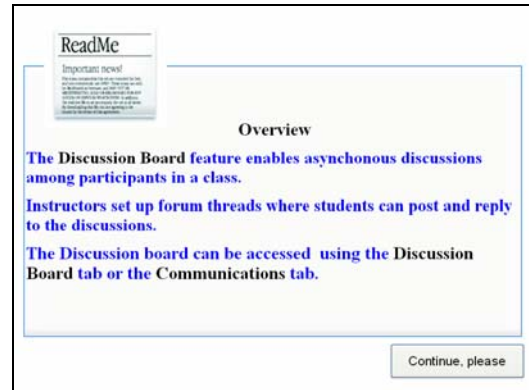
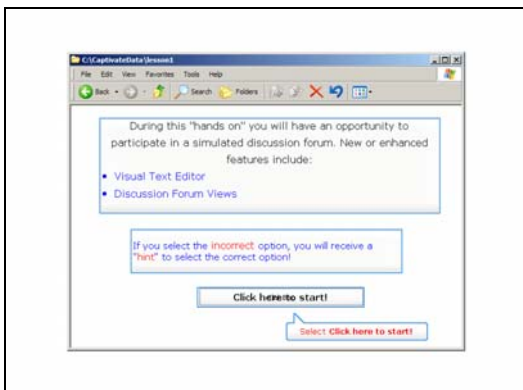


Slide 1
 Slide notes:
 Text Captions: Discussion Board



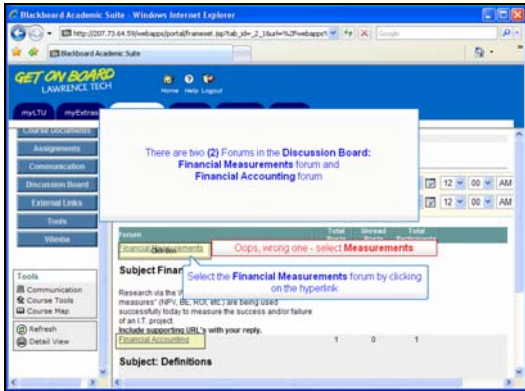
Slide 2
 Slide notes:
 Text Captions: Overview
 The Discussion Board feature enables asynchronous discussions among participants in a class.
 Instructors set up forum threads where students can post and reply to the discussions.
 The Discussion board can be accessed using the Discussion Board tab or the Communications tab.



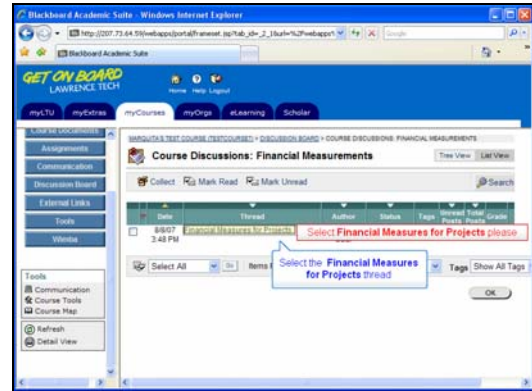
Slide 3
 Slide notes:
 Text Captions: Click here to start!
 Select Click here to start!
 If you select the incorrect option, you will receive a "hint" to select the correct option!
 During this "hands on" you will have an opportunity to participate in a simulated discussion forum. New or enhanced features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



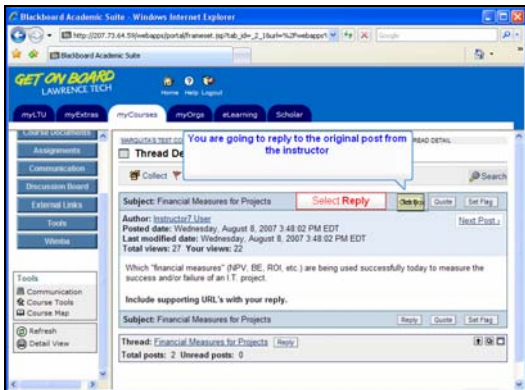
Slide 4
 Slide notes:
 Text Captions: Select the Discussion Board tab
 After logging into your Course, the Blackboard Academic Suite page appears
 It's time for you to try!
 To get started, click Discussion Board from the left-hand side.



