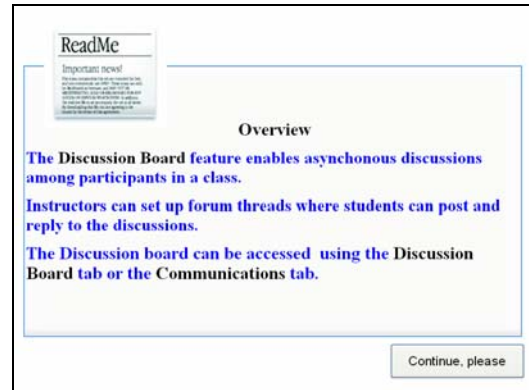




Slide 1
Text Captions: Discussion Board

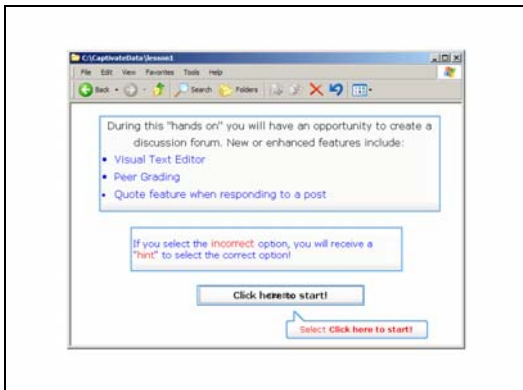


Slide 2
Text Captions: Overview

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.

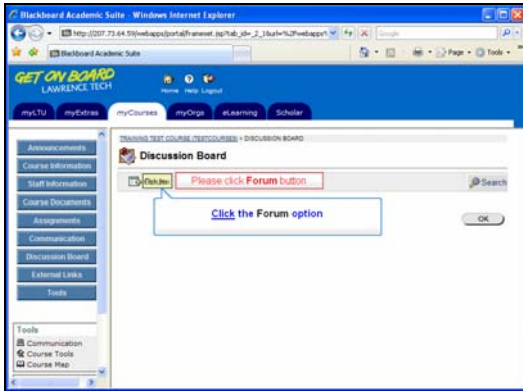
The Discussion board can be accessed using the Discussion Board tab or the Communications tab.



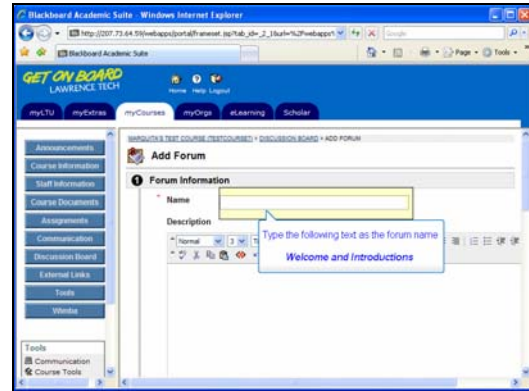
Slide 3
Text Captions: Click here to start!
Select Click here to start!
If you select the incorrect option, you will receive a "hint" to select the correct option!
During this "hands on" you will have an opportunity to create a discussion forum. New or enhanced features include:
Visual Text Editor
Peer Grading
Quote feature when responding to a post



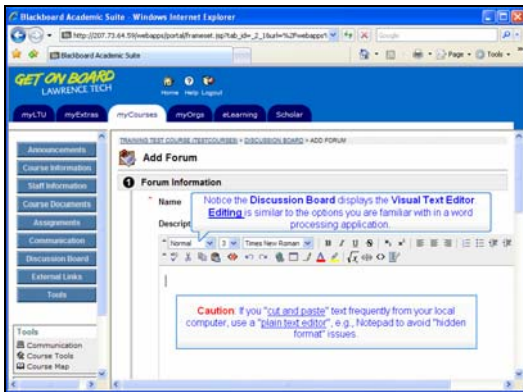
Slide 4
Text Captions: Select the Discussion Board tab
After logging into your Course, the Blackboard Academic Suite page appears
It's time for you to try!
You are first going to create a discussion forum
To get started, click Discussion Board from the left-hand side.



