The Discussion Board feature enables asynchronous discussions among participants in a class. Instructors can set up forum threads where students can post and reply to the discussions. The Discussion board can be accessed using the Discussion Board tab or the Communications tab.

During this "hands on" you will have an opportunity to create a discussion forum. New or enhanced features include:

- Visual Text Editor
- Peer Grading
- Quote feature when responding to a post

To get started, click Discussion Board from the left-hand side.
Slide 5
Text Captions: Please click Forum button
Click the Forum option

Slide 6
Text Captions: Type the following text as the forum name
Welcome and Introductions

Slide 7
Text Captions: Notice the Discussion Board displays the Visual Text Editor.
Editing is similar to the options you are familiar with in a word processing application.
Caution: If you "cut and paste" text frequently from your local computer,
use a "plain text editor", e.g., Notepad to avoid "hidden format" issues.

Slide 8
Text Captions: Type the following text in the Description box
You are required to participate in this discussion
Slide 9
Text Captions: Heading Style
Font Size
Font Type
Font Style
Sub (super) script
Alignment
Spell Check, Cut, Copy, Paste
Clear format, Undo, Redo, Hyperlink
Table, Line, Font color, Highlight
WebEQ, MathML, HTML Source, Preview
Numbers, Bullets, Indent left, Indent right

Slide 10
Text Captions: Select Heading 3
You will format the Description text in Heading 3 style using the text editor. The text has already been selected for you
After clicking the down arrow next to Heading Style, select Heading 3

Slide 11

Slide 12
Text Captions: Select bullet icon
Select the bullet format icon
Now let's create a bulleted list
The text to be formatted has been selected for you
You can select either ‘yes’ or ‘no’ option for making the forum available to the class. You can select the ‘date and time restrictions’ to specify desired ‘after and until’ date options.

To select the forum settings, you would just click to check or uncheck. Post tagging: create a relevant keyword associated with the post. Reply with quote: a reply that contains the text of the original message.

This option sets the grading points you desire. Allow peer grading. This option allows students to grade the forum.
Now let's create the initial thread in this forum

Click Discussion Board

Select the Welcome and Introductions link
Select the Welcome forum, please
Slide 21
Text Captions: Select the Thread icon
Now you will create the thread
Click Thread

Slide 22
Text Captions: Type
Welcome!
as the subject and press Enter
To save you time, I'll type in the message

Slide 23

Slide 24
Text Captions: Apply bold to the highlighted text by clicking on the Bold icon
Click B for bolding
Select B (bolding) icon
Slide 25
Text Captions: Click the Submit button
Click Submit

Slide 26
Text Captions: This concludes this interactive demonstration!
Thank you!