
myLesley Faculty Handbook

DISCUSSION BOARD

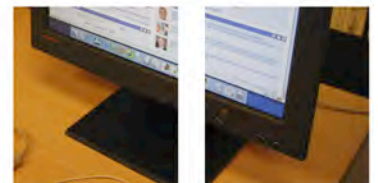
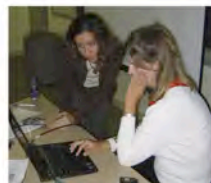
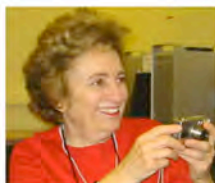
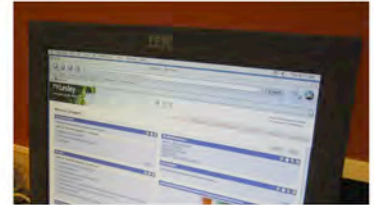


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Discussion Board

OVERVIEW

Instructors can create community by utilizing the Discussion Board tool. It is found under Communication on the navigation menu.

The group of discussions is called the Discussion Board. A single question or discussion area is called a Discussion Forum. The individual contributions are called Threads. An online discussion such as this may be called a threaded discussion.

FIND THE DISCUSSION BOARD

[Announcements](#)
[Syllabus](#)
[Assignments](#)
[Resources](#)
[Faculty Info](#)



1. Choose **Communication** on the main navigation menu.

[MY COURSE](#) > [DEMO ADAPTIVE RELEASE](#) > [COMMUNICATIONS](#)



[Announcements](#)



[Collaboration](#)



[Discussion Board](#)

2. Choose the **Discussion Board**




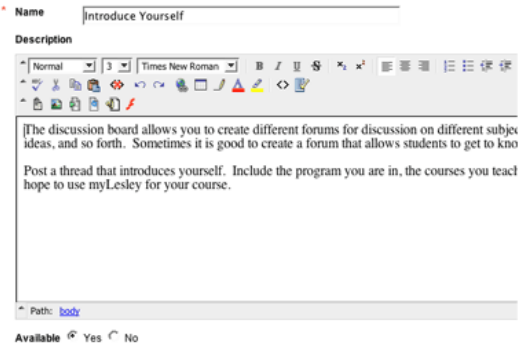
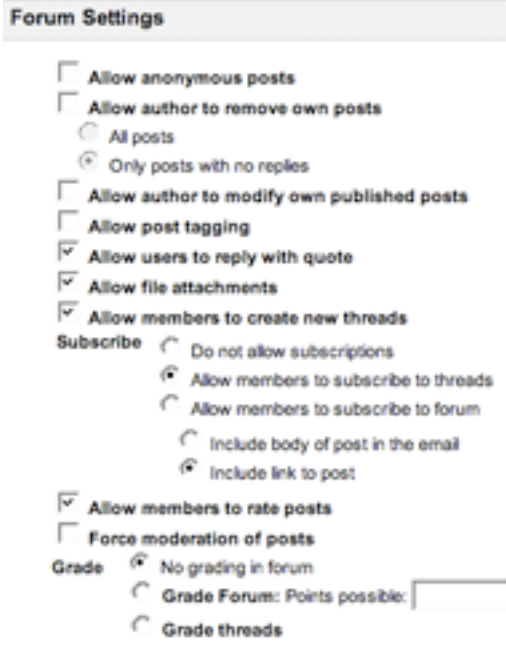




[Group Pages](#)



[Roster](#)

Discussion Board (continued)

ADD A FORUM	MODIFY AN EXISTING FORUM	REMOVE A FORUM
3. Choose the + Forum button 	3. Choose the Modify button 	3. Choose the Remove button 
4. Add a title and a description to your forum 		
5. Ensure you set the Forum Settings 		
6. Cancel or Submit your contribution.  		

