

WHY WOULD YOU USE THIS FEATURE?

The Discussion Board is a communication tool that allows asynchronous use, which mean you and your classmates do not have to be online at the same time to have a conversation. Messages are posted within a forum as threads. This tutorial will show you all you need to know with respect to the Discussion Board.

Accessing the Discussion Board and Posting a Message/Thread:

1. Click on the Content Area in which the Discussion Board is located. It could be located as an individual button or within a content area of its own or within the Communication button. If it is within the Communication button, click “Discussion Board” once you are in the communication content area. This can vary from course to course depending on how your instructor has set up the course.

The screenshot shows the UTC Online Blackboard interface. The top navigation bar includes 'Main', 'Courses', and 'Organizations'. A sidebar on the left contains menu items: 'Announcements', 'Syllabus', 'Assignments', 'Email', 'My Grades', 'Communication' (highlighted with a red arrow), 'Tools', and 'Student Help 101'. Below the sidebar is a 'Tools' section with 'Course Map' and 'Control Panel'. The main content area shows the 'Bb Communications' section with links for 'Announcements', 'Collaboration', 'Discussion Board' (circled in red), 'Group Pages', and 'Send Email'.

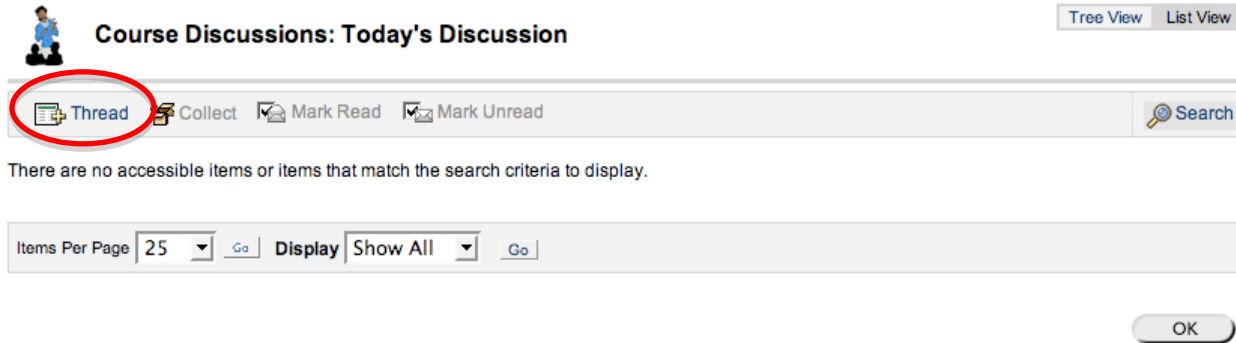
2. Click on the name of the forum you wish to enter. Note: Prior to clicking on the discussion it is recommended to highlight your instructor’s directions and copy them.

The screenshot shows the 'Discussion Board' interface. At the top, there is a search bar and date filters for 'After' and 'Before' (both set to May 27, 2009). Below the search bar is a table with columns for 'Forum', 'Total Posts', 'Unread Posts', and 'Total Participants'. The 'Today's Discussion' link is circled in red. Below the table, a text prompt reads: 'In class today we discussed the pros and cons to being a UTC student. Write down two pros and two cons you have experienced thus far.'

