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Discussion Board Features

How to Access the Discussion Board

The Discussion Board can be accessed from:

- the Course Menu / Discussions or
- the Course Menu / Tools / Discussion Board or
- the Control Panel / Course Tools / Discussion Board

In our example, the Discussion Board will be accessed from the Discussions Content Area

NOTE: To learn how to create a Forum and/or how to add a Thread, please see the following video tutorials:

- Creating a Discussion Board Forum
- Adding a Discussion Board Thread
To view / manage previously created **Forums**, select **Discussions**.
If desired, hide the **Main Course Panel** by placing the mouse arrow in the space to the right of the Course Menu.

When the left-pointing arrow appears, click on it.
Examples of previously created **Discussion Board Forums**
To see the desired **Forum Menu Options**, mouse over the Forum thread and select the downward pointing arrow.
**Forum Menu Options**

**Discussion Board**
*Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. More Help*

<table>
<thead>
<tr>
<th>Create Forum</th>
<th>Search</th>
</tr>
</thead>
</table>

- Introduce Yourself: Please introduce yourself to the course. You can include any information you think is relevant or interesting.
- Week 1 Questions: You must post at least one question each week.

<table>
<thead>
<tr>
<th>Forum</th>
<th>Description</th>
<th>Total Posts</th>
<th>Unread Posts</th>
<th>Total Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro</td>
<td></td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Week 1 Questions</td>
<td></td>
<td>5</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>

From the **Discussion Board** page you can:
- **Search**
- **Open**
- **Edit**
- **Manage**
- **Copy**
- **Delete**

Forums
To edit a previously created forum, select:

- **Edit**
To manage a previously created forum, select **Manage**.

By selecting **Manage**, one can “Modify a course member’s forum role by selecting a new role in the forum role select menu” (See next slide).

*(from Blackboard Manual)*
The **Manage Forum Users** Page

Mouse over to the desired student’s last name for the drop down menu option button to appear.

**Caution**: Changing a student’s role will change the student’s privileges.
Possible Forum Roles

Manager: A Forum Role that grants all privileges.

Builder: A Forum Role appropriate for a user to manage the Forum/Course without having access to Student grades.

Moderator: A Forum Role that grants Participant privileges as well as the ability to edit, delete, and lock posts. If a Moderation Queue is used, the Moderator may also approve or reject posts for publication.

Grader: A Forum Role that grants the user Participant privileges as well as the Grading privileges for the Forum.

(from Blackboard Manual)
Possible Forum Roles (continued):

**Participant:** A Forum Role that grants the user read and write privileges in the Forum.

**Reader:** A Forum Role that grants the user the rights to read the contents of a Forum. Users with this role may only view content and cannot add or respond to posts.

**Block user from forum:** A Forum Role that blocks the user from accessing the Forum.

(from Blackboard Manual)
To change a user’s role, select the desired **Forum Role** for course user.
To copy a forum, select **Copy**.
To delete a previously created forum, select **Delete**.
The **Search** tool allows you to search one or more Forums. To view the expanded **Search** tool, select **Search**.
You can search by **Words** (only) or **Dates** or by Both **Words** and **Dates**.
In our example we will search for the word **Textbook**.

Type the desired word in the search box.
Select the desired location to search in and
Then select **Go**.

**NOTE:** Do not select **Search**, otherwise the search menu closes without executing the search.
I do have a question, I'm confused about what the textbook is referring to on page 21 when it talks about...

Is it possible to use the previous version of the textbook?

Search Results for the word, Textbook.
Read Messages can be marked as Unread. Unread Messages can be marked as Read.
Search Results: "textbook"

Users can collect posts into a printable, sortable format. Collections are a good way to organize posts for quick reading. A Collection must be created to tag posts. More Help.

Print Preview

Select: All None  Mark □
Sort by: Date of Last Post  Order: Descending

Thread: Chapter One Thread  Posted Date: June 28, 2013 10:38 AM
Post: RE: Chapter One Thread  Edited Date: June 28, 2013 10:42 AM
Author: June Chi  Status: Published

Is it possible to use the previous version of the textbook?

Tags: None

Reply  Quote  Mark as Read

Thread: Chapter One Thread  Posted Date: June 28, 2013 10:33 AM
Post: RE: Chapter One Thread  Status: Published
Author: Catherine Cook

I do have a question. I'm confused about what the textbook is referring to on page 21 when it talks

Should you want to print the Search Results postings, select Print Preview.
Select **OK**.
To return to the **Discussion Board** page, select **OK**.
On the Discussion Board page you can view the **Total Posts**, **Unread Posts**, and **Total Participants**.
Forum Page Options

Discussion Board
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. More Help

Now that we have seen some of the Discussion Board options, we are going to explore some of the Forum page options.
Select a **Forum**.
We are now at the Week 1 Questions Forum page.

There are two threads, Chapter One Thread and Chapter Two Thread.
On a Forum page, you can:

- **Create Thread** Users can create new Threads if the Forum is set to allow users to add new Threads and the Threads are not being graded.
- **Grade Discussion Forum** Opens the **Grade Thread Users** page displaying users. Click the **Grade** function to view a user's threads and assign a grade.
- **Set the Thread Actions** to allow students to view or post responses
  
  **Collect** a Thread's posts onto one page where they can be sorted, filtered, or printed. Tags can only be added to posts that have been added to a collection.
- **Delete** a Thread

**NOTE**: You must first select a Thread (click on the check box) before you can **Collect** or **Delete** a Thread.
NOTE: You must first select a Thread (click on the check box) and scroll over Thread Actions to:

- **Mark as Read** will mark selected messages as “Read” and cause the font to return to normal.
- **Mark as Unread** will mark selected messages as “Unread” and cause the font to appear in bold.
- **Set / Clear Flag** places small red flag next to the selected message to mark the message as important or in need of further action.
- **Publish** allows other people to read and respond to the Thread
- **Hide** and **Make Unavailable** both hide the Thread from view, usually to make room for the most recent posts in an active forum.
- **Lock / Unlock** allows students to view, but not post to a thread.

In the following example, we will lock a thread.
Locking a Thread

A **locked thread** is "a thread that is visible for reading but cannot be modified. Users may not post to a locked thread." *(Blackboard Manual)*

Some instructors lock a thread after the deadline for submitting posts has passed.

In this example, we are going to **Change a Thread’s Status** from **Published** to **Locked**.
To lock a thread, select

- the checkbox to the left of the thread and scroll over **Thread Actions**
  or
- the **Menu** next to the thread.
Select **Lock**.
The **Thread** is now locked. Users can read the **Thread’s** post but cannot post to the Thread.

You can unlock a thread by selecting **Unlock** from:

- **Thread Actions** or
- The **Thread’s Menu**
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