How Do I Use Discussion Boards?

Discussion Boards are available in all courses and are accessible by all students—although not all instructors choose use them. In order for students to post messages to the discussion board an instructor must first create a forum. A forum is the term for the topics or subject heading. Each forum contains threads (individual messages) that consist of the original posting and any related replies.

Responding to a Forum or existing Thread

1. Log in to your Blackboard course and select Discussion Board on the left menu.
2. Enter the Discussion Board area and click on the desired forum link to open the forum. As shown (Figure 1) there are four existing forums. The area to the right of each forum indicates the total number of posts, unread posts and total forum participants.
3. Select the desired forum or thread by clicking the link.
4. Click Reply to respond to either the Forum or Thread
5. Type in your reply in the Message field and attach any files as necessary.
6. When complete, scroll down to the bottom of the page and click Submit.

Use the Discussion Board Subscribe Option

If the instructor has selected to allow “subscriptions”, you can select “Subscribe” and an email will be sent (your email listed in Blackboard) when a new reply is posted. To subscribe:

- Select the forum by clicking the hyperlink
- On the Forum page, click Subscribe (if you do not see the option, the instructor has not made it available). You can unsubscribe at any time but click the option to “Unsubscribe”. When a new reply is posted you will receive an email.

Collect / Sort Forums/Threads

Use the “collect” option to gather forum (thread) replies or selected posts onto one page where they can be sorted, filtered, or printed.

- To the right of the thread name, click the checkbox to select
- Select (click) Collect at the top and to the right of Thread Actions. Posts will be displayed on a page and can be sorted by author; date; or thread; ordered by ascending/descending or Select All. Use Print Preview to view and send to printer.