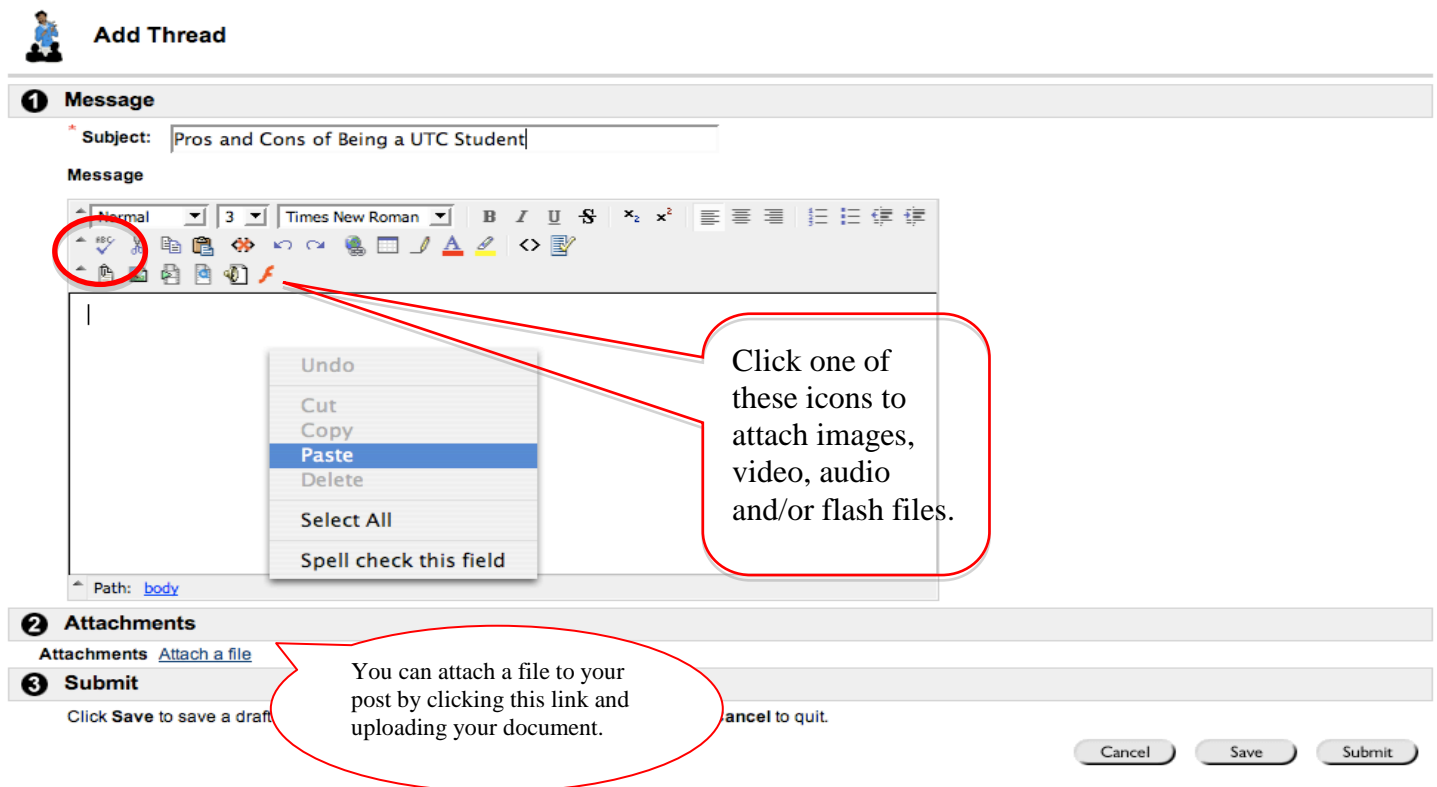


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3. To enter your initial posting click on Thread.



4. You must enter an appropriate Subject heading (note the *). (If you have highlighted your instructions you should right click in the Message section and paste your text there.) Type your comments in the Message section. You may also add attachments in various forms: images, video clips, audio files, and/or flash files by clicking on the corresponding icons. To click an attachment you want upload such as a Word document, click Attach a File in Section 2-Attachments. Prior to submitting your comment make sure you run a spell check, by simply pressing the spell check icon.