Faculty are able to control activities and responsibilities in a forum. This can be used to allow students to collaborate, or enable students to have specified responsibilities such as to assist faculty in moderating.

The “Manage” tab enables faculty to modify a course member’s forum role.

Discussion Board (continued)

MANAGE FORUM USERS

The available forum roles include:

- Moderator
- Reader
- Manager (default for faculty)
- Grader
- Participant (default for students)
- Blocked

Click on **Manage** next to the forum title.

Click on the drop down list under "Forum Role" to modify a user's role in the forum.

Manage Forum Users

Modify a course member's forum role by selecting a new role in the forum role select menu.

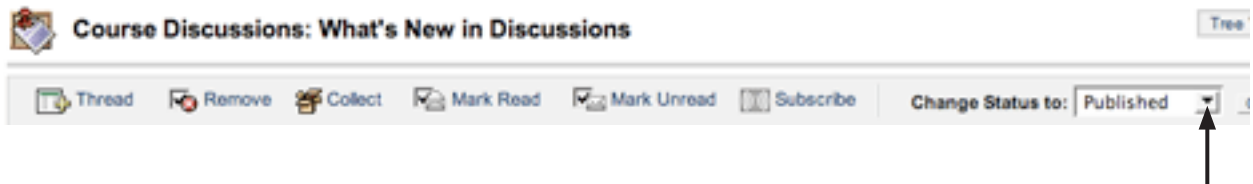
Display

Last Name	First Name	Username	Forum Role
Ausubel	David	democatsu5	Participant
Bartlett	Frederic	democatsu2	Participant
Bloom	Benjamin	democatsu1	Participant
Dewey	John	democatsu3	Participant

Forum Role	General Capabilities	Available Thread Views	Thread Status this role can apply
Moderator	Ability to approve thread submissions and make them Published for participants to see	Published Locked Hidden Unavailable	Published Hidden
Reader	Ability to view the forum but not participate in discussion	Published Locked Hidden	Published Locked Hidden
Manager	This role has all editing and viewing capabilities and ability to designate forum roles to others	Published Locked Hidden Unavailable	Published Locked Hidden Unavailable
Grader	Ability to set up forum for grading, grade threads and/or forums	Published Locked Hidden Unavailable	None
Participant	Ability to participate in all aspects of a forum, depending on how faculty has set up forum options	Published Locked Hidden	None
Blocked	One or more individuals can be prevented from viewing a forum	None	None

Discussion Board (continued)

Forum roles enable users to **view and change the status** of threads and what is displayed in a discussion forum.



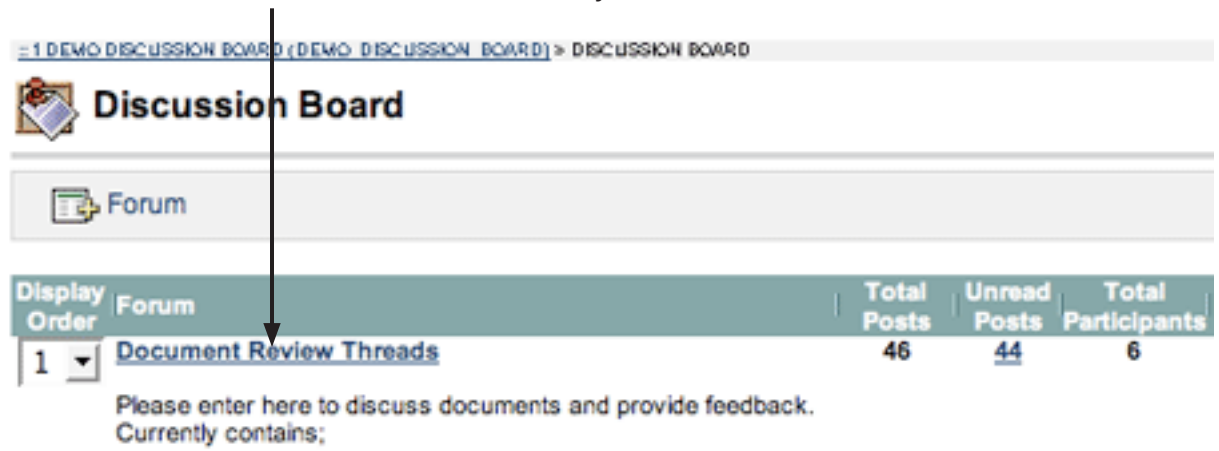
Thread Status	What that means	Visible to	Roles who can set Status
Published	Available in the view immediately to all roles	Moderator Reader Manager Grader Participant	Manager Moderator Reader
Locked	The item is visible to all, but participants cannot contribute or alter posts	Moderator Reader Manager Grader Participant <i>(when filter is applied)</i>	Manager Reader
Hidden	Available to all if filter is turned on in personal view. This status takes the place of the "Archive" folder	Moderator Reader Manager Grader Participant <i>(when filter is applied)</i>	Manager Moderator Reader
Unavailable	Invisible except to the Manager and Moderator	Moderator Manager Grader <i>(when filter is applied)</i>	Manager

