

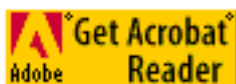
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Use the Discussion Board

[Printable PDF](#)

In this tutorial you will learn how to get to the Discussion Board, then how to add a forum, set options for the forum, and set up a discussion thread.

If you are the instructor for the course, you are automatically an administrator for all forums. You can set up a forum for any topic, and then students can set up a thread within that forum if you allow it in the options area. The Discussion board is designed for asynchronous use, so students do not need to be participating at the same time.

Click on the first link to begin. If you have a question about a particular step, use the index below to go directly to that section of the tutorial.

[Navigating to the Add Forum area](#)

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- [2. Select **Discussion Board**](#)
- [3. Click on the **Add Forum** button](#)

[Adding a forum](#)

- [4. Enter title for forum](#)
- [5. Describe the subject](#)
- [6. Choose desired options](#)
- [7. Select student, click on **Admin** button](#)
- [8. Click on **Submit** button](#)

[Adding a thread](#)

- [9. Click on the title of the forum](#)
- [10. Click on the **Add New Thread** button](#)
- [11. Enter title for thread](#)
- [12. Type a message](#)

[Submitting and checking](#)

13. Click the **Submit** button

14. Click on the title of the message

15. Confirm that the thread added is displayed

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Navigating to the Add Forum area

1. To begin click on the **Control Panel** button. (You may also enter the Discussion Board through the **Communication** button, using the **Discussion Board** link in that area.)

The screenshot shows the Blackboard interface for a course titled "CIT_BLACKBOARD_TUTORIAL". On the left side, there is a vertical menu of buttons: Announcements, Information, Faculty Information, Documents, Assignments, Communication, External Links, Tools, Course Map, and Control Panel. The "Control Panel" button is highlighted with a red rectangular box. A yellow callout bubble with a red border points to this button, containing the text: "To begin click on the Control Panel button." The main content area shows an "Announcements" section with a date of "Thursday, March 15, 2001" and a "Generic Announcement" with the text "This is the page where the announcements appear." and "Posted by JOH".

2. In the Control Panel area, under Course Tools, click on the **Discussion Board** link.

[COURSES](#) > [CIT_BLACKBOARD_TUTORIAL](#) > [CONTROL PANEL](#)

Control Panel

CIT_BLACKBOARD_TUTORIAL: CIT_Blackboard_Tutorial
JOHN Q SMITH, Instructor

CONTENT AREAS

- [Announcements](#)
- [Information](#)
- [Faculty Information](#)
- [Documents](#)
- [Assignments](#)
- [External Links](#)

USER MANAGEMENT

- [Add Users](#)
- [List / Modify Users](#)
- [Remove Users](#)
- [Manage Groups](#)

COURSE TOOLS

- [Course Calendar](#)
- [Tasks](#)
- [Send E-mail](#)
- [Discussion Board](#)
- [Digital Drop Box](#)

ASSISTANCE

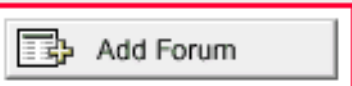
[Peer manager](#) [Course Stati](#)

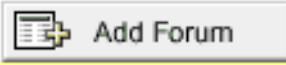
Under **COURSE TOOLS** click on [Discussion Board](#).

3. Click the **Add Forum** button.

[COURSES](#) > [CIT_BLACKBOARD_TUTORIAL](#) > [CONTROL PANEL](#) > [DISCUSSION BOARD](#)

Discussion Board

 **Add Forum**

Click on the  **Add Forum** button.

This discussion board has no forums.
To create a forum, use the *Add Forum* button above.

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Adding a forum

4. In the text field provided, enter a title for the forum.

COURSES > CIT BLACKBOARD TUTORIAL > CONTROL PANEL > DISCUSSION BOARD > ADD FORUM

Add Forum

Title:

Description:

In the text field, enter a title for the forum.