Slide 5
 Slide notes:
 Text Captions: Select the Financial Measurements forum by clicking on the hyperlink
 Oops, wrong one - select Measurements
 There are two (2) Forums in the Discussion Board:
 Financial Measurements forum and
 Financial Accounting forum

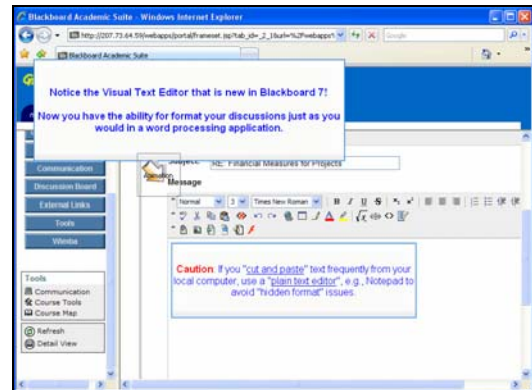


Slide 6
 Slide notes:
 Text Captions: Select the Financial Measures for Projects thread
 Select Financial Measures for Projects please



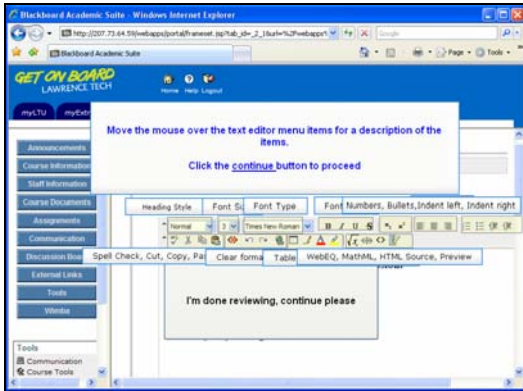
Slide 7
 Slide notes:
 Text Captions: You are going to reply to the original post from the instructor

Click Reply
 Select Reply

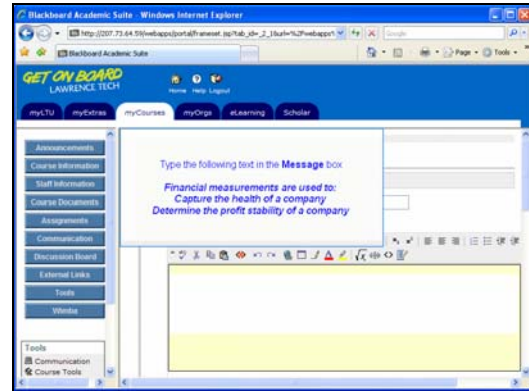


Slide 8
 Slide notes:
 Text Captions: Notice the Visual Text Editor that is new in Blackboard?!
 Now you have the ability to format your discussions just as you would in a word processing application.
 Caution: If you "cut and paste" text frequently from your local computer, use a "plain text editor", e.g., Notepad to avoid "hidden format" issues.

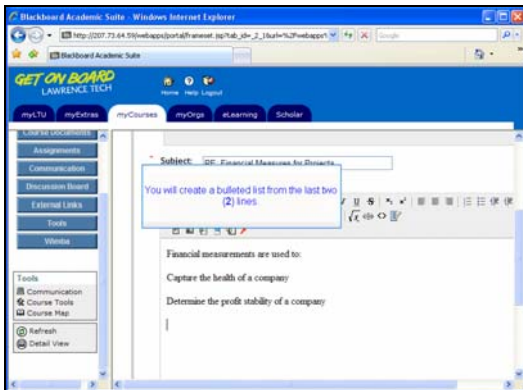
Now you have the ability to format your discussions just as you would in a word processing application.
 Caution: If you "cut and paste" text frequently from your local computer, use a "plain text editor", e.g., Notepad to avoid "hidden format" issues.



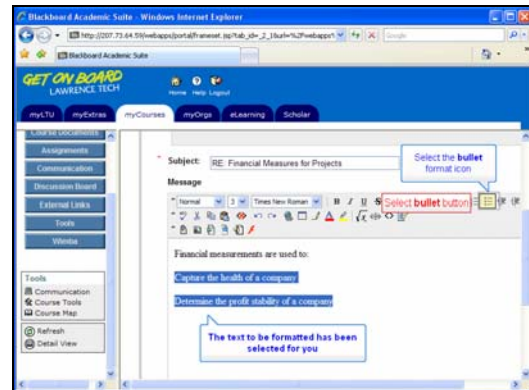
Slide 9
 Slide notes:
 Text Captions: Heading Style
 Font Size
 Font Type
 Font Style
 Sub (super) script
 Alignment
 Spell Check, Cut, Copy, Paste
 Clear format, Undo, Redo, Hyperlink
 Table, Line, Font color, Highlight
 WebEQ, MathML, HTML Source, Preview