Discussion Board (continued)

CONTRIBUTE TO A DISCUSSION

Students will need to respond to a forum "question" and faculty and students respond to one another.

1. Find the Discussion Board.
2. Choose the Discussion Forum. Click directly on the blue link.




DEMO DISCUSSION BOARD (DEMO DISCUSSION BOARD) » DISCUSSION BOARD

Discussion Board

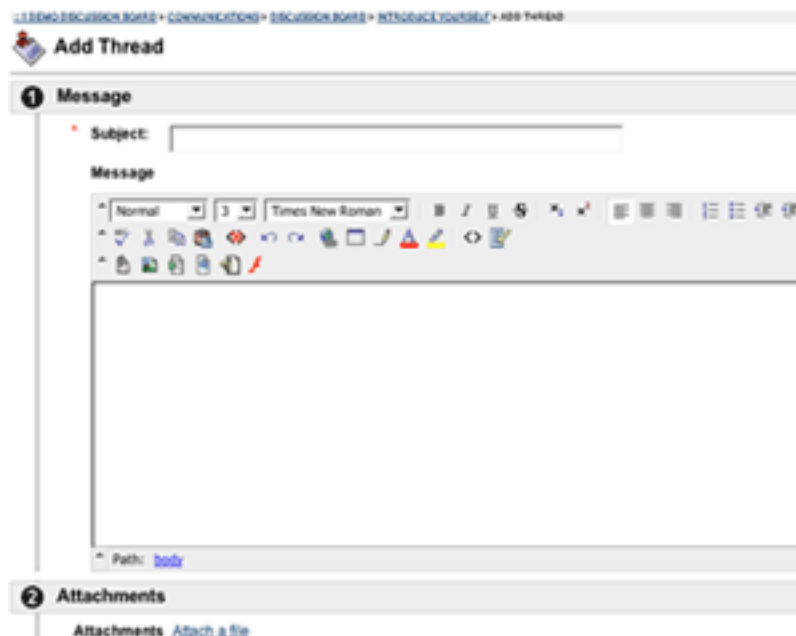
Forum

Display Order	Forum	Total Posts	Unread Posts	Total Participants
1	Document Review Threads	46	44	6

Please enter here to discuss documents and provide feedback.
Currently contains;

Click the + **Thread** button 

3. Enter a descriptive subject. It is very important to do this so users can scan the list of contributions and make meaning out of what is under that subject without having to open each one to find out what is in it.