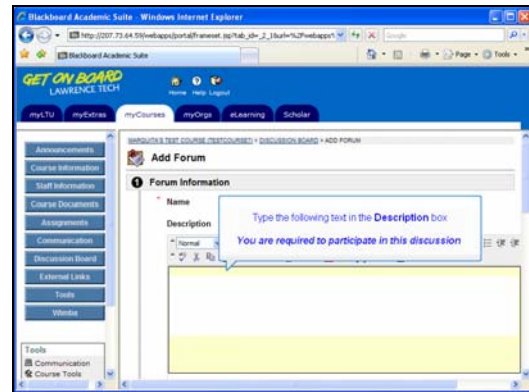
Slide 5
Text Captions: Please click Forum button
Click the Forum option



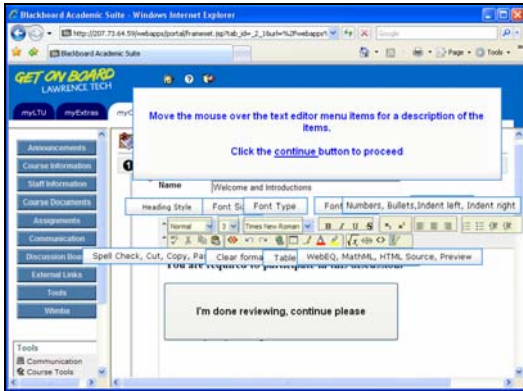
Slide 6
Text Captions: Type the following text as the forum name
Welcome and Introductions



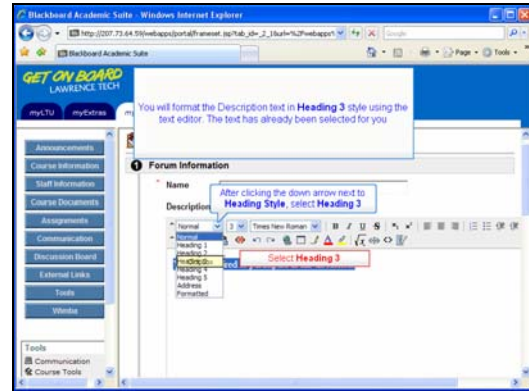
Slide 7
Text Captions: Notice the Discussion Board displays the Visual Text Editor.
Editing is similar to the options you are familiar with in a word processing application.
Caution: If you "cut and paste" text frequently from your local computer, use a "plain text editor", e.g., Notepad to avoid "hidden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



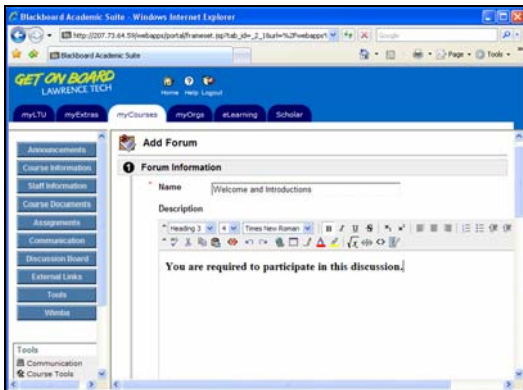
Slide 8
Text Captions: Type the following text in the Description box
You are required to participate in this discussion



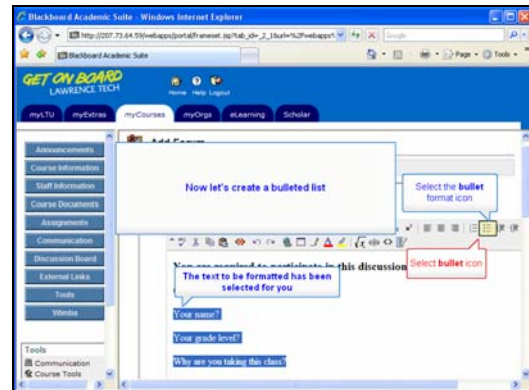
- Slide 9
- Text Captions: Heading Style
- Font Size
- Font Type
- Font Style
- Sub (super) script
- Alignment
- Spell Check, Cut, Copy, Paste
- Clear format, Undo, Redo, Hyperlink
- Table, Line, Font color, Highlight
- WebEQ, MathML, HTML Source, Preview
- Numbers, Bullets, Indent left, Indent right



