The Discussion Board is a way of communicating with your instructor and other students outside the classroom. It is convenient because you can read and post messages whenever you have time. Each discussion topic is created by your instructor as a Forum. All new posts and responses added to a forum are organized into Threads.

Log on to Blackboard and open your course. Click on Communication on the course menu and then click Discussion Board or click Discussion Board in the course menu to open the Discussion Board.
This is one of the forums, the discussion topic, posted by your Instructor.

This is the total number of posts, discussion threads posted in this discussion forum.

This is the number of unread posts in this discussion forum.
A search function appears at the top of the page throughout the Discussion Board. The search includes a keyword field, date restrictions, and options for where to search.

- Enter a word in the keyword field.
- Click the checkbox to search after or before a certain date.
- Click Go
- Click on the drop down arrow to select the date or click on the calendar to select the date.
Click on the title of a Forum to view the titles of the discussion threads posted by other students or your instructor.
The Thread page displays the titles of all discussions posted by students and the Instructor.
A message and all of the replies to that message is called a thread. Threads are a series of posts related to a similar topic. Students and instructors can post a thread.

When creating a Forum, your Instructor has the option of allowing or not allowing students to start threads. If threads are graded, students cannot start threads. To start a thread, click the +Thread button.
The Add Thread page will appear. Enter a subject and a message. It is also possible to attach files to a post. Click Save to store a draft of the post or click Submit to create the thread.
When adding a thread, you may save a draft of your message, edit your message and then Submit the message.

Click the +Thread button.
Enter the subject, message and click the **Save** button.
To view your draft message, click on the drop down arrow by Display and click Show All. Click on your thread.
Click on the Modify button to modify your message. Click Remove to remove your message.
If you clicked the Modify button, edit your page and click Submit to submit your message.

To send an attachment, click the Browse button by Attach Local File. Do not click the Browse button by Link to Content Collection. The Link to Content Collection item is not available in our version of Blackboard.
The message is now published.

Updated on 11/2/2006
Threads grow as users respond to the initial, and subsequent, posts. Replies build on one another to construct a conversation. To view a student’s post, or thread, click on the title of the Thread.
Clicking on a thread in a forum brings up the **Thread Detail page**. The thread view is divided into three parts.

Collect, flag and clear flag functions appear at the top of the page.

The middle of the page displays a list of posts, with replies nested underneath the original post.

The bottom of the page displays the current post.
To group posts in a discussion thread (view the posts on one page) click in the checkbox by each thread. Then, click the Collect button.

Click in the checkbox by each thread to collect or group the threads.

Click here to collect the threads.
The discussion thread for this Forum, the discussion topic posted by your Instructor, is on one page.
To group all discussion threads in a Forum, click in the checkbox by each thread and then click the Collect button.

<table>
<thead>
<tr>
<th>Date</th>
<th>Thread Title</th>
<th>Author</th>
<th>Status</th>
<th>Unread Posts</th>
<th>Total Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/09 3:43 PM</td>
<td>The Smart Board</td>
<td>Donald Smith</td>
<td>Published</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>7/1/09 3:45 PM</td>
<td>PolyVision</td>
<td>Linda Jones</td>
<td>Published</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>7/1/09 3:48 PM</td>
<td>Article on Interactive whiteboard</td>
<td>Joe Jones</td>
<td>Published</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>7/1/09 3:51 PM</td>
<td>Mimeo whiteboard</td>
<td>Joe Jones</td>
<td>Published</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>7/1/09 3:53 PM</td>
<td>Review of Mimeo</td>
<td>Mary Jones</td>
<td>Published</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>7/1/09 4:47 PM</td>
<td>E-Beam</td>
<td>Harry Potter</td>
<td>Locked</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>6/7/09 1:24 PM</td>
<td>The Smart Board</td>
<td>Harry Potter</td>
<td>Published</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Click in the checkbox to select each thread.

Click Collect
You can now view all discussion threads posted in a Forum on one page. Your instructor can change the status of a thread to:

**Published:** A published thread is available to users.

**Locked:** Users may read the thread but not make any additions or modifications. Locking a thread allows Grades to be assigned without a student updating or changing posts.

**Unlocked:** Unlocking a thread allows students to modify and add to the thread.
Students and instructors can mark a post for later attention. To mark a post, click in the checkbox by the thread and click the **Flag** button.
In this Thread Detail page, there is one reply to a student’s post. The reply is nested underneath the original post.
To unmark a post, click in the checkbox and click the **Clear Flag** button.

Click in the checkbox to select the thread.

Click the **Clear Flag** button.
Threads grow as users respond to the initial, and subsequent, posts. Replies build on one another to construct a conversation. To reply to a post, click on the title of the Thread.

Click on the title of the thread
Click the **Reply** button.

Click the **Show Original Post** link to view the original post.
Enter a Subject and a Message. It is also possible to attach files to the post. The Text Editor has three rows of buttons. This area allows students and faculty to change font type, font size, check spelling, etc.

Click the Attach a file link to attach a file.

Click Submit to create the thread. The post will appear in the thread underneath the original post.
This is the original post.

This is a reply to the above post.