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.

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

To get started, click Discussion Board from the left-hand side.
There are two (2) Forums in the Discussion Board:
Financial Measurements forum and
Financial Accounting forum

Select the Financial Measurements forum by clicking on the hyperlink
Oops, wrong one - select Measurements

Select the Financial Measures for Projects thread
Select Financial Measures for Projects please

You are going to reply to the original post from the instructor
Click Reply
Select Reply

Notice the Visual Text Editor that is new in Blackboard 7!
Now you have the ability for 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
Moving through discussion thread posts is as simple as clicking on Next Post or Previous Post.
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:
"Technology has advanced quickly since the 1980s."

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

You also need to submit a Word document your post.
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
DiscussionBoardTnter

Slide 37
Slide notes:
Text Captions: Now select All Forums in Course item
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:
DiscussionBoard

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