5. You can click cancel, save or submit.

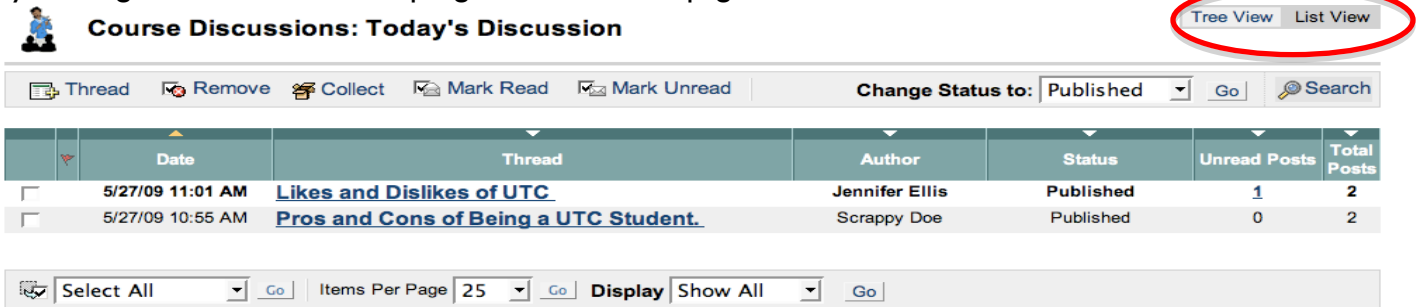
6. Save allows you to save a draft of your thread so you can modify it later. Your instructor might have set



up the forum so you can modify your entries at a later date even if you did not save.

Viewing Threads:

1. Once you are in a forum you can choose to either view the threads in either 1) Tree View- or 2) List View, by clicking the buttons at the top right corner of the page.



Course Discussions: Today's Discussion Tree View List View

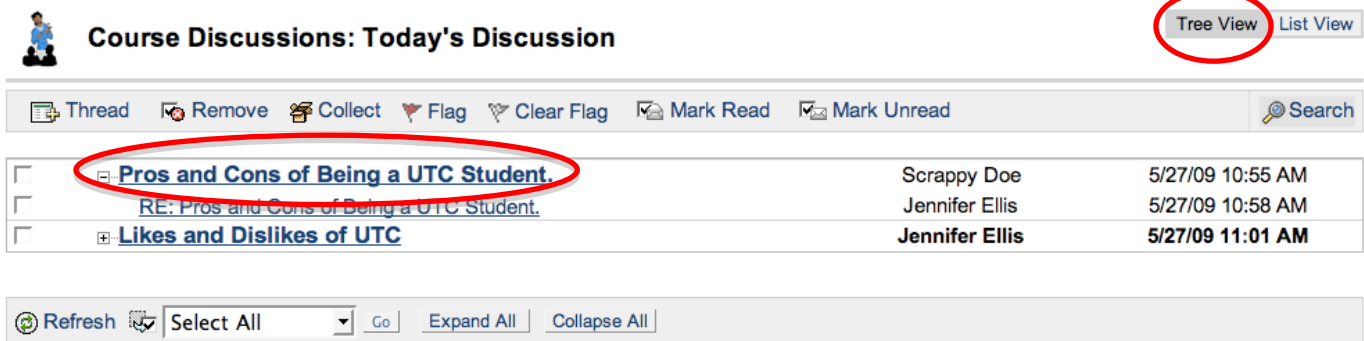
Thread Remove Collect Mark Read Mark Unread Change Status to: Published Go Search

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	5/27/09 11:01 AM	Likes and Dislikes of UTC	Jennifer Ellis	Published	1	2
<input type="checkbox"/>	5/27/09 10:55 AM	Pros and Cons of Being a UTC Student.	Scrappy Doe	Published	0	2

Select All Go Items Per Page 25 Go Display Show All Go

OK

Tree View: Can show all of the threads. Tree View you can click on the “+” and “-“ signs next to the main thread name to list or not list all of response posts for that thread. 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:



Course Discussions: Today's Discussion Tree View List View

Thread Remove Collect Flag Clear Flag Mark Read Mark Unread Search

<input type="checkbox"/>	Pros and Cons of Being a UTC Student.	Scrappy Doe	5/27/09 10:55 AM
<input type="checkbox"/>	RE: Pros and Cons of Being a UTC Student.	Jennifer Ellis	5/27/09 10:58 AM
<input type="checkbox"/>	Likes and Dislikes of UTC	Jennifer Ellis	5/27/09 11:01 AM

Refresh Select All Go Expand All Collapse All

OK

List View: Click on thread to see response. This is the default setting for the discussion board. 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:



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Course Discussions: Today's Discussion Tree View List View

Thread Remove Collect Mark Read Mark Unread **Change Status to:** Published

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	5/27/09 11:01 AM	Likes and Dislikes of UTC	Jennifer Ellis	Published	1	2
<input type="checkbox"/>	5/27/09 10:55 AM	Pros and Cons of Being a UTC Student.	Scrappy Doe	Published	0	2

Select All Items Per Page 25 Display Show All

Replying to a Thread:

1. Click on the name of initial thread message

Tree View:

Course Discussions: Today's Discussion Tree View List View

Thread Remove Collect Flag Clear Flag Mark Read Mark Unread

<input type="checkbox"/>	Pros and Cons of Being a UTC Student.	Scrappy Doe	5/27/09 10:55 AM
<input type="checkbox"/>	RE: Pros and Cons of Being a UTC Student.	Jennifer Ellis	5/27/09 10:58 AM
<input type="checkbox"/>	Likes and Dislikes of UTC	Jennifer Ellis	5/27/09 11:01 AM

Select All

List View:

Course Discussions: Today's Discussion Tree View List View

Thread Remove Collect Mark Read Mark Unread **Change Status to:** Published

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	5/27/09 11:01 AM	Likes and Dislikes of UTC	Jennifer Ellis	Published	1	2
<input type="checkbox"/>	5/27/09 10:55 AM	Pros and Cons of Being a UTC Student.	Scrappy Doe	Published	0	2

Select All Items Per Page 25 Display Show All

2. Click on the message you wish to reply to and then click reply



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Tree View and List View:



Thread Detail

Collect Flag Clear Flag Mark Read Mark Unread Search

Thread: [Pros and Cons of Being a UTC Student](#) Reply

Total posts: 2 Unread posts: 0 Next Thread

Pros and Cons of Being a UTC Student	Scrappy Doe	5/27/09 10:55 AM
RE: Pros and Cons of Being a UTC Student	Jennifer Ellis	5/27/09 10:58 AM

Refresh Select All Go

Subject: RE: Pros and Cons of Being a UTC Student Reply Quote Modify Set Flag Remove

Author: Jennifer Ellis
Posted date: Wednesday, May 27, 2009 10:58:37 AM EDT
Last modified date: Wednesday, May 27, 2009 10:58:37 AM EDT
Total views: 4 Your views: 4 Previous Post

Show Parent Post

Great insight Scrappy. I think the team will be better this year with our new coach. Go Mocs!!

Subject: RE: Pros and Cons of Being a UTC Student Reply Quote Modify Set Flag Remove

OK

3. Complete the Reply to Post page. Click Submit when you are done.



Reply to Post

1 Message Show Parent Post

* Subject: RE: Pros and Cons of Being a UTC Student.

Message

Normal 3 Times New Roman B I U \$ * x²

Click one of these icons to attach images, video, audio and/or flash files.

To see the post you are responding to click **Show Parent Post**.