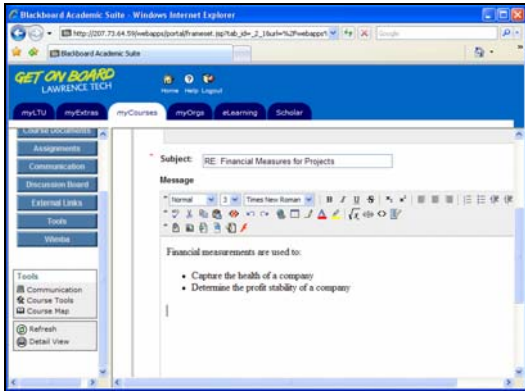
Slide 10
 Slide notes:
 Text Captions: Type the following text in the Message box
 Financial measurements are used to:
 Capture the health of a company
 Determine the profit stability of a company



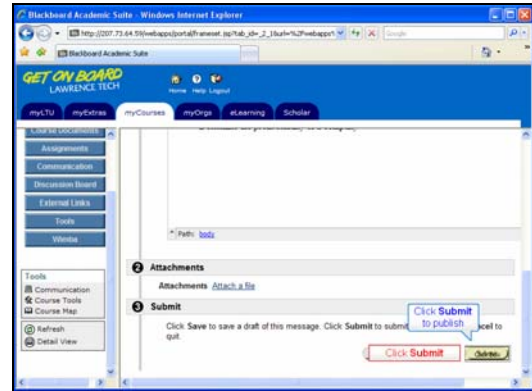
Slide 11
 Slide notes:
 Text Captions: You will create a bulleted list from the last two (2) lines.



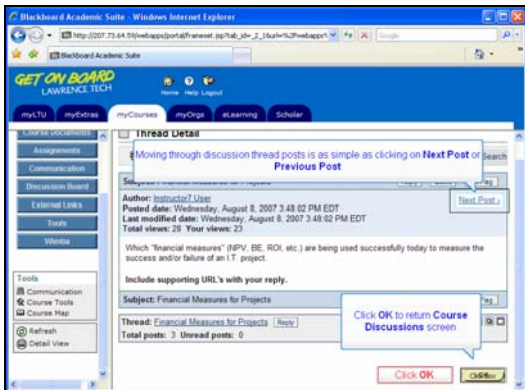
Slide 12
 Slide notes:
 Text Captions: Select bullet button
 Select the bullet format icon
 The text to be formatted has been selected for you



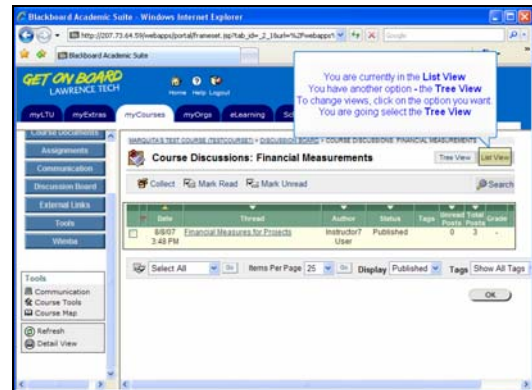
Slide 13
Slide notes:



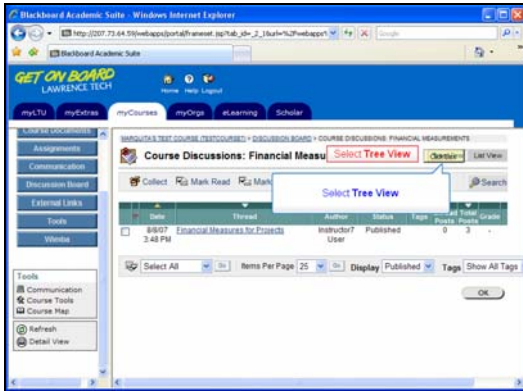
Slide 14
Slide notes:
Text Captions: Click Submit to publish
Click Submit



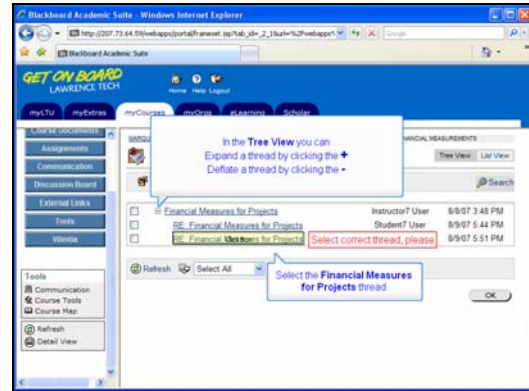
Slide 15
Slide notes:
Text Captions: Click OK to return Course Discussions screen
Click OK
Moving through discussion thread posts is as simple as clicking on Next Post or Previous Post