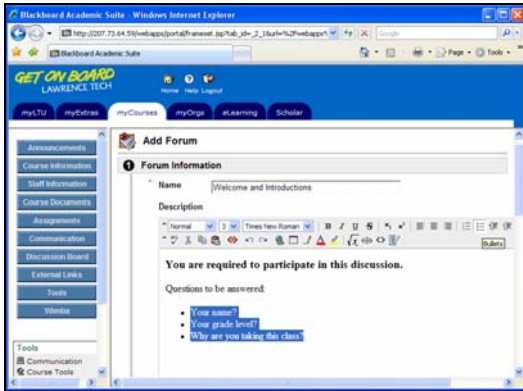
- Slide 10
- Text Captions: Select Heading 3
- You will format the Description text in Heading 3 style using the text editor. The text has already been selected for you
- After clicking the down arrow next to Heading Style, select Heading 3



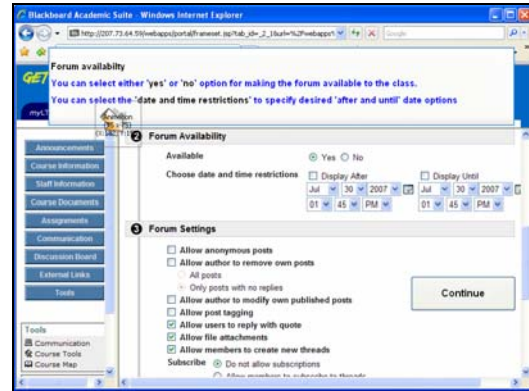
Slide 11



- 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



Slide 13

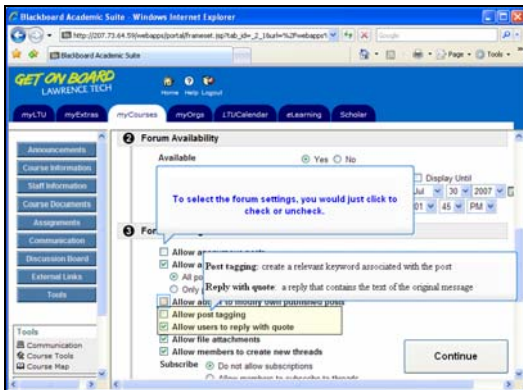


Slide 14

Text Captions: Forum availability

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



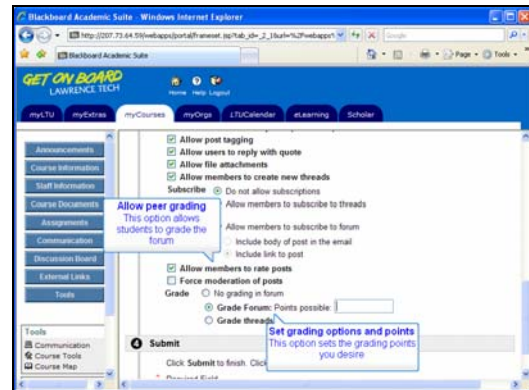
Slide 15

Text Captions:

