Participating in a Discussion Board



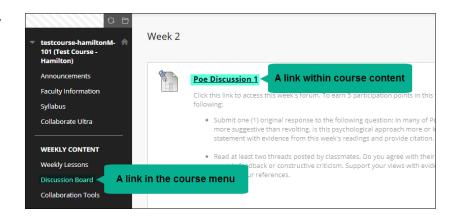
Blackboard Learn

The discussion board is a communication tool that allows students and the instructor to discuss and exchange ideas centered on a specific topic. In a discussion forum, you will view, create, and reply to messages. Participation in a forum is oftentimes a graded activity in a course.

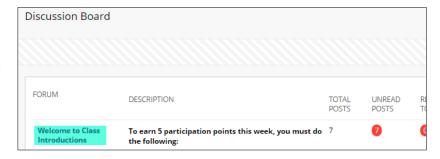
Please remember to use correct grammar and spelling in a discussion board and follow the <u>7 essential rules of</u> netiquette.

HOW TO ACCESS A DISCUSSION FORUM

Students can view and participate in forums by clicking a discussion board link in the course's main menu OR through forum links placed within course content.



The discussion board page will list all available forum links¹ and instructions provided by the instructor. Click on a forum link to view a forum.



ADDING A THREAD TO A FORUM

If your instructor allows you to create your own threads in the forum, you will see a *Create Thread* button at the top of the forum page.

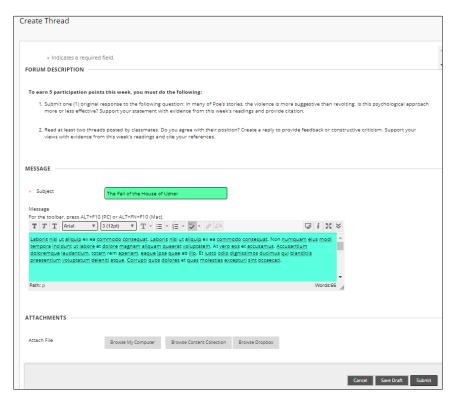
1. Click the **CREATE THREAD** button.



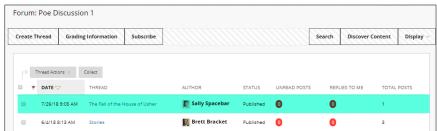
¹ If you do not see the forum to which you want to contribute, contact your instructor immediately.



2. Complete the Message form that appears². To publish the thread, click the form's **SUBMIT** button.



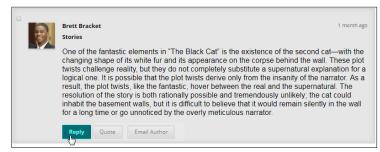
3. If you are successful, you will see the published thread has been added to the forum.



VIEWING AND REPLYING TO A THREAD IN A FORUM

- 1. When viewing a forum, click on the title of a thread.
- 2. Read the thread. Then, click the **REPLY** button.





² When creating a thread or reply that is more than a few sentences long, we recommend typing your message in a word processing program and copying/pasting the text into the discussion post. This will prevent you from losing your work should an internet connection problem occur.



3. In the Message form that appears, type your reply. To publish the reply, click the *Submit* button.



 The reply will be added to the thread's details page, listed underneath the thread it was added to.

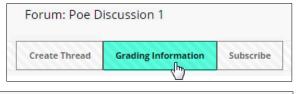


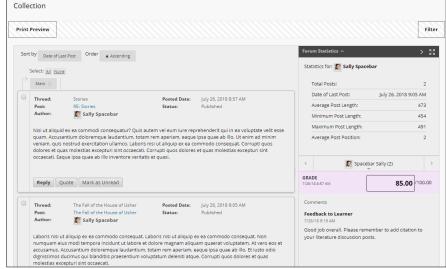
REVIEWING YOUR DISCUSSION ACTIVITY AND GRADES

In a graded discussion forum, you may review your activity and grade by clicking the *Grading Information* button at the top of the forum. You will be taken to a *Collection* page that lists all the threads and replies you contributed to the forum as well as

grade feedback and participation

statistics.

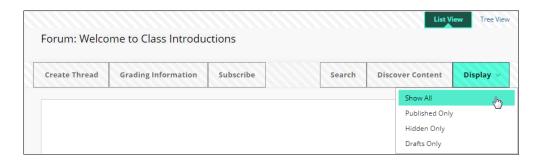






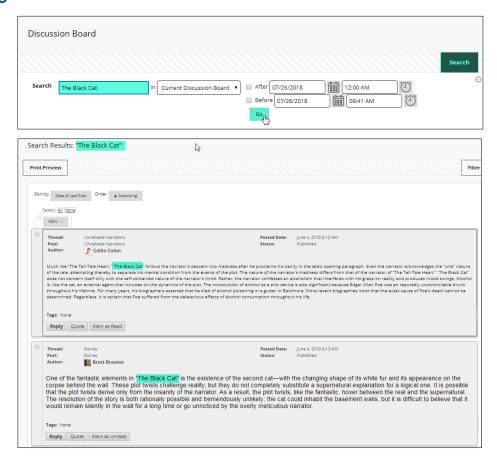
FINDING MISSING THREADS

If you are having trouble viewing or finding threads in a forum, make sure that you are in **LIST VIEW**. In the **DISPLAY** menu, select **SHOW ALL**.



SEARCHING THE DISCUSSION BOARD

On the Discussion Board page and within each forum, you can use the **SEARCH** tool to locate content posted within forums. Type keywords or author names in the search field and select **GO**. A "Search Results" page will list threads that match your search criteria.



SUBSCRIBING TO A FORUM

If you would like to receive an email notification when new threads or replies have been added to a forum, click the forum's **SUBSCRIBE** button. Notifications will be sent to your MATC email address. However, always reply to threads directly within Blackboard.

