

Blackboard Discussion Board Quick Guide

What is a Discussion Board?

A **Discussion Board** is an asynchronous communication tool that allows students to collaborate with others through posting or answering questions. Students respond to a discussion board forum topic by creating a thread, or replying to an existing thread. Faculty can create a **course discussion board** forum where all students can participate and contribute to the discussion, or a **group discussion board** where only members of a particular group can access it. Faculty can determine whether or not to enable grading for each discussion board forum. Discussion boards can only be viewed from Blackboard and are not publically accessible. A **discussion board** can also be referred to as a forum, message board, or bulletin board.

Creating a Discussion Board Forum


1. From the Control Panel, click **Course Tools**
2. Click **Discussion Board** (Faculty can create a Discussion Board link to display as part of the Course Menu)
3. Click **Create Forum**
4. On the **Create Forum** page, provide a forum name and description
5. Set **Forum Availability** to 'Yes'
6. Establish **Forum Settings**
 - a. Viewing Threads/Replies – Set to **Standard View** or **Participants must create a thread in order to view other threads in this forum**
 - b. Grade - Set to **No Grading in Forum**, **Grade Discussion Forum** (provide points possible), or **Grade Threads**. (If using a Rubric, see the Blackboard Rubrics Quick Guide)
 - c. Alignments – Set **Forum alignments** or **Thread alignments**
 - d. Subscribe – Set **Do not allow subscriptions**, **Allow members to subscribe to threads**, or **Allow members to subscribe to forum**
 - e. Create and Edit — **Allow Anonymous Post**, **Allow Author to Delete Own Posts**, **Allow Author to Edit Own Published Posts**, **Allow Members to Create New Threads**, **Allow File Attachments**, **Allow Users to Reply with Quote**, or **Force Moderation of Posts**
 - f. Additional Options – Set **Allow Post Tagging** or **Allow Members to Rate Posts**
7. Click '**Submit**'

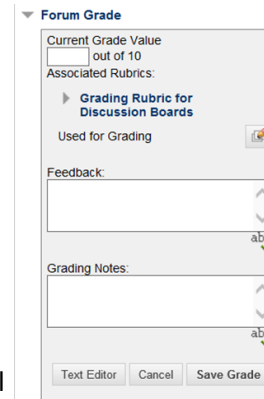
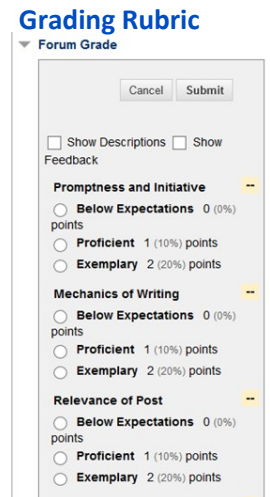
3. Forum Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies	<input checked="" type="radio"/> Standard View <input type="radio"/> Participants must create a thread in order to view other threads in this forum. <i>If participants are required to create threads in order to view other threads in the, anonymously. Those options will be set for you automatically.</i>
Grade	<input checked="" type="radio"/> No Grading in Forum <input type="radio"/> Grade Discussion Forum: Points possible: <input type="text"/> <input type="radio"/> Grade Threads
Alignments	<input type="radio"/> Forum alignments <input checked="" type="radio"/> Thread alignments
Subscribe	<input type="radio"/> Do not allow subscriptions <input type="radio"/> Allow members to subscribe to threads <input checked="" type="radio"/> Allow members to subscribe to forum <input type="radio"/> Include body of post in the email <input checked="" type="radio"/> Include link to post
Create and Edit	<input type="checkbox"/> Allow Anonymous Posts <input type="checkbox"/> Allow Author to Delete Own Posts <input type="radio"/> All posts <input checked="" type="radio"/> Only posts with no replies <input type="checkbox"/> Allow Author to Edit Own Published Posts <input checked="" type="checkbox"/> Allow Members to Create New Threads <input checked="" type="checkbox"/> Allow File Attachments <input checked="" type="checkbox"/> Allow Users to Reply with Quote <input type="checkbox"/> Force Moderation of Posts

Grading a Discussion Board Forum

1. If grading for the discussion board has been enabled, from the Control Panel, click **Course Tools**
2. Click **Discussion Board**
3. Click on the Discussion Board forum to grade
4. Click on **Grade Discussion Forum**
5. Determine the student you would like to grade, and click on the **Grade** button
6. After reading the student's original post and comments on the page, click **Edit Grade** under **Forum Grade**
7. If a rubric has been used, click **Grading Rubric for Discussion Boards**
8. Grade according to level of accomplishment for each category. The total score will be automatically tabulated. Click **Submit**
9. If appropriate, enter comments to the student under **Feedback**
10. If appropriate, enter notes under **Grading Notes** (notes can only be seen by the course instructor)
11. Click the **Save Grade** button
12. To grade the next contributor, either click on the forward/backward  button below the **Save Grade** button, or select the name of another contributor. Otherwise, scroll to the bottom of the page and click on the **OK** button

Choosing from Blackboard's Communication Tools

	Discussion Board	Blog	Wiki	Journal
Pedagogical Intent	Promote a threaded conversation, enrolled users (students) reply to forum topic/question, post comments on others' postings, discussion can continue	Share information, current thoughts and reflections. Students can post one comment at a time to a blog post (in course blogs, all students can contribute to the conversation)	Create a collaborative document. Students are expected to contribute and/or revise content	Post personal reflections on course topics/experiences. Only individual students can post entries, and only faculty can comment
Organization / Display	Threads and replies / Public within a Blackboard course	Posted entries are in reverse chronological order / Public within a Blackboard course	Single document, wiki page, can add new wiki pages, can link to other wiki pages / Public within a Blackboard course	Posted entries are in reverse chronological order / Private within a Blackboard course
Grading (optional for all)	Initial posts and all replies within a forum	Post(s) - original thoughts, but not comments	Contributions over time to wiki pages: words modified and pages saved	Post(s) only
Accessed from the course menu or any content area	Yes	Yes	Yes	Yes
Can be utilized within Groups	Yes	Yes	Yes	Yes