General Tip: Using Blackboard Discussion Boards

The Discussion Board is a communication tool that can be used to enhance a Blackboard unit or community site. Conversations are grouped in threads that contain a main posting and all related replies. The Discussion Board Forum page is the first page accessed when the Discussion Board link is clicked from the Instructor Control Panel.

For Lecturers/Tutors:
Adding a Forum

From Control Panel:

1. Click on Discussion Boards link in the Content Area section. Click on Add Forum button.
2. Fill in the Title and Description fields.
3. Scroll down to the bottom of the page and click the Submit button.

For Students (and Lecturers/Tutors):
Read/Respond to a Thread

1. Click on the Discussion Board button, or the Discussion Boards link in the Communication section.
2. Click on the name of the Forum.
3. Click on the name of the thread or comment to read.
4. Click on the Reply button.
5. Fill in the Message field.
6. Scroll down to the bottom of the page and click the Submit button.

Create a new Thread

1. Click on the Discussion Board button, or the Discussion Boards link in the Communication section.
2. Click on the Add Thread button.
3. Fill in the Title and Description fields.
4. Scroll down to the bottom of the page and click the Submit button.

Viewing Options

To view multiple messages on one screen:
1. Click on the **Show Options** tab on the right side of the screen (just above the
time/date stamps).
2. Click the **Select All** button
3. Click the **Collect** button
4. Scroll down the page to read all the messages.