DEMO DISCUSSION BOARD » COMMUNICATIONS » DISCUSSION BOARD » INTRODUCE YOURSELF » ADD THREAD

Add Thread

1 Message

Subject:

Message

Normal Times New Roman

Path: body

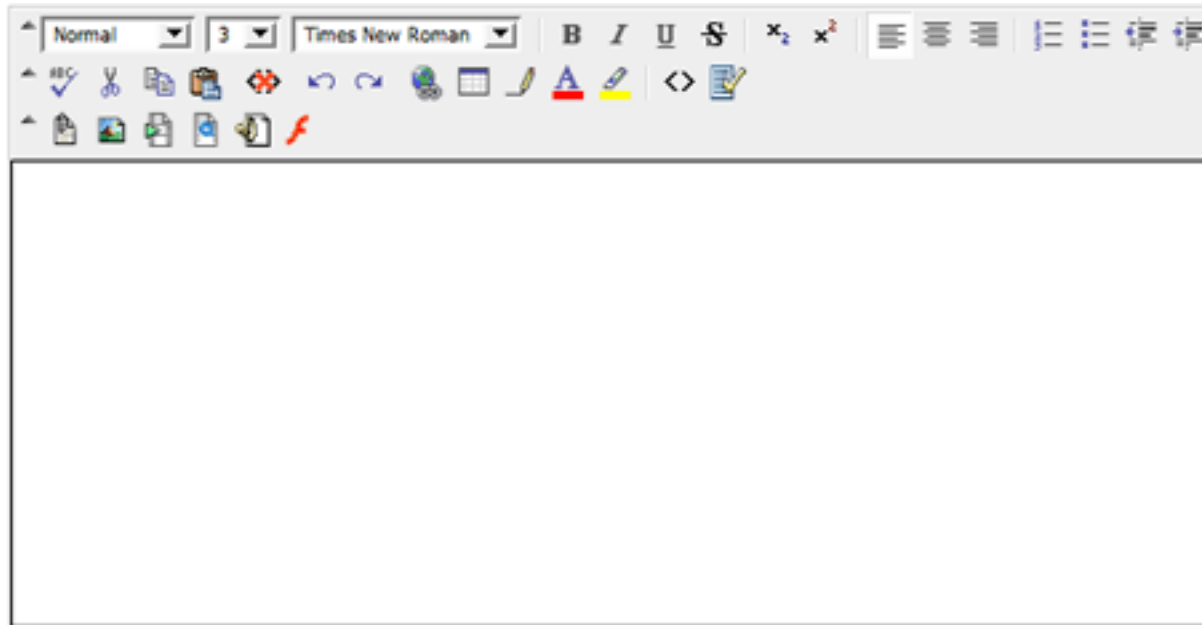
2 Attachments [Attach a file](#)

Choose **Save** to save a draft of the message to be submitted later, or choose **Submit** to post the message.

Discussion Board (continued)

USING THE VISUAL TEXT BOX EDITOR

The WYSIWYG (What You See Is What You Get) Text Editor is where content is created and displayed as it will appear on screen. The Text Box Editor has features and tools similar to a word processor such as Microsoft Word.



The top toolbar contains commands for changing the font size and face, paragraph alignment options, bullets and numbering, and indenting left or right.



The middle toolbar contains commands for spellcheck, cutting, copying and pasting, clear, undo and redo, inserting a hyperlink, table or line, font color, highlighting tool, view in HTML and previewing the text.



The bottom toolbar contains multimedia commands for attaching a file or image, adding MPEG content, and adding a quicktime movie, sound file or flash content.



Discussion Board (continued)

DISCUSSION VIEWS

Discussion threads are grouped by the main thread and the number of posts in that thread. Click on the **thread title** to view and respond to the main thread and all related responses, or click on the number under the **Unread Posts** column to view only the unread posts in the discussion forum.

Course Discussions: What's New in Discussions

Tree View List

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

	Date	Thread	Author	Status	Tags	Unread Posts
	11/1/07 11:38 AM	Overview of the New	Rebecca Petersen-Leary	Published		2
	11/1/07 11:43 AM	The Return of the Tree View	Rebecca Petersen-Leary	Published		1
	11/1/07 11:28 AM	Forum Subscriptions	Rebecca Petersen-Leary	Published		1
	11/1/07 11:22 AM	Quotes, Flags, and Other Management Options	Rebecca Petersen-Leary	Published		1

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

Discussion threads can also be viewed in the default “list view” or in “tree view” by clicking either option located on the top right side of the discussion forum.