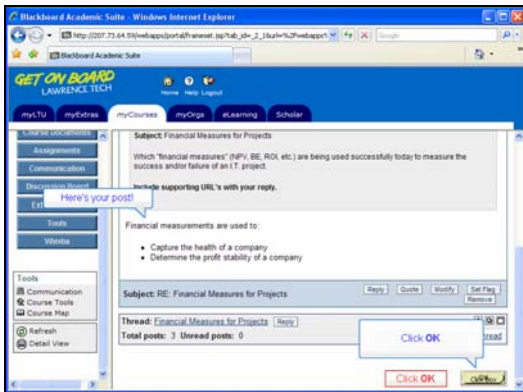
Slide 16
Slide notes:
Text Captions: You are currently in the List View
You have another option - the Tree View
To change views, click on the option you want.
You are going select the Tree View



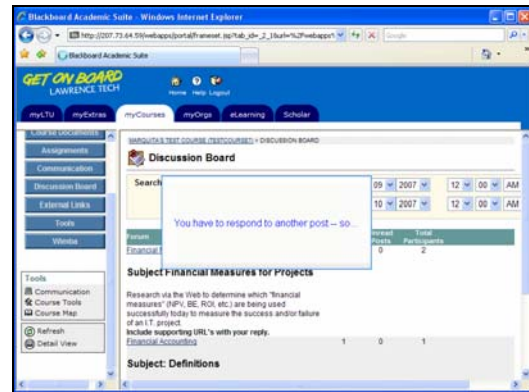
Slide 17
 Slide notes:
 Text Captions: Select Tree View
 Select Tree View



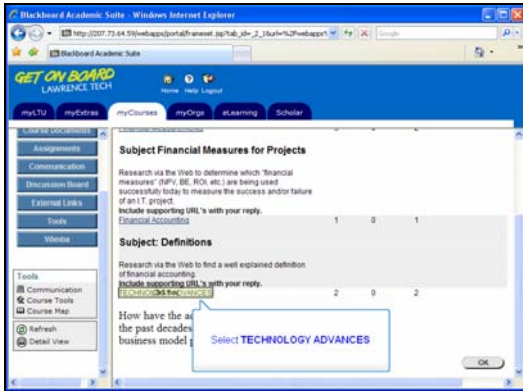
Slide 18
 Slide notes:
 Text Captions: Select the Financial Measures for Projects thread
 In the Tree View you can
 Expand a thread by clicking the +
 Deflate a thread by clicking the -
 Select correct thread, please



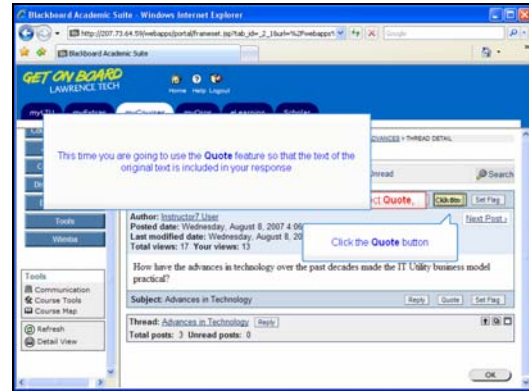
Slide 19
 Slide notes:
 Text Captions: Click OK
 Click OK
 Here's your post!



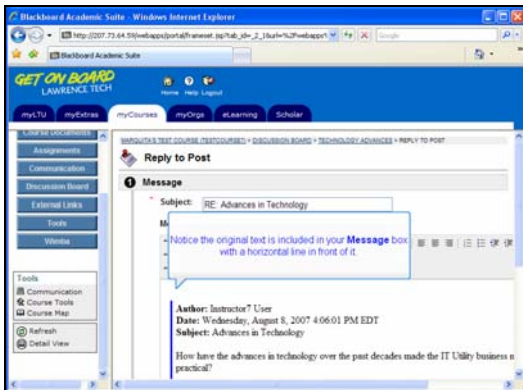
Slide 20
 Slide notes:
 Text Captions: You have to respond to another post -- so...



