Blackboard Focused Workshop
Discussion Boards

I. Create a Forum
    a. Add Forum
    b. Forum Settings

II. Add and Reply to Threads
    a. Add New Thread
        i. Save
        ii. Submit
    b. Reply to a Thread
    c. Add Attachment
    d. Viewing Drafts
    e. Rate a Thread
    f. Subscribe to a Thread

III. Options
    a. Select All
    b. Collect
        i. Sort
        ii. Filter
        iii. Print
    c. Lock Message
    d. Remove Message

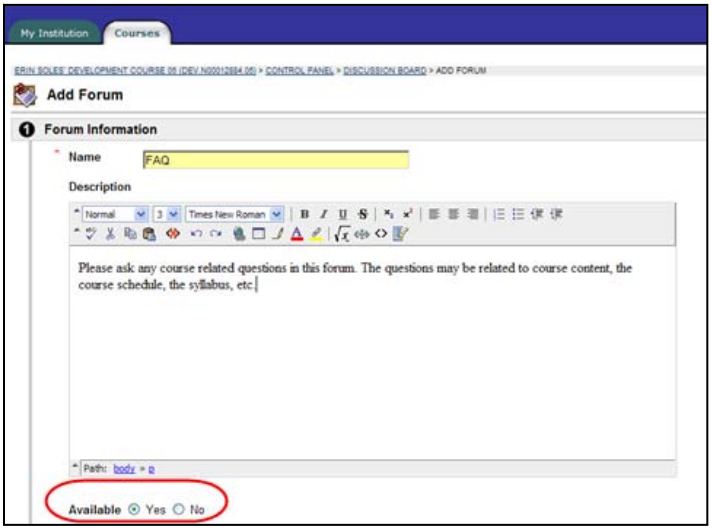
IV. Manage Forum User Roles
    a. Change a User's Role
    b. Filter Display of Users

V. Discussion Grading
    a. Setup Grading in a Forum
    b. Integration with Gradebook
    c. Assigning Grades to Students

Discussion Board

Forum Availability

Instructors have the option to set a forum to Available or Unavailable during the forum creation process (**Control Panel> Discussion Board> Add Forum**):

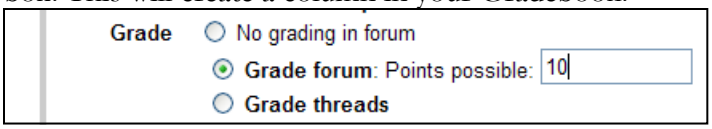


Instructors may change the availability of a forum at any time:
Click **Modify** next to a forum in the Discussion Board.
Select **No** next to Available.
Click **Submit**.

Discussion Grading

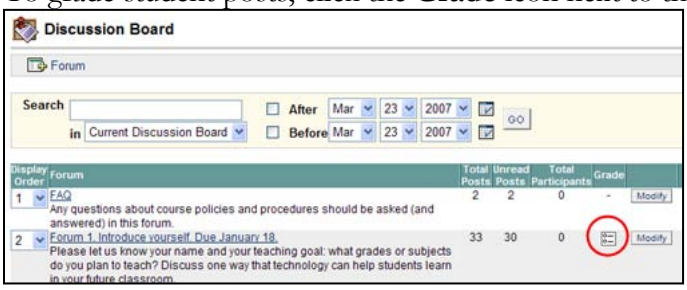
Set up Grading

To set up discussion grading, click the radio button next to **Grade Forum** (either during the forum creation process or by clicking Modify next to an existing forum). Enter the **Points possible** in the text box. This will create a column in your Gradebook:



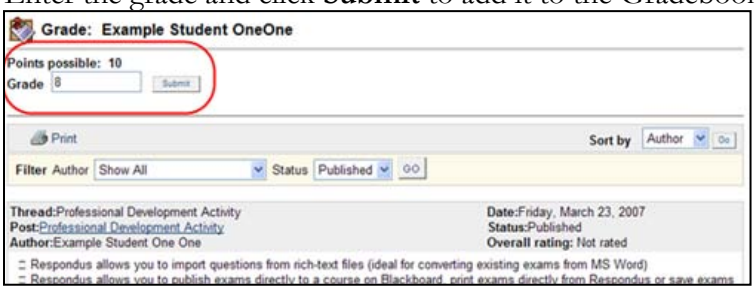
Grade Postings

To grade student posts, click the **Grade** icon next to the forum in the Discussion Board.



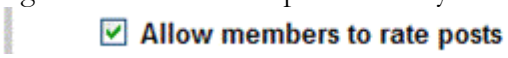
Click the **Grade** button next to a student to grade their posting.