Tree View List View

List View:

Course Discussions: Learning Theorists introduce themselves

Tree View List View

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

	Date	Thread	Author	Status	Unread Posts	Total Posts
	12/20/06 12:28 PM	Sociocultural Approach	Anonymous	Published	1	2
	12/20/06 12:28 PM	Conditions of Learning	Anonymous	Published	1	1
	12/20/06 12:28 PM	My Pedagogic Creed	Anonymous	Published	1	1
	12/20/06 12:28 PM	Bloom's Taxonomy	Anonymous	Published	1	1
	12/20/06 12:28 PM	Schema Theory	Anonymous	Published	2	2

Tree View:

Course Discussions: Learning Theorists introduce themselves

Tree View List View

Thread Remove Collect Flag Clear Flag Mark Read Mark Unread Search

	The Montessori Method	Anonymous	12/20/06 12:27 PM
	↳ Advanced Organizers	Anonymous	12/20/06 12:27 PM
	↳ RE: Advanced Organizers	David Ausubel	6/2/08 10:40 AM
	Animal Intelligence	Anonymous	12/20/06 12:27 PM
	Bloom's Taxonomy	Anonymous	12/20/06 12:28 PM
	↳ Schema Theory	Anonymous	12/20/06 12:28 PM

Discussion Board (continued)

Students and faculty can “subscribe” to any given forum or thread, and “rate” them as well, if the faculty has enabled these tools.

The screenshot displays the Blackboard Discussion Board interface. At the top, a toolbar includes icons for Collect, Flag, Clear Flag, Mark Read, Mark Unread, and Subscribe (indicated by a black arrow). Below this is a thread summary for "Provide document feedback here" with 13 total posts and 2 unread posts. A list of posts follows, showing replies from Bruce Logan and Heather McMorrow. The main post is from Heather McMorrow, dated Wednesday, November 15, 2006, 2:40:37 PM EST. It includes a rating system with five stars (indicated by a black arrow) and a "Rate this post" dropdown menu showing 0 stars. The post content reads: "Thanks Susan, I will look at this further. In the meantime, I will email the document. thanks for the feedback. I also put in a ticket with Blackboard about the underlining issue. Heather".

Thread Detail

Collect Flag Clear Flag Mark Read Mark Unread **Subscribe** Search

Thread: [Provide document feedback here](#) Reply

Total posts: 13 Unread posts: 2 [Next Thread](#)

Post	Author	Date
RE: Provide document feedback here	Bruce Logan	11/5/06 5:14 PM
RE-RE: Provide document feedback here	Heather McMorrow	11/15/06 2:42 PM
RE-RE-RE: Provide document feedback here	Bruce Logan	11/12/06 6:02 PM
RE-RE: Provide document feedback here	Heather McMorrow	11/15/06 2:40 PM

Refresh Select All Go

Subject: RE-RE: Provide document feedback here Reply Quote Modify Set Flag Remove

Author: Heather McMorrow
Posted date: Wednesday, November 15, 2006 2:40:37 PM EST
Last modified date: Wednesday, November 15, 2006 2:40:37 PM EST
Total views: 18 Your views: 13

Overall rating: ☆☆☆☆ **Rate this post:** 0 stars Rate

Show Parent Post


Thanks Susan,
I will look at this further. In the meantime, I will email the document. thanks for the feedback. I also put in a ticket with Blackboard about the underlining issue.
Heather

Subject: RE-RE: Provide document feedback here Reply Quote Modify Set Flag Remove

Discussion Board (continued)

DISCUSSION BOARD GRADING

Discussion board participation can be graded at the forum level or at the thread level.

