

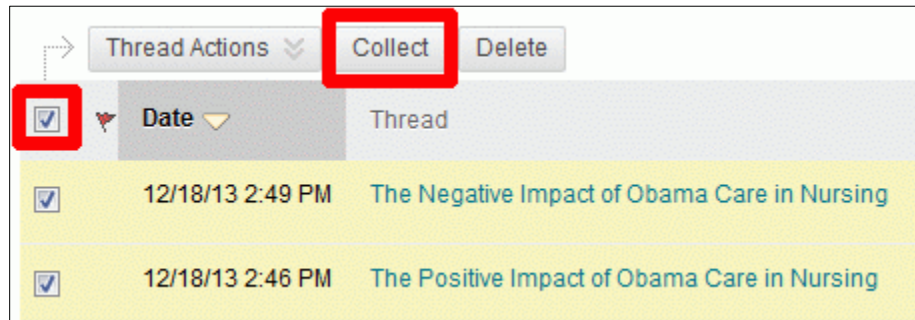


Blackboard Tips & Tricks

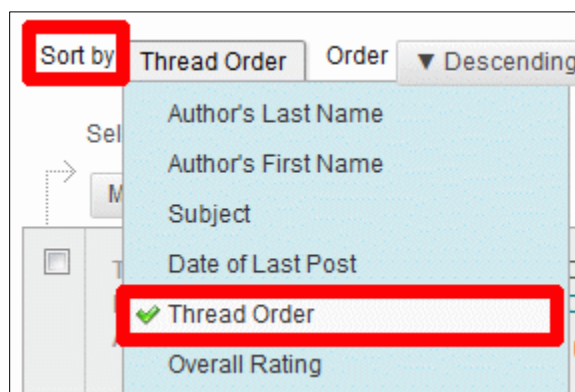
Discussion Boards

- ✓ Enter a discussion board forum by clicking on the linked name of the forum.
- ✓ View the threads within a discussion board forum by clicking on the linked name of the thread.
- ✓ Effective Spring 2014, an instructor can set up a discussion board to allow students to see their classmates' posts *only after* they, themselves, have made their own initial post.
- ✓ Effective Spring 2014, clicking on a discussion board thread within a forum will display *all* the posts to that thread, collected and visible in a single screen.
- ✓ Participate in a discussion board thread via one of the following methods:
 - To introduce a new topic, click on the **Create Thread** button. This button will *not* be visible unless your instructor is allowing new threads.
 - To reply to an existing thread created by your instructor or one of your classmates, first mouse over the post. Mousing over the post, will reveal buttons beneath the thread text. Click on the **Reply** or **Quote** button when it is revealed. A text editor will open beneath the post. Type your reply. **Note** that you *can change the topic in your reply* if you would like to make it more reflective of the actual subject/content of your post. Initially, you will most likely be replying to the open ended question introduced by your instructor. Later in the week, you may be asked to reply to the posts of one or more of your classmates.
- ✓ You must "Submit" a posting in order for it to be visible to your instructor and classmates. If you "Save Draft" the posting will not display to the class. Only you will be able to see a saved posting. It will appear with the word (**draft**) beside it. To post such an item for everyone to see, mouse over the post until the **Edit** button is displayed beneath it. Click on the **Edit** button to open the editor. When you are confident the thread is ready for posting, click on the **Submit** button.

- ✓ To view all postings in a multi-thread forum at once, first click on the box on the left end of the gray bar at top of the screen (to the left of the flag icon) to select all of the threads. Then, click on the **Collect** button (above the list of threads)



Once you have collected all of the threads, consider using the **Sort by** filter. It is recommended you use "Thread Order" to better follow the actual "flow" of the discussion.



- ✓ Think about your contribution to the discussion *before* you reply. Do not simply reply with "I agree." Be prepared to provide a detailed and thoughtful response with arguments in support of your position.
- ✓ Do *not* feel that you have to respond to each posting, unless otherwise instructed by your instructor. Rather, focus upon those postings where you have something new and original to contribute to the discussion.
- ✓ Think before you post. In many instances instructors will set the discussion board up to **not** allow participants to edit or remove a post after it has been submitted. A hasty or inconsiderate post may result in any number of negative consequences.
- ✓ Be courteous, respectful and polite in your posts. You do not have to agree with another's position, but you do need to be respectful of others and their right to hold their position.



Blackboard Tips & Tricks

- ✓ Use proper grammar and spelling in your posts and be aware of the criteria your instructor may be using when grading your participation as outlined in the grading rubric.
- ✓ As with all social media, be cautious about posting too much personal information in a discussion board.