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



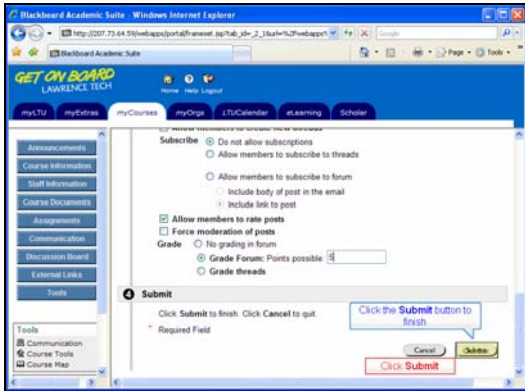
Slide 16

Text Captions: Set grading options and points

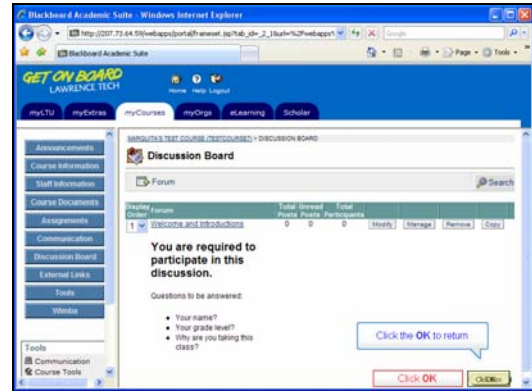
This option sets the grading points you desire

Allow peer grading

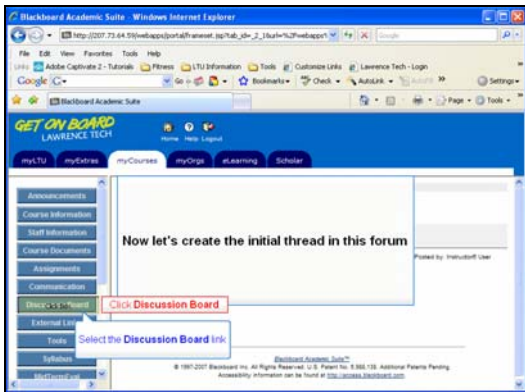
This option allows students to grade the forum



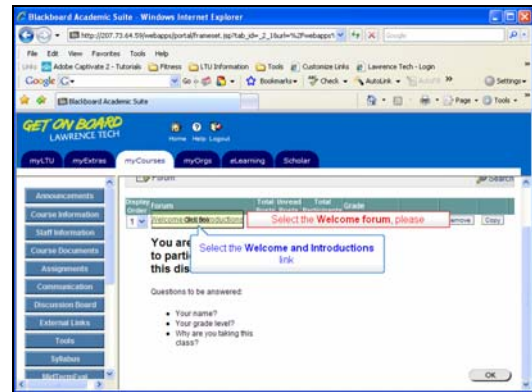
Slide 17
Text Captions: Click Submit
Click the Submit button to finish



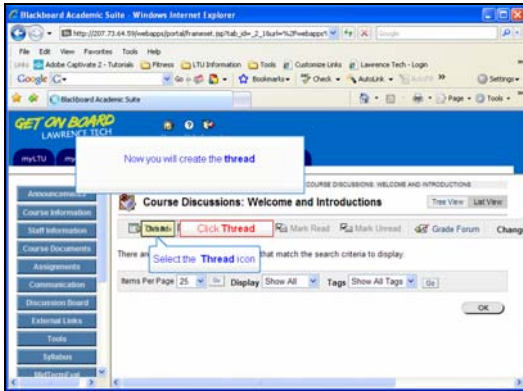
Slide 18
Text Captions: Click OK
Click the OK to return



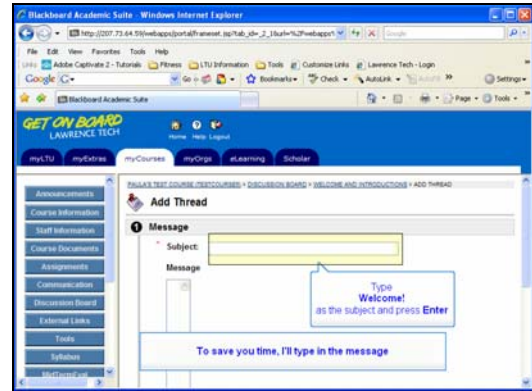
Slide 19
Text Captions: Select the Discussion Board link
Now let's create the initial thread in this forum
Click Discussion Board



