



Using Discussion Boards

Access Forums • Create Posts • Text Box Editor • Additional Features

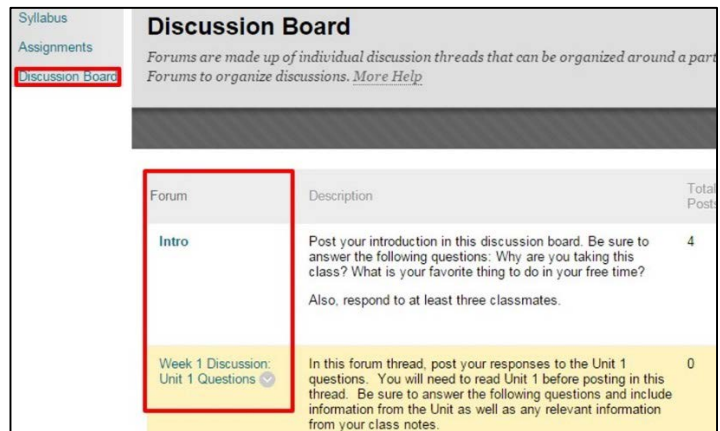


Discussion Boards let you communicate with your instructor and with other students in your course. Discussion Board conversations are organized into *Forums*, *Threads*, and *Messages*. A forum is a series of threads on an overall topic; each thread within a forum contains a main posting and all the related replies. Each reply message is an individual contribution to the conversation.

Access Discussion Boards

1. Find the **Discussion Board** in your Blackboard course site.

Note: Your instructor may have a link to the Discussion Board in your course menu, or the link may appear on the page when you choose something else from the course menu.



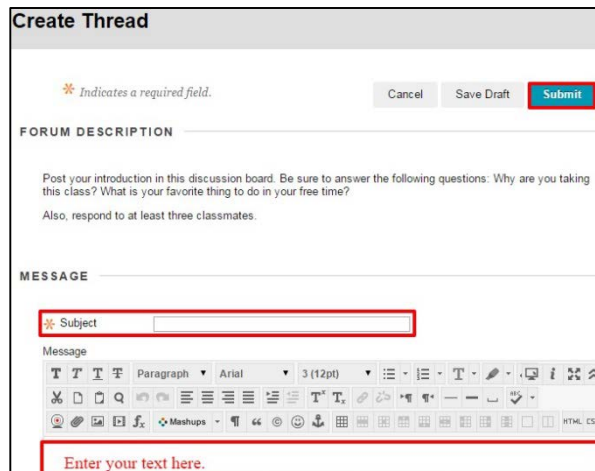
2. The Discussion Board page lists the name and description of each Forum, as well as information on the number of total and unread posts. Click on a Forum name to view existing posts or create new posts.

Create Posts

You can reply to threads that have already been posted, or you can start a new thread—if your instructor has enabled this option.

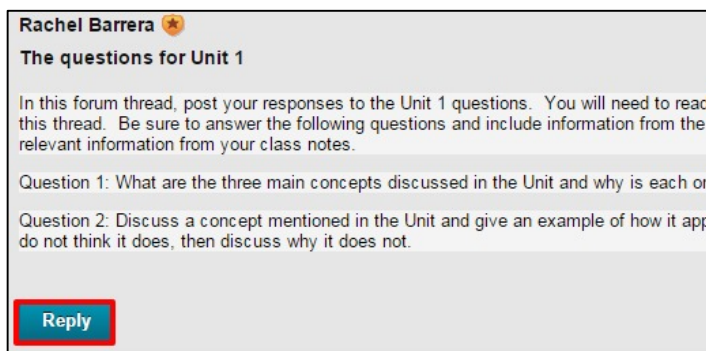
Start a new thread:

1. Click the **Create Thread** button.
2. Enter a subject for the new thread and then type your message in the text box. You may also attach a file to your post if you would like.
3. Click **Submit** to post the new thread.



Reply to an existing thread:

1. Click the name of a thread to display the post and all replies.
2. To add a reply, click **Reply**.
3. Type your reply in the **Message** field, and click **Submit**.



Rachel Barrera

The questions for Unit 1

In this forum thread, post your responses to the Unit 1 questions. You will need to read this thread. Be sure to answer the following questions and include information from the relevant information from your class notes.

Question 1: What are the three main concepts discussed in the Unit and why is each or

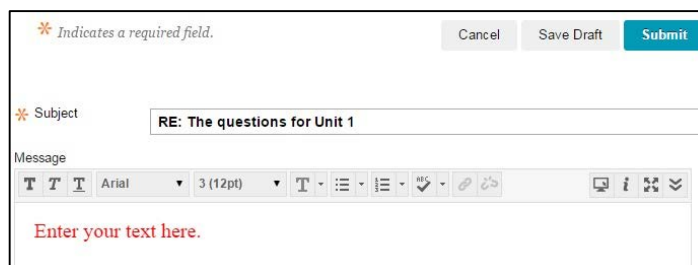
Question 2: Discuss a concept mentioned in the Unit and give an example of how it app do not think it does, then discuss why it does not.

Reply

Text Box Editor

When creating new a discussion board post, the Text Box Editor gives you options for formatting your text. These controls, similar to those found in word processing programs like Microsoft Word, let you:

- format your text (such as **bold** or *italics*).
- adjust the alignment (do you want your text centered or aligned to the left?).
- create bulleted or numbered lists.
- change the text color.
- insert hyperlinks.



* Indicates a required field.

Cancel Save Draft **Submit**

* Subject

Message

Enter your text here.

Additional Features

Here are some additional options you may see, depending on the discussion board settings:

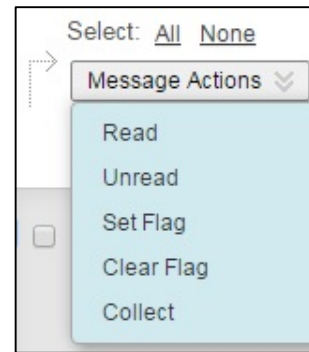
- **Grading Information:** This button appears if a discussion board is graded. Click to view your grade and any comments your instructor has written.
- **Subscribe:** This button appears if your instructor has allowed students to subscribe to discussion boards. Click **Subscribe** to get emails from Blackboard when new posts are made.
- **Collect:** Check the box next to multiple threads or posts that you consider related (based on subject, author, etc.) and click **Collect** to view only the selected posts on one screen.

Grading Information

Subscribe

Collect

- **Mark Read:** To mark unread posts as read, check the box next to the post(s) and click **Message Actions > Read**.
- **Mark Unread:** To mark posts as unread, check the box next to the post(s) and click **Message Actions > Unread**.
- **Flag:** Check the box next to one or more posts and click **Message Actions > Set Flag** to flag posts for future reference. To remove flags, check the box next to a flagged post and click **Message Actions > Clear Flag**.



Need more help? Go to ACC's Blackboard support website at <http://go.austincc.edu/blackboard>, call the ACC Helpdesk at 223-INFO (223-4636) or visit the Learning Lab at your nearest campus.