

### WHY WOULD YOU USE THIS FEATURE?

An instructor would need to view a Forum to read students' posts. Discussion Board Forums list the threads in a particular Forum and includes several options for displaying and managing threads.

### HOW TO USE THIS IN A BLACKBOARD CLASS

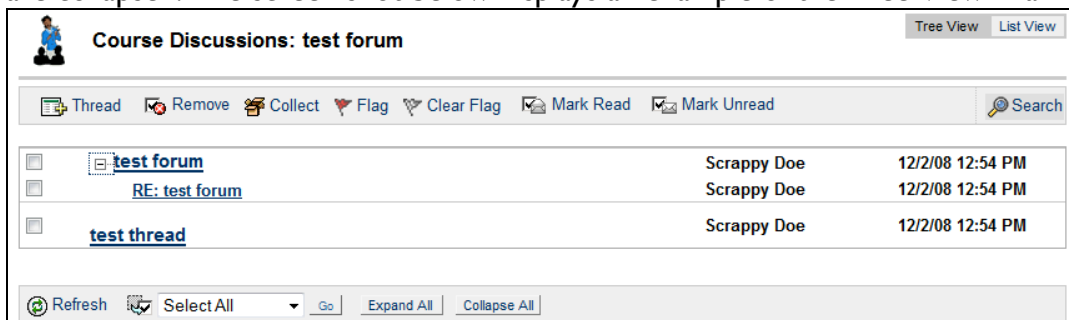
First access the Discussion Board:

- 1) Access the Control Panel in your course
- 2) Click on Discussion Board
- 3) Click Discussion Board course link

There are two options on how to display forum messages: Tree View and List View. The default view is the List View. The user can switch between the two modes using the option at the top right corner of the Discussion Board. Once you select a particular view, UTC Online will remember your preference for every discussion board you visit.

#### Tree View:

The Tree View allows you to get an overview of the forum at a glance. It shows all threads, including reply messages. Response messages can be expanded and collapsed by using the plus/minus icon next to each start message. Unread threads and posts are displayed in bold type; if a thread starter message has unread responses, then the thread starter message is displayed in bold if the response messages are collapsed. The screen shot below displays an example of the Tree View in a Discussion Forum:



#### List View:

The List View shows the list of threads in a tabular format. It only shows initial thread postings. You must click on a thread to view replies. The screen show below displays an example of the List View in a Discussion Forum:

