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade	
<input type="checkbox"/>	Brown	Tony	tbrown	1	--	Grade
<input type="checkbox"/>	Casper	Chris	ccasper	2	--	Grade
<input type="checkbox"/>	Cooper	Ashby	acooper	0	--	Grade

4. On the **Grade Discussion Thread** page, a collection of the student's posts made to the graded thread appears. Since a thread grade can be based on multiple messages, all messages posted by the student are included for review. On the Action Bar, click **Print Preview** to open the page in a new window in printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the [Filter function](#) and the [Sort by and Order drop-down lists](#) on the Action Bar.

The side panel contains three sections:

- **Thread Statistics:** Includes information about the user's posts, such as **Date of Last Post**, **Average Post Length**, and **Average Post Position**.
- **Thread Grade:** Includes **Grade**, **Grade Date**, **Feedback**, and **Grading Notes**.
- **Contributors:** Users who have submitted the required number of posts appear with exclamation marks—the **Needs Grading** icon () or, if they have not yet reached the required number, the **In Progress** icon (). In this section, use the **Previous User** and **Next User** arrows to navigate among users to grade -OR- click a user's name in the list. Click **Show All** to view all users in your course. Users who have not posted to the graded thread are included in the list. Click **Show with Posts Only** to return to the list of users who have posts to grade.

5. In the content frame, evaluate the currently selected user's posts. To assign a grade, click **Edit Grade** in the **Thread Grade** section.

Forum: Pluto Controversy > Thread Grade: Chris Casper Edit Mode is: ON

Grade Discussion Thread: Chris Casper 4

[Print Preview](#) [Filter](#) [View Rubric](#)

Sort by Date of Last Post Order ▲ Ascending

Mark ▼
Select: [All](#) [None](#)

<input type="checkbox"/>	Thread:	Pluto Opinion: Before	Posted Date:	March 22, 2010 2:46 PM
	Post:	More for no	Status:	Published
	Author:	Chris Casper		

The International Astronomical Union met in Prague in 2006 to make a final decision. They decided that a planet must fulfill three criteria:

- It must orbit the Sun
- It must have enough mass to pull itself into a spherical shape
- It must have cleared out the other objects in its orbit.

It's this 3rd part where Pluto falls down. Pluto has only a fraction of the mass of the rest of the objects in its orbit, while the rest of the planets have essentially cleared theirs out completely. Does Pluto have moons? It does, but even with the mass of its moons, Pluto still doesn't dominate its orbit.

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

<input type="checkbox"/>	Thread:	Pluto Opinion: Before	Posted Date:	March 22, 2010 10:50 AM
	Post:	I have to vote no	Status:	Published
	Author:	Chris Casper		

Thread Statistics

Statistics for: Chris Casper

Total Posts: 2

Date of Last Post: Mar 22, 2:46:23 PM

Average Post Length: 624

Minimum Post Length: 562

Maximum Post Length: 686

Average Post Position: 2

Thread Grade

[Edit Grade](#) 5

Grade for: Chris Casper

Grade: -- out of 10.0

Grade Date: --

Feedback: --

Grading Notes: --

Contributors < >

[Show All](#)

Chris Caspe (2) 7

[Henry Wagner \(1\)](#)

[Javier Perez \(1\)](#) 7

[Linda Herrera \(1\)](#)