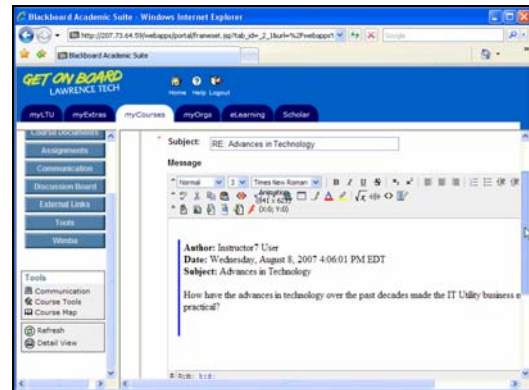
Slide 21
 Slide notes:
 Text Captions: Select TECHNOLOGY ADVANCES



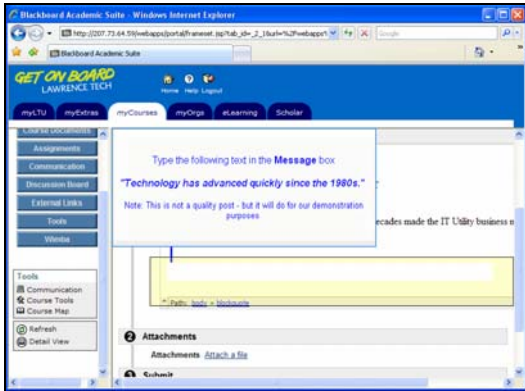
Slide 22
 Slide notes:
 Text Captions: Click the Quote button
 Select Quote, please
 This time you are going to use the Quote feature so that the text of the original text is included in your response



Slide 23
 Slide notes:
 Text Captions: Notice the original text is included in your Message box with a horizontal line in front of it.



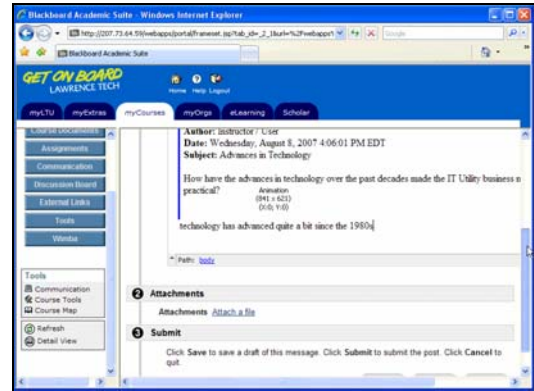
Slide 24
 Slide notes:



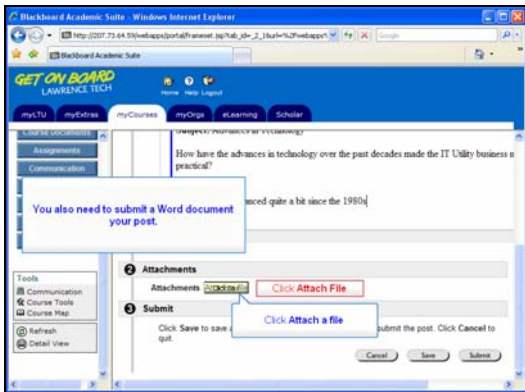
Slide 25
 Slide notes:
 Text Captions: Type the following text in the Message box

"Technology has advanced quickly since the 1980s."

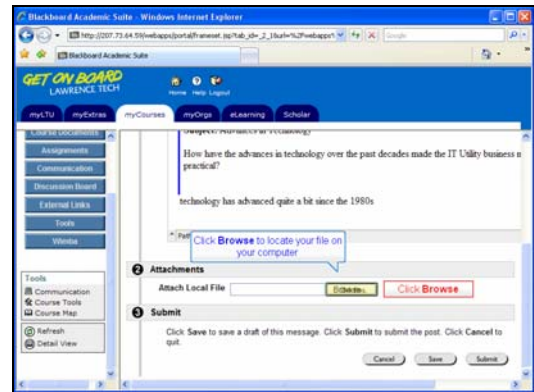
Note: This is not a quality post - but it will do for our demonstration purposes



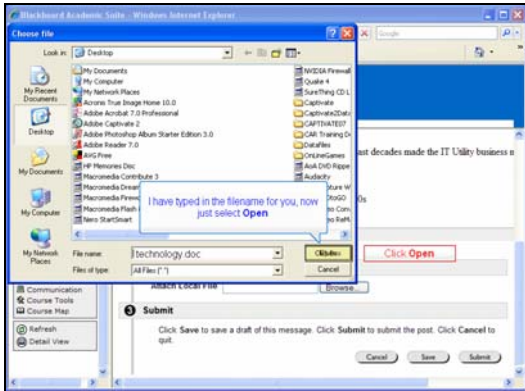
Slide 26
 Slide notes:



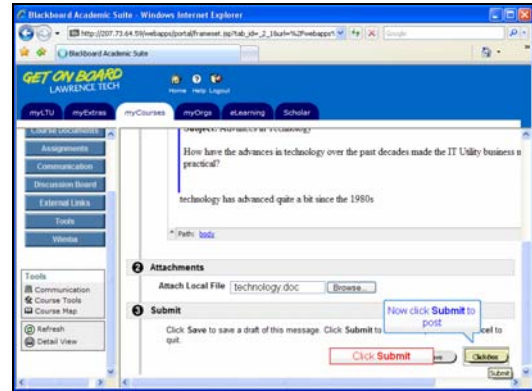
Slide 27
 Slide notes:
 Text Captions: Click Attach File
 Click Attach a file
 You also need to submit a Word document your post.



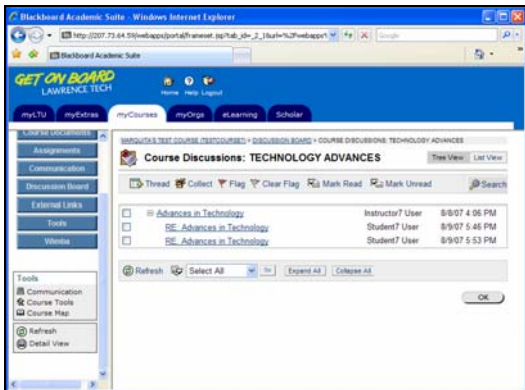
Slide 28
 Slide notes:
 Text Captions: Click Browse
 Click Browse to locate your file on your computer



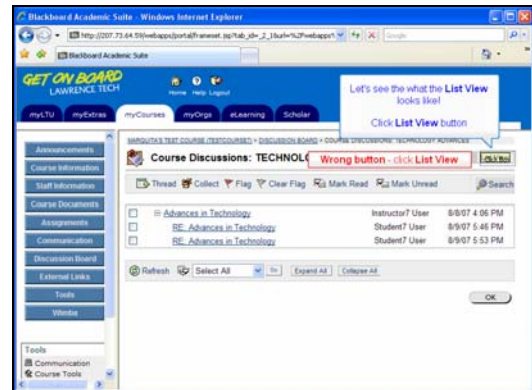
Slide 29
 Slide notes:
 Text Captions: I have typed in the filename for you, now just select Open
 technology.doc
 Click Open



Slide 30
 Slide notes:
 Text Captions: technology.doc
 Now click Submit to post
 Click Submit

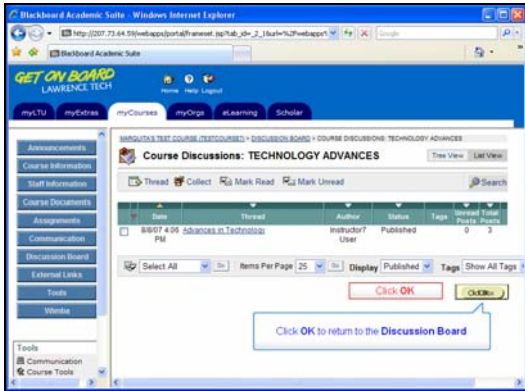


Slide 31
 Slide notes:

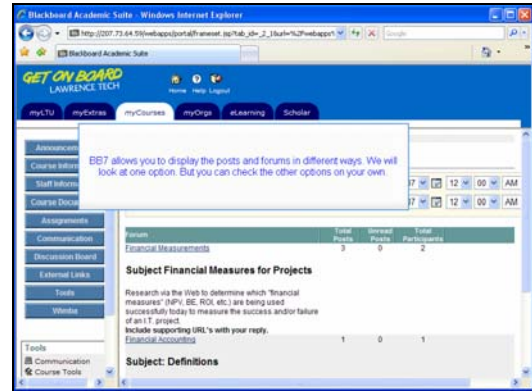


Slide 32
 Slide notes:
 Text Captions: Let's see the what the List View looks like!