2 Attachments Attach a file

3 Submit You can attach a file to your response by clicking this link and uploading your document.

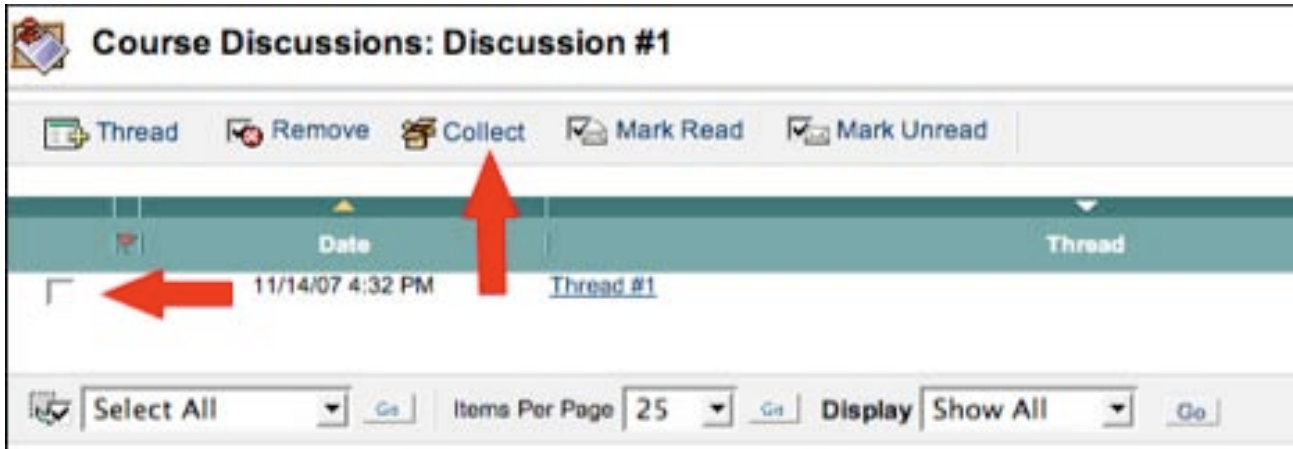
Click Save to save a draft of this

Cancel Save Submit

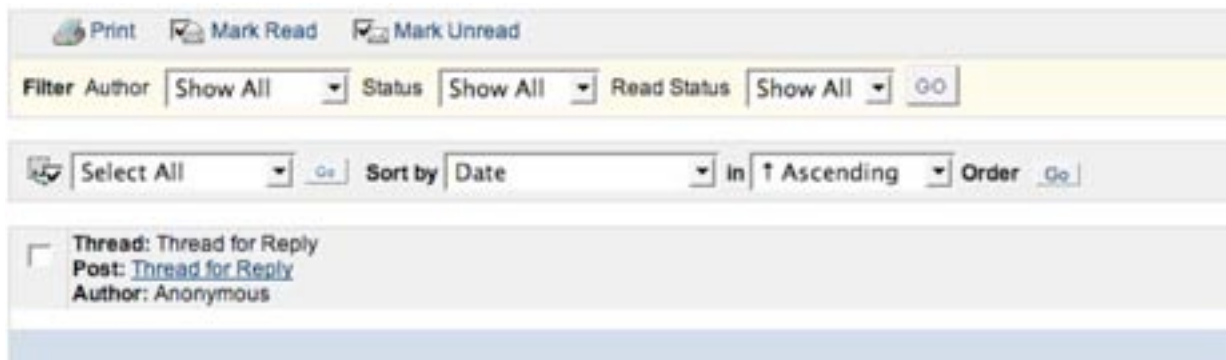


Thread Collection:

1. Select a thread or multiple threads
2. Click on Collect.



3. You can collect for sorting, filtering, and printing. Threads can be **filtered** by author or status. Threads can be **sorted** by author’s name, date, subject, and thread order in ascending or descending order. Threads can be **printed**, by clicking on Print in the top left corner of the page.



Setting Options

Some settings may vary depending on the options your instructor has chosen for the course.

Search Discussion Forums

Search is located on the top right side of the Discussion Board and Forum pages. Click on the word Search to show or hide the search fields. Searching starts at the current level and you can choose options to make changes from there. You can search all forums in all discussions in a course, including groups.

Moderated Discussion Boards



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Instructors can moderate forums, which allows the instructor to view all threads before publishing or returning the thread to the students. If the moderated thread is returned, students can view an explanation from the instructor and modify the thread.



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