[Rvan Johnson \(1\)](#) 7

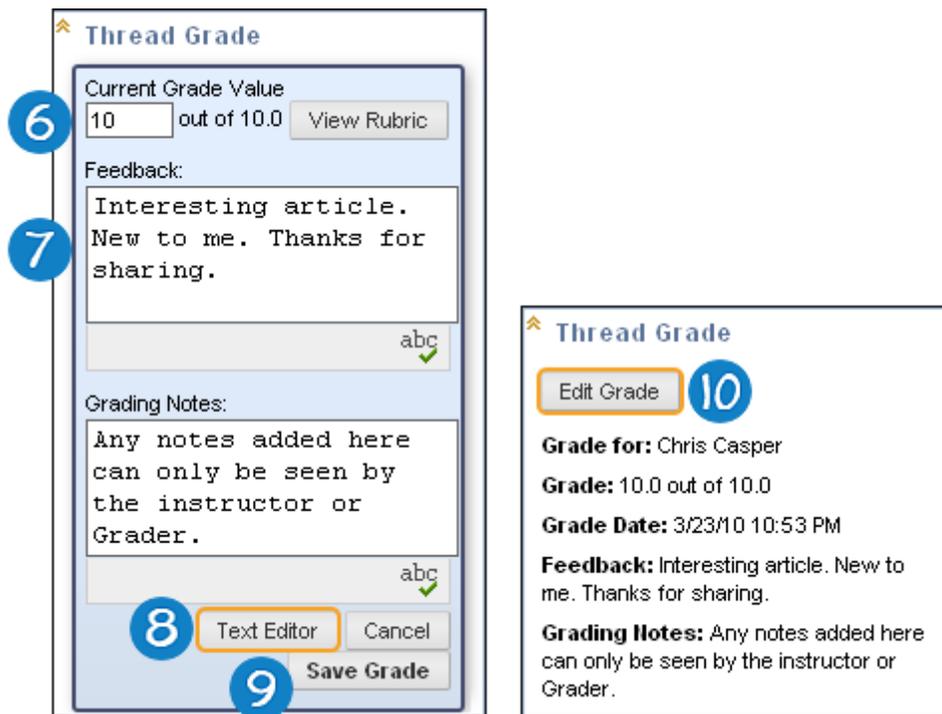
[Tony Brown \(1\)](#)

Note: To collapse or expand a side panel section, click the double arrows icon next to the section title.

6. Type a numeric value in the **Current Grade Value** box. Assigning a score here removes any Grade Center override that may exist for this user for this thread grade.

Note: If a rubric has been created and added for this graded thread, click **View Rubric** to reference it while grading.

7. Optionally, type **Feedback** for the user and **Grading Notes**, which appear to the forum Manager or Grader only. Optionally, use the **Spell Check** function in the bottom of each text box.
8. Optionally, click **Text Editor** to access the Text Editor in a pop-up window. Use the functions to format the text and include files, images, external links, multimedia, and Mashups to your feedback or notes.
9. Click **Save Grade**. The information appears in the **Thread Grade** section.
10. Click **Edit Grade** to make changes at any time. The changes appear in the **Thread Grade** section and in the Grade Center column. The changes are recorded in the Grade Center on the user's **Grade Details** page on the **Grade History** tab.



- When grading is complete, click **OK** to return to the **Grade Discussion Thread Users** page or use the breadcrumbs to return to the Discussion Board.

Result

Grades appear in the **Grade** column on the **Grade Discussion Thread Users** page and in the Grade Center.

Grade Discussion Thread Users						
<input type="checkbox"/> Email						
<input type="checkbox"/>	<u>Last Name</u>	<u>First Name</u>	<u>Username</u>	<u>Posts</u>	<u>Grade</u>	
<input type="checkbox"/>	Brown	Tony	tbrown	1	8.00	Grade
<input type="checkbox"/>	Casper	Chris	ccasper	2	10.00	Grade

How to Email Users While Grading Discussion Participation

While assigning grades, you can use the Email tool in the Discussion Board to quickly contact students. For example, send a student a question prior to assigning a grade or send feedback after assigning a grade.

- Navigate to a forum or thread to assign a grade.
- On the **Grade Discussion Thread Users** page or the **Grade Discussion Forum Users** page, select one or multiple users' check boxes or select the check box in the header row to select all the users you want to email.
- On the Action Bar, click **Email**.
- On the **Email Forum User** page, edit the **Subject**, if needed.
- Type a question or feedback in the **Message** box.
- Click **Submit**.

Grade Discussion Thread Users					
Email 3					
<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade
<input type="checkbox"/>	Akbar	Mina	makbar	0	--
<input type="checkbox"/>	Brown	Tony	tbrown	0	--
<input checked="" type="checkbox"/>	Casper	Chris	ccasper	1	--

Email Forum User
6

1 Email Information

To: Chris Casper
 From: cchu@myschool.edu
 Subject: 4 Your ocean is....
 Message:

Hi Chris, 5
 Do you think you need to narrow your topic in any way? Let me know if I can help you.

How to Disable Grading for a Discussion Forum or Thread

Grading can be disabled for graded forums and threads, even if grades exist.