5. In the Description text box, describe the subject of this discussion.

Add Forum

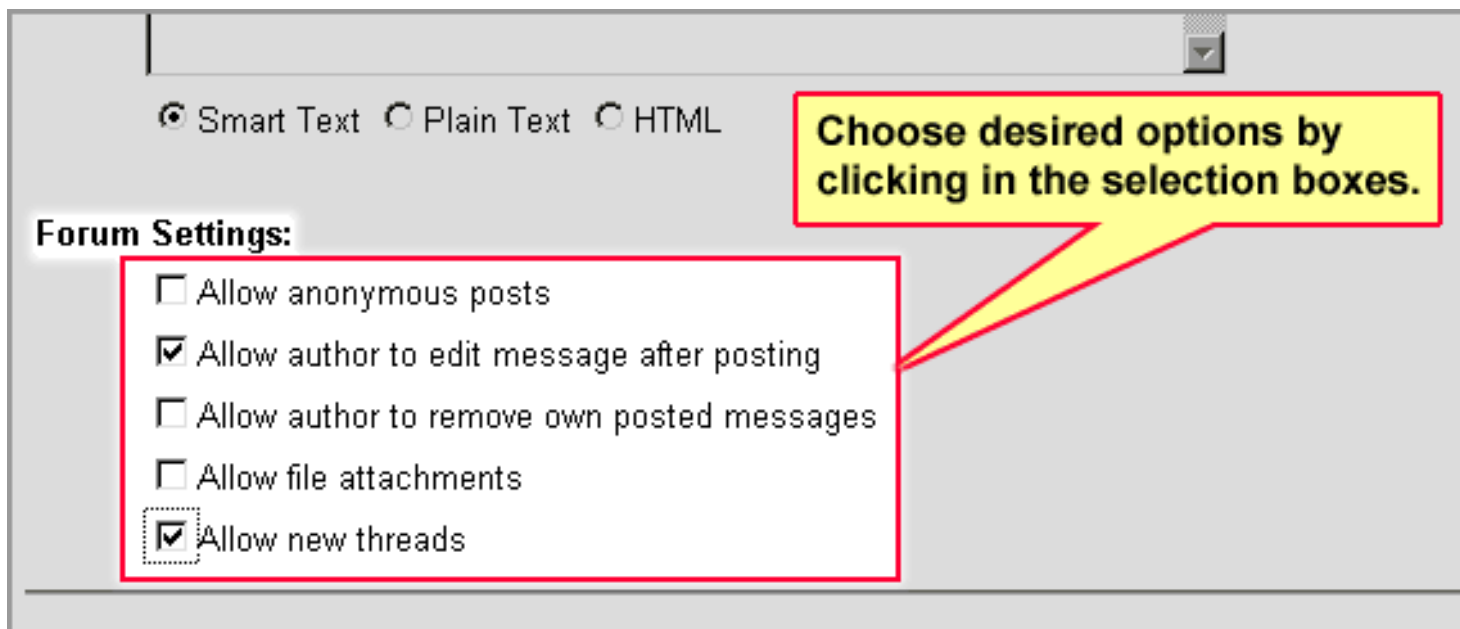
Title:

Description:

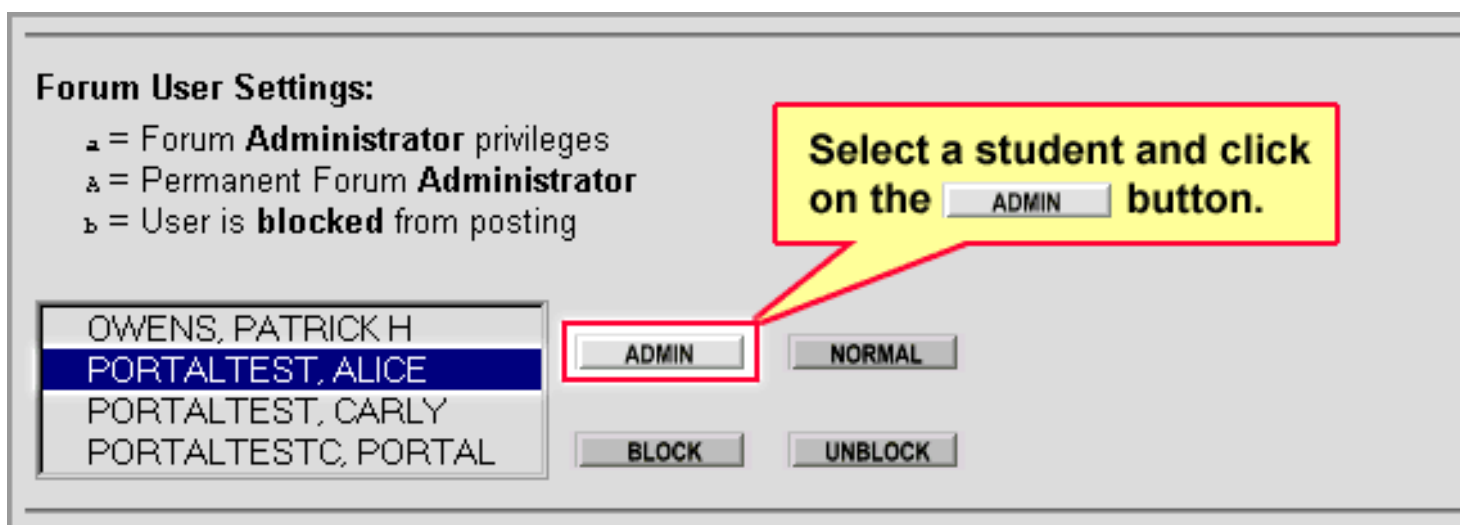
Smart Text Plain Text HTML

In the Description text box, describe the subject of this discussion.

6. Under Forum Settings, choose desired options by clicking in the selection boxes. We recommend that you allow students to edit their posts, and to add new threads, but that you not allow students to use anonymous posts or to remove their posts. Attached files may contain computer viruses that could infect your students' computers and therefore we recommend file attachments only be allowed if all the students and instructors have up-to-date virus protection software. Also, file attachments and the associated posted messages cannot be removed.



7. Under Forum User Settings, you can change the roll of users. If you block users, they will not be able to post until you choose unblock. You can also make a student an administrator for this particular forum. They will be able to add threads, block/unblock users, delete messages and lock threads. An instructor can later remove these privileges. For the purposes of this tutorial, select a student and click on the **Admin** button.



8. Once you have set all the desired options, click on the **Submit** button.

Forum User Settings:

- Ⓐ = Forum **Administrator** privileges
- Ⓐ = Permanent Forum **Administrator**
- Ⓑ = User is **blocked** from posting

OWENS, PATRICK H	ADMIN	NORMAL
Ⓐ PORTALTEST, ALICE	BLOCK	UNBLOCK
PORTALTEST, CARLY		
PORTALTESTC, PORTAL		

Click on the **Submit** button.

Cancel Submit

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Adding a thread

9. On the Discussion Board page, note that your forum has been added. To initiate a thread first click on the title of your forum.

COURSES > CIT BLACKBOARD TUTORIAL > CONTROL PANEL > DISCUSSION BOARD

Discussion Board

Add Forum

1 **Generic Discussion** Modify Remove

A discussion of all things generic. [No Messages]

OK

10. Click on the **Add New Thread** button.

COURSES > CIT BLACKBOARD TUTORIAL > CONTROL PANEL > DISCUSSION BOARD > DISCUSSION BOARD

Discussion Board

To start a discussion thread, use the Add New Thread button below.

Add New Thread

VIEW UNREAD MESSAGES ▾ EXPAND ALL + COLLAPSE ALL - SEARCH ?

Click on the **Add New Thread button.**

SHOW OPTIONS

11. In the Subject text field, enter a title for this thread.

Discussion Board

Create New Message

Current Forum: Generic Discussion
Date: Thu May 31 2001 9:33 am
Author: SMITH, JOHN Q

Subject:

Message:

Enter a title for this thread.

12. In the Message text field, type the body of the message. If you have allowed attachments, these may be added in the area below the message text field.

Subject:

Message:

Options: Smart Text Plain Text HTML

Attachment:

In the Message text field, type the body of the message. If you have allowed attachments, these may be added in the area below.