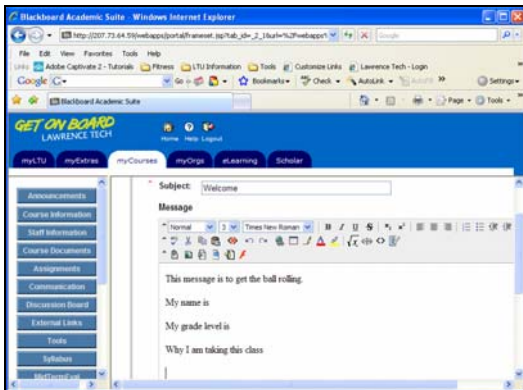
Slide 20
Text Captions: Select the Welcome and Introductions link
Select the Welcome forum, please



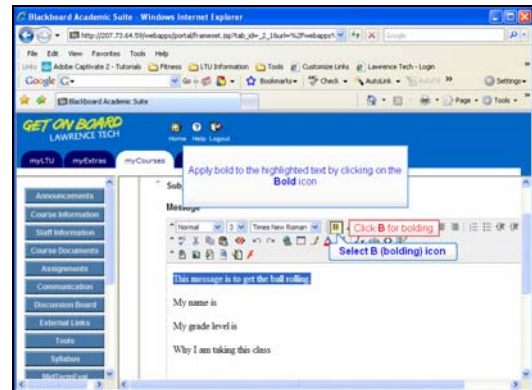
Slide 21
Text Captions: Select the Thread icon
Now you will create the thread
Click Thread

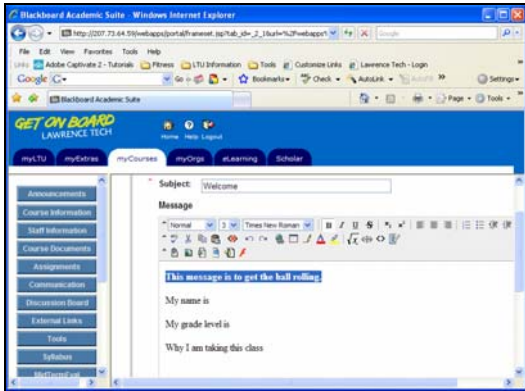


Slide 22
Text Captions: Type
Welcome!
as the subject and press Enter
To save you time, I'll type in the message

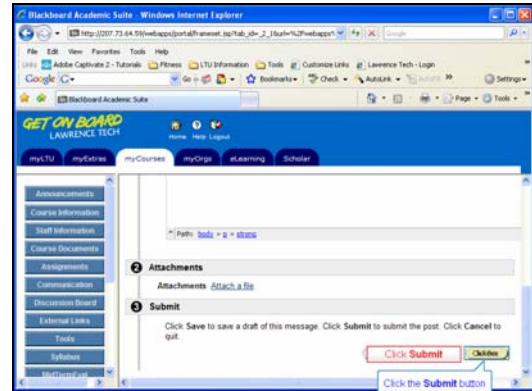


Slide 23
Slide 24
Text Captions: Apply bold to the highlighted text by clicking on the Bold icon
Click B for bolding
Select B (bolding) icon



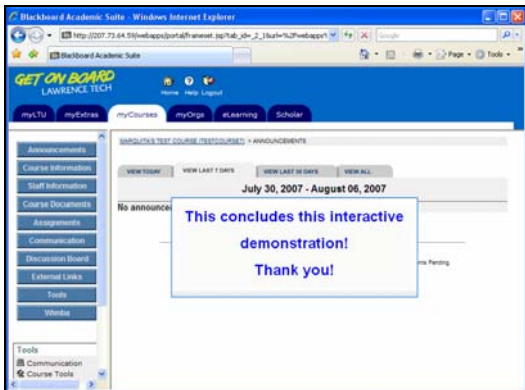


Slide 25



Slide 26

Text Captions: Click the Submit button
Click Submit



Slide 27

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