1. Click the **Modify** button next to the discussion forum to grade. 
2. Under "Forum Settings," check the Grade option, and click **Submit**.


Grade No grading in forum
 Grade forum: Points possible:
 Grade threads

GRADE BY FORUM

Users are graded by their participation in the entire forum. An item will be automatically added in the Gradebook when this option is selected.

1. To grade a discussion forum, click on the icon under the **Grade** column



 **Grade Forum Users**


Select the Grade button to view a user's posts and assign a grade for this forum. Points possible: 25

Last Name	First Name	Username	Posts	Grade	
Ausubel	David	democatau0	2	-	Grade
Bartlett	Frederic	democatau2	1	-	Grade
Bloom	Benjamin	democatau1	1	-	Grade

2. Click the **Grade** button next to the student you want to grade.

A collection of the student's posts in that discussion forum will appear on screen.

3. After reviewing the posts, assign a grade, and click **Submit**.

 **Thread Grade: Benjamin Bloom**

Grade: Points possible: 25

Mark Read Mark Unread

Filter Author Status Read Status Tags

Sort by in On


Thread: Provide document feedback here
Post: RE: Provide document feedback here
Author: Benjamin Bloom
Posted Date: Nov AM
Status: Published

A grade for the discussion forum will be added to the gradebook. Grades for discussion forums can be modified by clicking the forum's item link in the Gradebook.

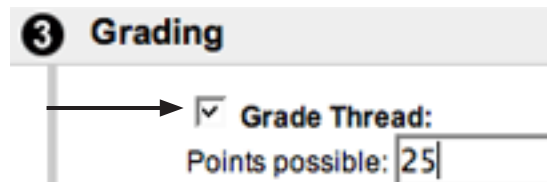
Discussion Board (continued)

GRADE BY THREAD

Users are graded by their participation in specific discussion threads. Participants will lose the ability to create new threads if this option is selected.

1. Enter the discussion forum you want to grade threads in.
2. Click the **Add New Thread** button.  **Thread**
3. Enter in a descriptive subject and message for the new thread.

4. To enable grading, select the **Grade Thread** option, and enter the points possible.



The screenshot shows a 'Grading' section with a header '3 Grading'. Below the header, there is a vertical line on the left. To the right of this line, there is a checkbox labeled 'Grade Thread:' which is checked. Below the checkbox, there is a text input field labeled 'Points possible:' containing the number '25'.

5. Click **Submit**.

The new thread will display in the forum with the grade icon appearing under the Grade column. Click the grade icon to view the user's posts and assign a grade to the discussion thread.

Discussion Board (continued)

COLLECT, FILTER AND SORT

Discussion forums and threads can be collected for easy viewing onto a single screen. Users can view all posts in each forum of the discussion board, or view threads in specific discussion forums.

1. Click on a discussion forum

1 DEMO DISCUSSION BOARD (DEMO DISCUSSION BOARD) » DISCUSSION BOARD

Discussion Board

Forum

Display Order	Forum	Total Posts	Unread Posts	Total Participants
1	Document Review Threads	46	44	6

Please enter here to discuss documents and provide feedback.
Currently contains;

2. Inside the forum, select all threads, or select the specific threads you want to view.

Select All

3. Click the **Collect** button.



A collection of all threads selected will appear on screen.

Threads can be filtered to show posts by individual students, status, read status, or specific tags. Threads can be sorted by Author First or Last Name, Date, Subject, Thread Order or Overall Rating in Descending or Ascending order.