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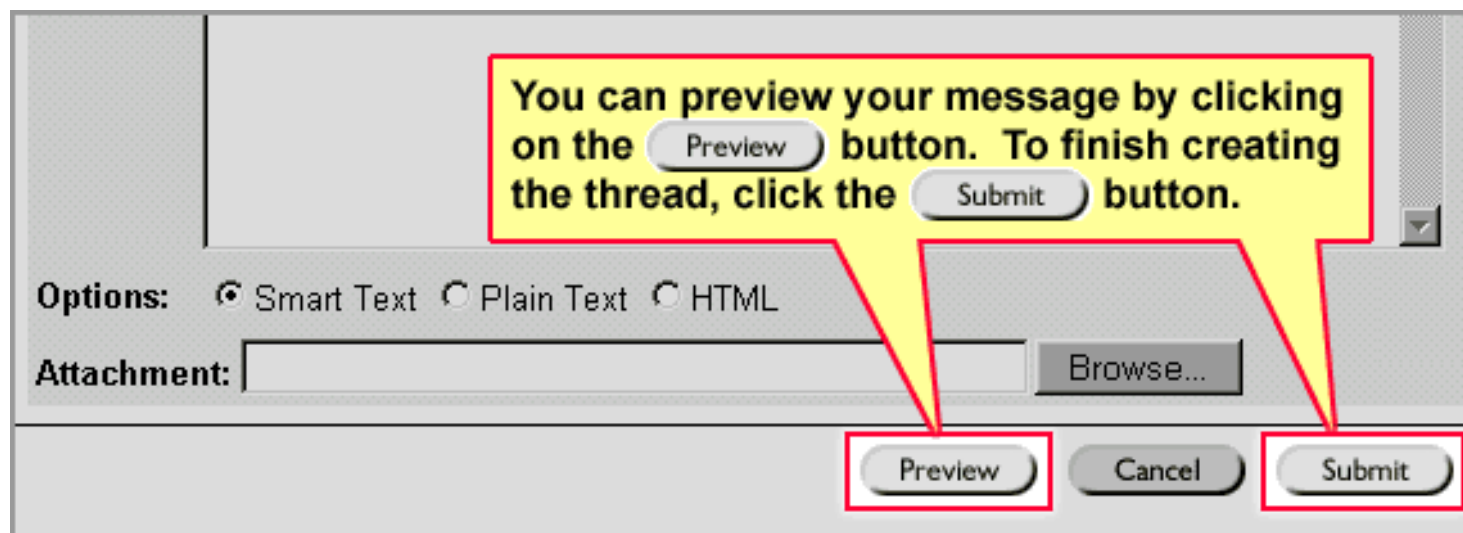
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Submitting and checking

13. You can preview your message by clicking on **Preview**. To finish creating the thread, click the **Submit** button.



14. Click on the title of the message to confirm that your content and settings are correct.

COURSES > CIT BLACKBOARD TUTORIAL > CONTROL PANEL > DISCUSSION BOARD > DISCUSSION BOARD

Discussion Board

 Add New Thread

VIEW UNREAD MESSAGES ▾ EXPAND ALL + COLLAPSE ALL - SEARCH ?

SHOW OPTIONS

All Things Generic SMITH, JOHN Q Thu May 31 2001 9:49 am **New**

[[Click Here for Archives](#)]

Sort By: Default ▾

15. The message is displayed. You may edit this message by clicking on the **Modify** button. You may use the **Remove** button to delete the message. Any user may use the **Reply** button to post a response to this message.

◀◀ Previous Message Next Message ▶▶

Current Forum: Generic Discussion
Date: Thu May 31 2001 9:49 am
Author: SMITH, JOHN Q <[SMITHJ](#)>
Subject: All Things Generic

What do we mean when we say generic? The dictionary defines it as "relating to or characteristic of a whole group or class." Use this forum to discuss what generic means to you.

◀◀ Previous Message Next Message ▶▶

Modify **Remove**

Reply

[<< previous](#)

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