

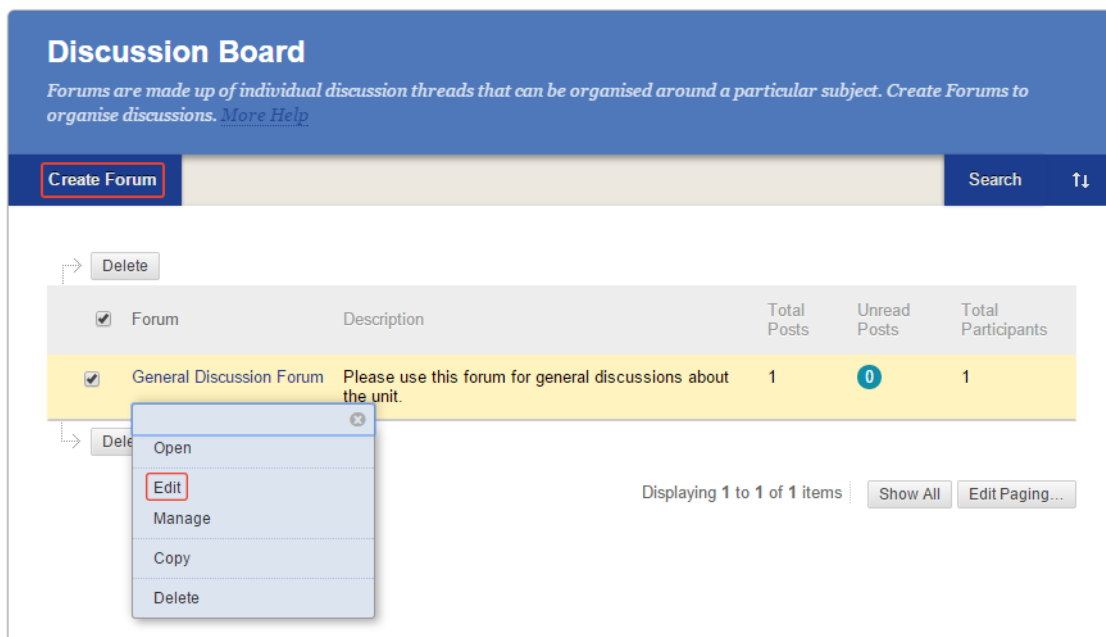
## Discussion board

A **discussion board** contains one or more forums. A **forum** is an area where users discuss a topic or a group of related topics. Typically, within each forum, users can access multiple threads. A **thread** includes the initial **post** and any subsequent replies.

The discussion board is commonly accessed from the site menu, although you can provide a link to it elsewhere, such as in a content area.

Just as it is critical that you plan and structure your unit content, you need to provide structure for online discussions as well. Forums allow you to group related discussions and help your students stay on task. You must first create one or more forums before users can start message threads.

The Learning Site's discussion board contains one default forum – General Discussion Forum. If desired, you can edit the name, description, availability and settings for this forum to meet your needs. To do this hover your mouse over the forum's name on the Discussion Board page, select the downwards arrow and choose **Edit**. You can also add additional forums of your choosing by selecting the **Create Forum** button at the top of the page.



**Discussion Board**

Forums are made up of individual discussion threads that can be organised around a particular subject. Create Forums to organise discussions. [More Help](#)

[Create Forum](#) Search ↑

<input checked="" type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Total Participants
<input checked="" type="checkbox"/>	General Discussion Forum	Please use this forum for general discussions about the unit.	1	0	1

Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

The screenshot shows a context menu open over the 'General Discussion Forum' row, with the 'Edit' option highlighted. The menu also includes 'Open', 'Manage', 'Copy', and 'Delete' options.

## Adding a forum to the discussion board

When the **Create Forum** button is selected, the **Create Forum** page opens. Here you will need to give the forum a name and description, specify its availability to students (specifying a time period for the forum to appear) and configure its settings. The common settings that you may consider include:

- Viewing Threads/Replies: You can change the forum so that a student must create a thread prior to accessing other threads in the forum.
- Grade: You may make student participation in a forum or thread assessable. Enabling a grade will automatically change some settings accordingly.
- Subscribe: Allowing members to subscribe to the forum (or its threads) will send them an email notification whenever any forum thread (or subscribed thread) has a new post or reply.
- Create and Edit: Consider whether you want authors to be able to post anonymously, delete or edit their own posts, create new threads, allow attachments to posts or whether posts must be moderated before being published.
- Additional Options: Allowing members to tag or rate each others posts.