1. Access the Discussion Board and click a forum's Action Link () to access the contextual menu.
2. Select **Edit**.
3. On the **Edit Forum** page, in the **Forum Settings** section, change the grading option to **No Grading in Forum**.
4. Click **Submit**. If grades have already been assigned for a forum or its threads, a warning message appears stating that disabling grading will delete all existing grades. This action is final.
5. Click **OK** to continue or click **Cancel** to preserve the Grade Center items.

As you decide whether to disable grading for a forum, the number in the **Points possible** box appears grayed out.

Grade	<input checked="" type="radio"/> No Grading in Forum <input type="radio"/> Grade Forum: Points possible: 20 <input type="radio"/> Grade Threads
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Related Tutorials [Grading Discussion Forums](#) (Flash movie | 2m 15s | 4,576 KB) | [Grading Discussion Threads](#) (Flash movie | 3m 24s | 5,910 KB)

Viewing Discussion Board Statistics

The Performance Dashboard is a valuable tool used to monitor student progress throughout your course. A summary of access and progress for each student appears in a table format. As the term progresses, you can quickly see if students are accessing the course regularly, reviewing course content, and contributing to the Discussion Board. This information

can help you identify students who are outside the normal range of participation or needing help and encouragement. To learn more, see [Using the Performance Dashboard on page Error! Bookmark not defined.](#)

Note: The Blackboard administrator at your school controls whether the Performance Dashboard is available. If this tool is not available, you can contact your administrator to discuss its status. Your administrator can also disable the Discussion Board tool, which will affect the information appearing in the Performance Dashboard.

How to View Discussion Board Statistics

1. On the Control Panel, expand the **Evaluation** section.
2. Select **Performance Dashboard**.



3. On the **Performance Dashboard** page, view how many forums a user posted in. In the **Discussion Board** column, click a numbered link to view details.

The screenshot shows the 'Performance Dashboard' page. At the top, there is a navigation bar with 'Page 1 of 2'. Below this is a table with the following columns: Last Name, First Name, Username, Role, Last Course Access, Days Since Last Course Access, Review Status, Adaptive Release, Discussion Board, Early Warning System, and View Grades. A blue circle with the number '3' is placed over the 'Discussion Board' column header. The table contains six rows of student data.

Last Name	First Name	Username	Role	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Release	Discussion Board	Early Warning System	View Grades
Akbar	Mina	makbar	Student	Jan 14, 2011 11:54:03 AM	6	0	☑	2	:	☰
Brown	Tony	tbrown	Student	Jan 17, 2011 2:34:16 PM	3	0	☑	4	:	☰
Casper	Chris	ccasper	Student	Jan 19, 2011 6:35:16 PM	1	0	☑	8	:	☰
Farrell	Andy	afarrell	Student	Jan 5, 2011 12:45:57 PM	15	0	☑	3	:	☰
Gonzales	Monica	mgonzales	Student	Jan 11, 2011 9:56:22 AM	9	0	☑	2	:	☰
Ibrahim	Kamel	kibrahim	Student	Never	Never	0	☑	0	:	☰

4. On the **Discussion Board** page, view the following information:
 - **Forum:** Lists all the forums a user has posted in.
 - **Total Posts:** Click the link to access a page displaying a user's posts in that forum.
 - **Date of Last Post:** View when a user last accessed the forum.
 - **Average Post Length:** Lists number of characters.
 - **Minimum Post Length:** Lists number of characters.
 - **Maximum Post Length:** Lists number of characters.
 - **Average Post Position:** View a representation of a user's participation within the threads.

- **Grade:** Click the link in the column to access the Grade Center column (if a grade appears).

Note: To sort a column, click the column heading or caret.

5. On the Action Bar, click **Email User** to contact the user. The system populates the **Email Forum User** page with the **To** and **From** information.
6. In the **Forum** column, click a forum title to access a [Collection page](#) displaying all the user's posts in that forum.

Discussion Board: mgonzales							
Email User 5							
Forum	Total Posts	Date of Last Post	Average Post Length	Minimum Post Length	Maximum Post Length	Average Post Position	Grade
Oceans in the News 6	2	Tue Jan 11 09:50:44 EST 2011	43	0	86	2	-
Pick an ocean...	2	Fri Jan 14 11:54:03 EST 2011	187	149	224	3	-
Wave Assignment: Energy from Waves and Tides	2	Tue Jan 11 09:53:43 EST 2011	986	738	1233	1	40.0