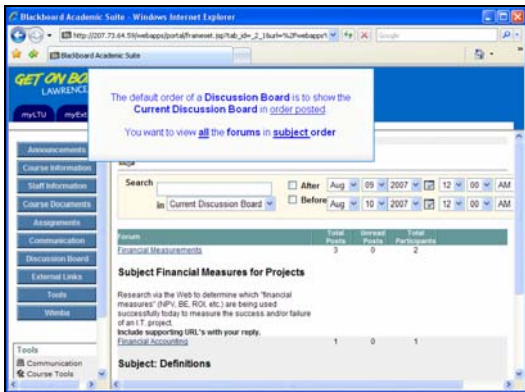
Click List View button
 Wrong button - click List View



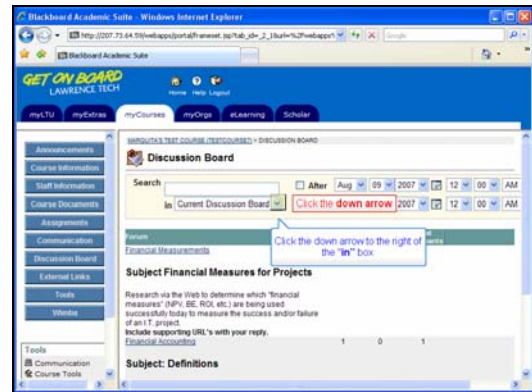
Slide 33
 Slide notes:
 Text Captions: Click OK to return to the Discussion Board
 Click OK



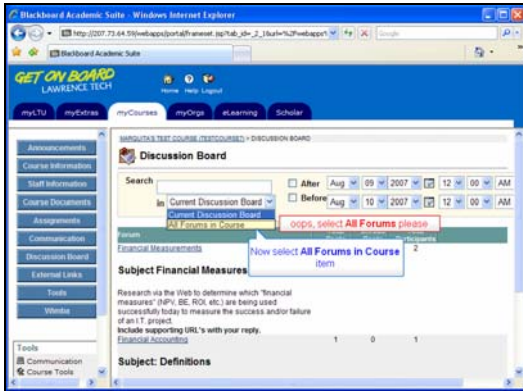
Slide 34
 Slide notes:
 Text Captions: BB7 allows you to display the posts and forums in different ways. We will look at one option. But you can check the other options on your own.



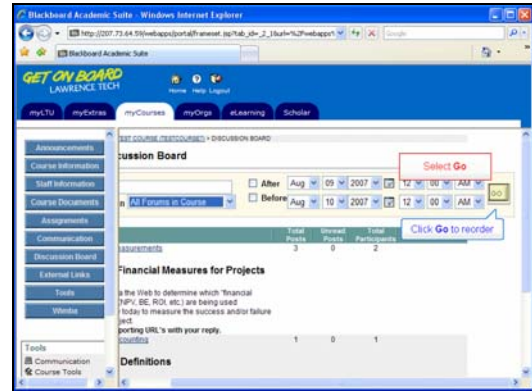
Slide 35
 Slide notes:
 Text Captions: The default order of a Discussion Board is to show the Current Discussion Board in order posted.
 You want to view all the forums in subject order



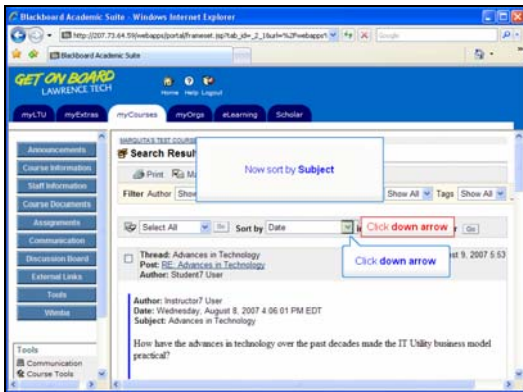
Slide 36
 Slide notes:
 Text Captions: Click the down arrow
 Click the down arrow to the right of the "in" box



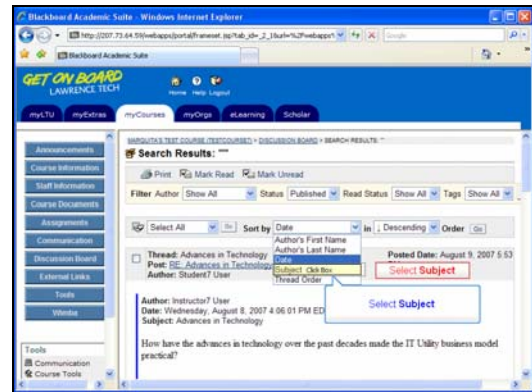
Slide 37
Slide notes:
Text Captions: Now select All Forums in Course
oops, select All Forums please



