

# Adding a Discussion Board

To conduct discussion outside of class time, use the Blackboard Discussion Board Tool. It can serve as an academic (assessment) tool, it can be social or utilitarian.

1. Open the course where the Discussion Board will be added, then click control panel
2. Click **Discussion Board**, from the **Course Tools** module

The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with the Blackboard logo, the URL 'my.northwood.edu', and a 'Password Reset' button. Below this is a course-specific header: 'MAM\_STUDEMOCRS: Student Demo Course - Campus DemoFac (Instructor)'. The main content area is divided into several sections:

- Content Areas:** Includes links for 'Syllabus', 'Course Information', 'Assignments', and 'Help Tools and Links'.
- Course Tools:** This section is circled in black. It contains a list of tools including 'Announcements', 'Link Checker', 'Turnitin Assignments', 'Collaboration', and 'Discussion Board'. A red arrow points to the 'Discussion Board' link.
- User Management:** Includes 'List / Modify Users' and 'Manage Groups'.
- Assessment:** Includes 'Test Manager', 'Survey Manager', 'Grade Center', 'Performance Dashboard', 'Pool Manager', and 'Early Warning System'.
- Help:** Includes 'Support' and 'Manual'.
- Course Options:** Includes 'Manage Course Menu', 'Course Design', 'Manage Tools', 'Settings', 'Course Copy', 'Import Package', 'Export Course', and 'Archive Course'.

At the bottom of the page, there is a copyright notice: '© 1997-2008 Blackboard Inc. All Rights Reserved. U.S. Patent No. 5,988,138. Additional Patents Pending. Accessibility information can be found at http://access.blackboard.com.'

# Adding a Discussion Board

3. Click the name of the course

The screenshot shows the 'Discussion Boards' page for the course 'MAM\_STUDEMOCRS'. The page has a blue header with the university logo and navigation links. Below the header, there is a breadcrumb trail: 'STUDENT DEMO COURSE (MAM\_STUDEMOCRS) > CONTROL PANEL > DISCUSSION BOARD > DISCUSSION BOARDS'. The main content area is titled 'Discussion Boards' and contains a table with the following data:

| Discussion Board               | Forums | Participants | Posts |
|--------------------------------|--------|--------------|-------|
| <a href="#">MAM_STUDEMOCRS</a> | 2      | 2            | 5     |

A red arrow points to the course name 'MAM\_STUDEMOCRS' in the table. Below the table is an 'OK' button. At the bottom of the page, there is a 'Content Frame' placeholder.

4. Click +Forum (Add Forum)

The screenshot shows the 'Discussion Board' page for the course 'MAM\_STUDEMOCRS'. The page has a blue header with the university logo and navigation links. Below the header, there is a breadcrumb trail: 'STUDENT DEMO COURSE (MAM\_STUDEMOCRS) > CONTROL PANEL > DISCUSSION BOARD'. The main content area is titled 'Discussion Board' and contains a table with the following data:

| Display Order | Forum                                             | Total Posts | Unread Posts | Total Participants | Grade | Modify | Manage | Remove | Copy |
|---------------|---------------------------------------------------|-------------|--------------|--------------------|-------|--------|--------|--------|------|
| 1             | <b>Using the Discussion Board</b>                 | 3           | 3            | 1                  |       |        |        |        |      |
| 2             | <b>Add discussion topic subject or title here</b> | 2           | 0            | 1                  |       |        |        |        |      |

A red arrow points to the '+ Forum' button in the top left corner of the table. Below the table, there is an 'OK' button. The second row of the table contains instructions for adding a new thread and a sample discussion board rubric.

# Adding a Discussion Board

## 5. Complete Add Forum screen

my.northwood.edu

STUDENT DEMO COURSE (MAM\_STUDEMOGRS) > CONTROL PANEL > DISCUSSION BOARD > ADD FORUM

### Add Forum

**1 Forum Information**

Name  **a**

Description

Include topic question

Also consider adding

Graded/Not Graded notation  
Etiquette rules/policy for posts  
Depth/Breadth of Responses--connect to rubric and sample posts  
Due date--Date/Time Restrictions

**2 Forum Availability**

Available  Yes  No

Choose date and time restrictions

Display After  Display Until

Dec 11 2008 02 05 PM Dec 11 2008 02 05 PM **c**

Path: body > a

- Add discussion title/topic
- Add discussion question/topic (also consider adding—especially for a first board in a class—if the board will be graded or not, etiquette rules for posts, depth and breadth of responses tie to rubric with examples, any time and date restrictions, rules of posting—edit or not, how to begin.
- Select availability options. Yes, make the board available. If the display after and display until are left in their default settings they have no effect on the discussion board. It will remain available the length of the course.