Enter the grade and click **Submit** to add it to the Gradebook:

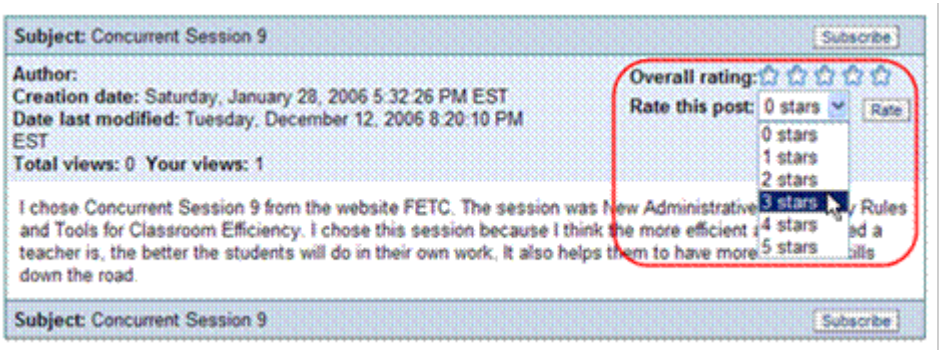


Peer Review

To set up the rating system in a forum, check the box next to **Allow members to rate posts** (either during the forum creation process or by clicking Modify next to an existing forum).



Students are able to rate a thread by selecting a rating from the drop-down menu and clicking **Rate** in the Thread Detail view:



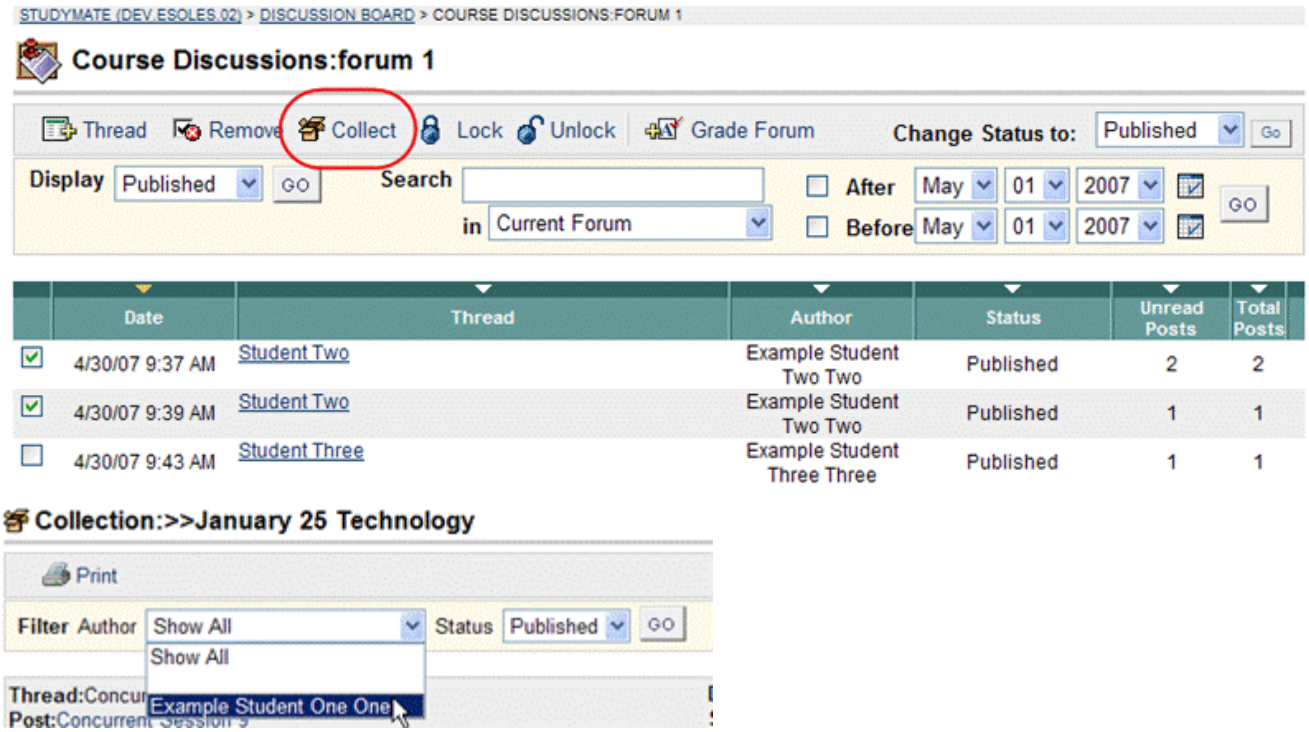
Collections

While the Collect tool is not new to the Discussion Board, Collections offer new, exciting options:

Print - Users now have the option to Print discussion threads in a Collection by clicking the Print icon at the top of the Collection.

Filter - Users can filter the threads in a Collection by Author and Status using the Filter drop-down menus.

In a Discussion Board Forum, check the box(es) next to any threads you wish to collect. Click the **Collect** button:


STUDYMATE (DEV.ESOLES.02) > DISCUSSION BOARD > COURSE DISCUSSIONS:FORUM 1
Course Discussions:forum 1
Thread
Remove
Collect
Lock
Unlock
Grade Forum
Change Status to:
Published
Go
Display
Published
GO
Search
in
Current Forum
After
May
01
2007
Before
May
01
2007
GO
Date
Thread
Author
Status
Unread Posts
Total Posts
4/30/07 9:37 AM
Student Two
Example Student Two Two
Published
2
2
4/30/07 9:39 AM
Student Two
Example Student Two Two
Published
1
1
4/30/07 9:43 AM
Student Three
Example Student Three Three
Published
1
1

Collection:>>January 25 Technology
Print
Filter
Author
Show All
Status
Published
GO
Show All
Example Student One One