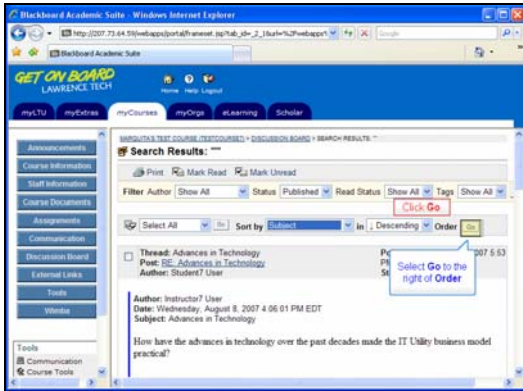
Slide 38
Slide notes:
Text Captions: Click Go to reorder
Select Go



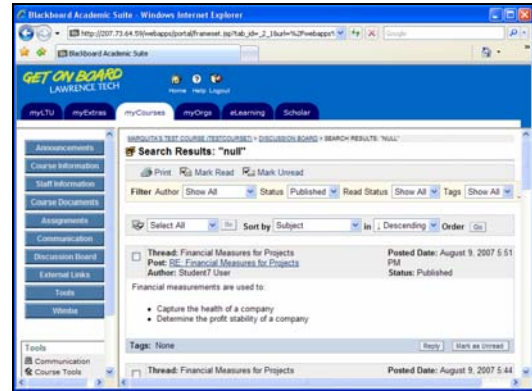
Slide 39
Slide notes:
Text Captions: Click down arrow
Click down arrow
Now sort by Subject



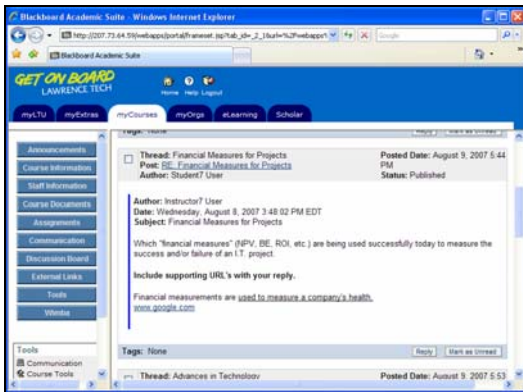
Slide 40
Slide notes:
Text Captions: Select Subject
Select Subject



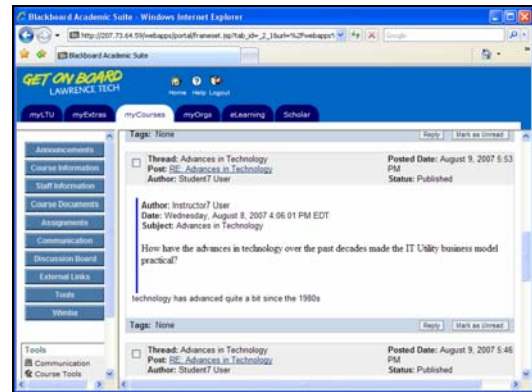
Slide 41
Slide notes:
Text Captions: Select Go to the right of Order
Click Go



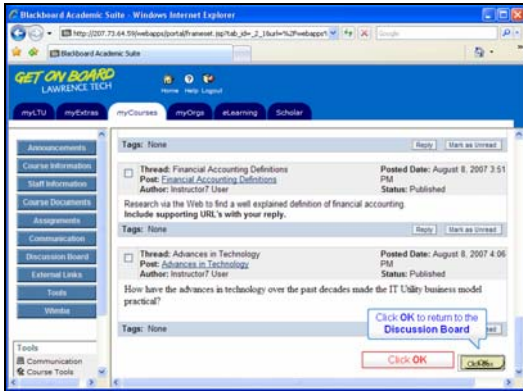
Slide 42
Slide notes:



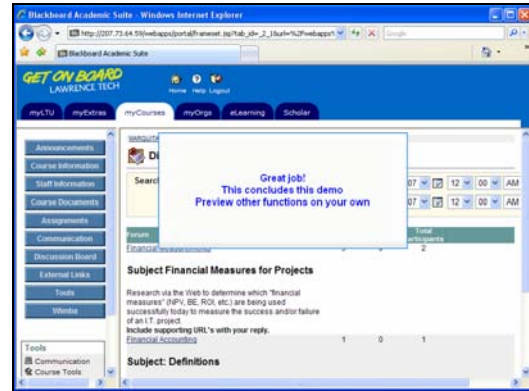
Slide 43
Slide notes:



Slide 44
Slide notes:



Slide 45
 Slide notes:
 Text Captions: Click OK
 Click OK to return to the Discussion Board



Final Student Slide
 Slide notes:
 Text Captions: Great job!
 This concludes this demo
 Preview other functions on your own