Collection: Document Review Threads

Print Mark Read Mark Unread Tag

Filter Author Show All Status Show All Read Status Show All Tags Show All GO

Select All Sort by Date in Descending Order

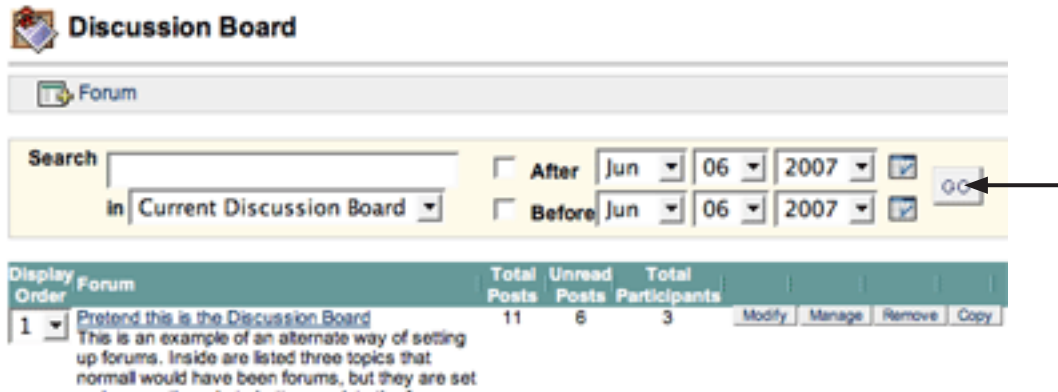
Thread: Provide document feedback here
Post: RE: Provide document feedback here
Author: Benjamin Bloom
Posted Date: November 5, 2007 10:20 AM
Status: Published
Overall rating: ☆☆☆☆

Instructors can also add and modify tags in the collections area. **Tags** are descriptors or keywords that instructors can assign to a post, allowing for message grouping regardless of the thread it resides in.

Tags: None

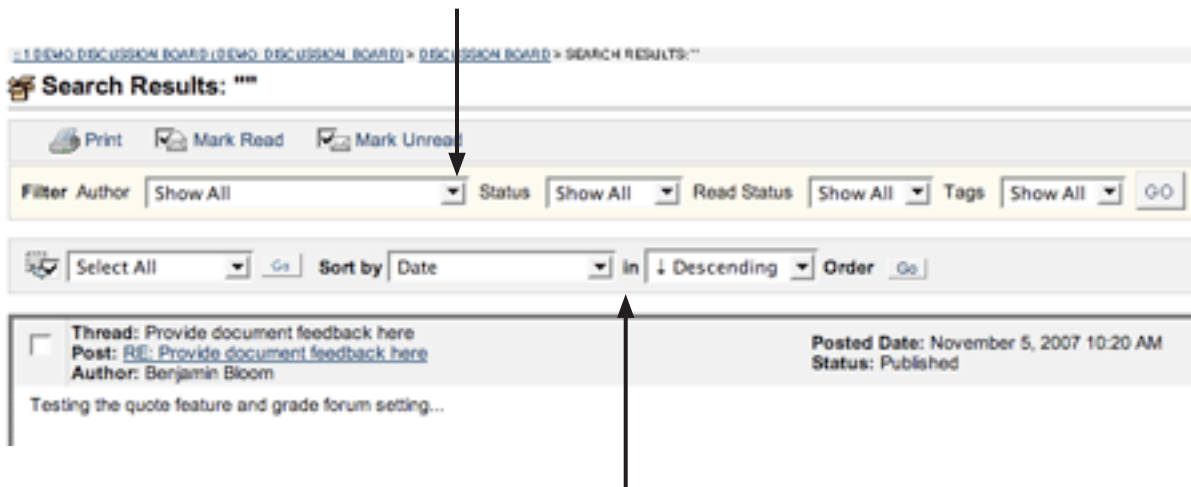
Discussion Board (continued)

To view all posts in each forum in the Discussion Board on a single page, click the **Search** icon, and click the **Go** button in the search field at the top of the screen.



The search results page displays all posts in each forum of the course discussion board.

Search results can be filtered to show posts by individual students, status, or specific tags.



Search results can be sorted by Author First or Last Name, Date, Subject or Thread Order in Descending or Ascending order.