### Create Forum

*Forums are made up of individual discussion threads that can be organised around a particular subject. Create Forums to organise discussions. [More Help](#)*

*\* Indicates a required field.*

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**FORUM INFORMATION**

*\* Name*

Description

Paragraph | Arial | 3 (12pt)

*(Rich text editor toolbar icons)*

Path: p Words:0

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**FORUM AVAILABILITY**

Available  Yes  No

Enter Date and Time Restrictions

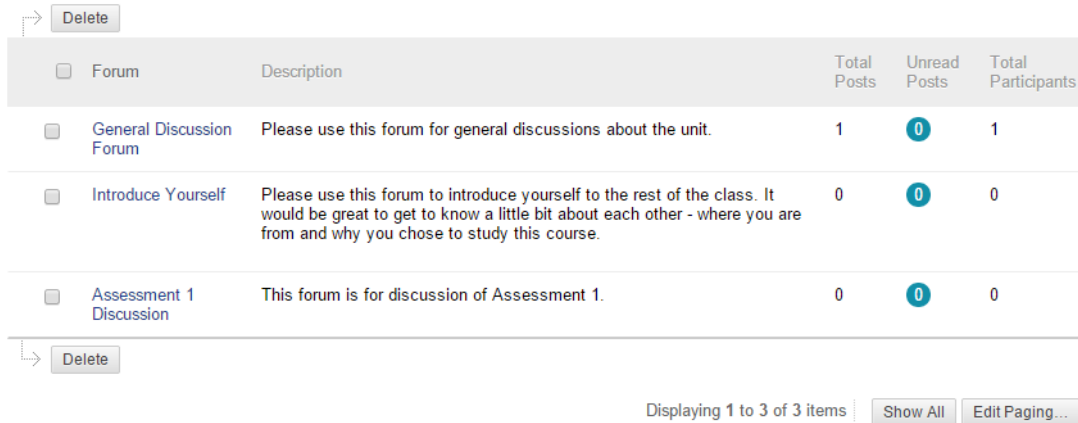
Display After

*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

The following image shows the main **Discussion Board** page and a list of the forums and their descriptions. Columns also appear for total posts, unread posts, and total participants for each forum. Click a forum title to enter the forum and read the posts.



<input type="checkbox"/> Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/> General Discussion Forum	Please use this forum for general discussions about the unit.	1	0	1
<input type="checkbox"/> Introduce Yourself	Please use this forum to introduce yourself to the rest of the class. It would be great to get to know a little bit about each other - where you are from and why you chose to study this course.	0	0	0
<input type="checkbox"/> Assessment 1 Discussion	This forum is for discussion of Assessment 1.	0	0	0

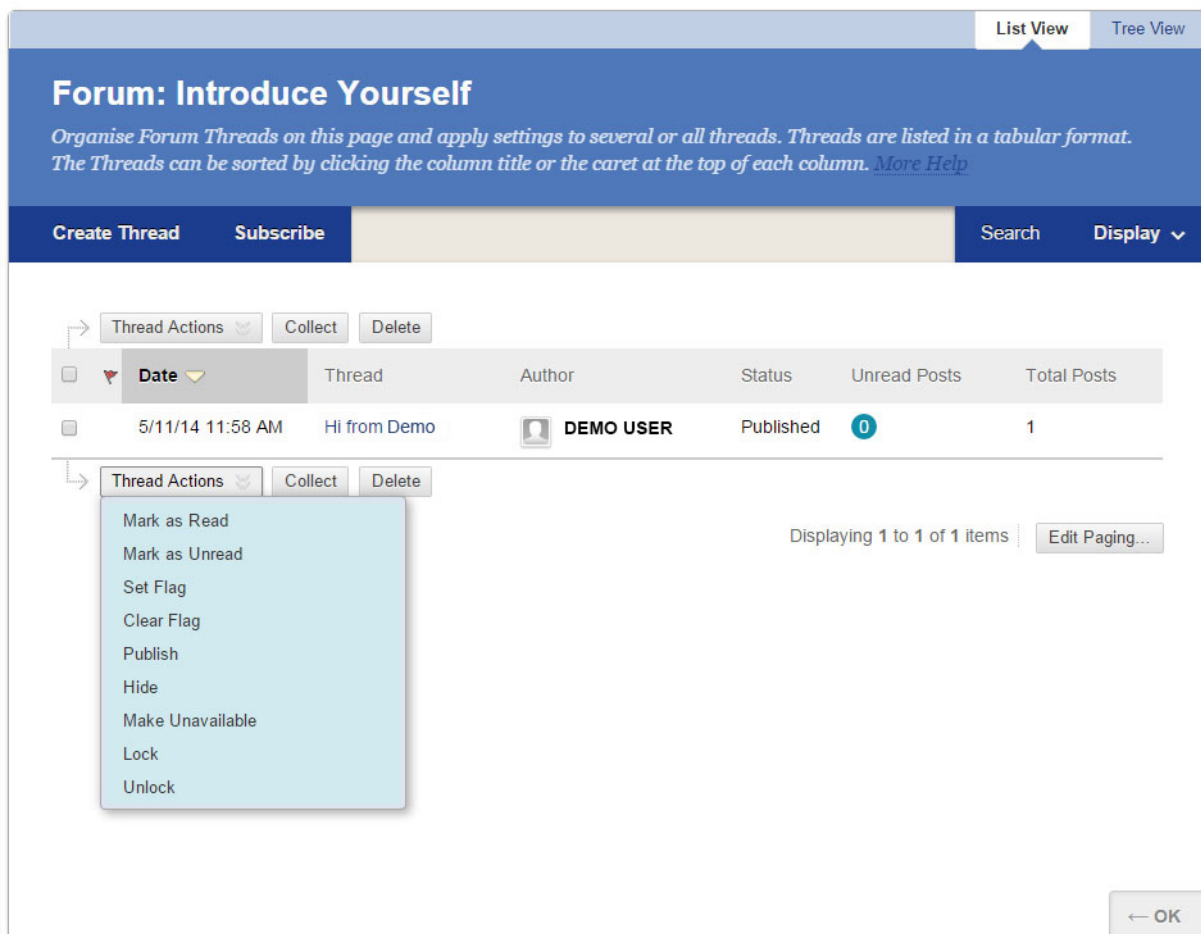
Displaying 1 to 3 of 3 items | [Show All](#) [Edit Paging...](#)