# Adding a Discussion Board

## d. Choose Forum Settings

The screenshot shows the Blackboard forum settings page for my.northwood.edu. The page is divided into sections: Forum Availability, Forum Settings, and Submit. Callout boxes labeled with letters point to specific settings:

- a**: Points to the "Allow anonymous posts" checkbox.
- a**: Points to the "Only posts with no replies" radio button.
- h**: Points to the "Allow author to remove own posts" checkbox.
- h**: Points to the "Allow post tagging" checkbox.
- i-j-k**: Points to the "Allow users to reply with quote" checkbox.
- n**: Points to the "Allow file attachments" checkbox.
- n**: Points to the "Allow members to create new threads" checkbox.
- m**: Points to the "Allow members to rate posts" checkbox.
- o**: Points to the "Grade Forum: Points possible" input field.
- p**: Points to the "Submit" button.

- e. If selected, allows students to post anonymously
- f. If selected, allows students to remove their posts completely after they've added them to the board, or only the option to remove posts that have no replies
- g. If selected, allows students to submit a post and then re-open it to edit (if graded, not typically recommended)
- h. If selected, text references can be added to posts of particular interest. (yes, typically recommended)
- i. Yes, allow users to reply with quote
- j. Yes, allow file attachments
- k. Yes, allow members to create new threads
- l. Subscribing to a thread or forum generates an email to the subscriber each time a new post is added to the board. How much information is in the email can be augmented for forum subscriptions.
- m. Rating posts creates a star system 1 – 5 that students can add to another student's post indicating – whatever criteria is set by faculty member, i.e., relevance, new thought, well written, well supported, etc.
- n. Force moderation delivers each post for review by the board manager—which is usually the instructor—before being added to the discussion.
- o. Grading – grade forum automatically creates a grade center column.
- p. Click Submit to add Discussion to course.

# Adding a Discussion Board

## 6. Discussion Forum instructor view from Control Panel

my.northwood.edu

STUDENT DEMO COURSE (MAM\_STUDEMOCRS) > CONTROL PANEL > DISCUSSION BOARD

Discussion Board

Forum

| Display Order | Forum                                             | Total Posts | Unread Posts | Total Participants | Grade |        |        |        |      |
|---------------|---------------------------------------------------|-------------|--------------|--------------------|-------|--------|--------|--------|------|
| 1             | <b>Using the Discussion Board</b>                 | 3           | 3            | 1                  |       | Modify | Manage | Remove | Copy |
| 2             | <b>Add discussion topic subject or title here</b> | 2           | 0            | 1                  |       | Modify | Manage | Remove | Copy |
| 3             | <b>Add Discussion Topic Here</b>                  | 0           | 0            | 0                  |       | Modify | Manage | Remove | Copy |

OK

- Total posts, Unread Posts, Total Participants—easily identify usage
- Grading Icon, grading discussion can be initiated by clicking this icon
- Modify – change discussion settings, description, availability
- Manage – assign students different levels of authority to manage a discussion or to be blocked from a discussion
- Remove – removes discussion from course
- Copy – copy discussion to another course area

# Adding a Discussion Board

## 7. Student view of discussion forum.

The screenshot shows the student view of a discussion forum on my.northwood.edu. The interface includes a navigation menu on the left, a top header with user options, and a main content area with a table of forum topics. Callout boxes 'a', 'b', and '7' highlight specific elements.

**a** points to the 'Discussion Board' link in the left navigation menu.

**b** points to the 'Communication' link in the 'Tools' section of the left navigation menu.

**7** points to the 'Add Discussion Topic Here' link in the forum table.

| Forum                                                        | Total Posts | Unread Posts | Total Participants | Grade | Modify | Manage | Remove | Copy |
|--------------------------------------------------------------|-------------|--------------|--------------------|-------|--------|--------|--------|------|
| 1 <a href="#">Using the Discussion Board</a>                 | 3           | 3            | 1                  | 8     |        |        |        |      |
| 2 <a href="#">Add discussion topic subject or title here</a> | 2           | 0            | 1                  | 8     |        |        |        |      |
| 3 <a href="#">Add Discussion Topic Here</a>                  | 0           | 0            | 0                  | 8     |        |        |        |      |

**Note:** If the discussion board is not a link from the course menu (a), direct to students to the discussion board by first clicking Communication (b) from the Tools box and then Discussion Board on the next screen.

FYI: Students will click the discussion forum title to open the board, and on the next screen click +Thread to add their comments.