You can use the discussion board tool in a variety of ways. For example, you can choose to control the discussion forum by choosing the forum settings that allow you to create all of the threads yourself, moderate the posts, and mark the posts. Or, if you want more of a student-led discussion, you can choose forum settings that allow students to create new threads, edit their own posts, and post anonymously.

Optionally, use the content editor to format text and include images, multimedia, mashups, and attachments to the forum's description. You may also choose to enable grading for forums and threads.

## The Forum page

Clicking on the forum name displays the **Forum** page showing all of the threads that have been added to date, as well as buttons to allow the creation of new threads and subscription to threads (if enabled). For each thread there is information regarding when the thread was created, who created it, whether there are any posts you have not yet read and how many posts the thread contains. There are also additional thread actions that can be performed, including mark as read (or unread), hide, make unavailable and lock/unlock. The thread can also be deleted here.



**Forum: Introduce Yourself**

Organise Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread    Subscribe    Search    Display ▾

Date	Thread	Author	Status	Unread Posts	Total Posts
5/11/14 11:58 AM	Hi from Demo	DEMO USER	Published	0	1

Thread Actions ▾    Collect    Delete

- Mark as Read
- Mark as Unread
- Set Flag
- Clear Flag
- Publish
- Hide
- Make Unavailable
- Lock
- Unlock

Displaying 1 to 1 of 1 items    Edit Paging...

← OK

## The Thread page

Clicking on the name of the thread shows the **Thread** page with the original post and any subsequent replies, allowing you to reply, reply with a quote of the post, edit or delete the post/reply. **Message Actions** allowed include marking the thread as read or unread. You can also use the **Expand All/Collapse All** to change between a full view of the thread and a collapsed view, where only the subjects for each post are displayed.



**Demo User** 5 minutes ago


**Hi from Demo User**

Hi

My name is Demo and I am studying externally from Brisbane. I chose to study this course because I want to work in the industry doing work that is both challenging and intellectually stimulating.

Are there any other students from Brisbane? I would love to get a local study group together. I live in West End.

[Reply](#)



**TEST USER** 3 minutes ago

**RE: Hi from Demo User**

Welcome Aboard Demo!

I trust that you will enjoy the unit.

All external students should feel free to form study groups, they will certainly help as we get busier and when preparing for the final exam.

As you know from the UIG, there will be some assessable group work coming up too, but those groups need to be randomly allocated. We will run some Collaborate sessions where these groups can work together regardless of where individual group members are located.

[Reply](#) [Quote](#) [Edit](#) [Delete](#)

Select: [All](#) [None](#)


[Message Actions](#) [Expand All](#) [Collapse All](#)

## Replying to posts

In order to reply to a post, select the **Reply** option (if you want to quote part of the original post in your reply, **Quote** can be selected). This will open a content editor which will allow you to add text, image, multimedia and mashups as required, as well as attach files. Once your reply is completed, select **Submit** to post your reply to the thread or **Save Draft** to save the reply without posting (so you can return to the task later).

**Reply**

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 **Demo User** 1 minute ago  
**RE: Hi from Someone**  
Hi Someone


I am really looking forward to studying his unit. It looks from the study guide like we will be covering some really interesting and important topics.

*\* Indicates a required field.*

Cancel Save Draft **Submit**

*\* Subject*

Message



Path: p Words:0

Attach File

Cancel Save Draft **Submit**

## Further information

[Set Up Discussions](#) from Blackboard Help.

[Create Forums](#) from Blackboard Help.

[Create Threads](#) from Blackboard Help.

[Manage Discussions](#) from Blackboard Help.

[Moderate Discussions](#) from Blackboard Help.

How to Create Discussion Board Forums – Blackboard video on YouTube: [Watch Video](#)

How to Use Blackboard Discussions – Blackboard video on YouTube: [Watch Video](#)

Blackboard Learn Quick Hit Video: Discussions – Blackboard video on YouTube: [Watch Video](#)