



Intro to Blackboard Discussion Board

NC State I.T. Department Documentation

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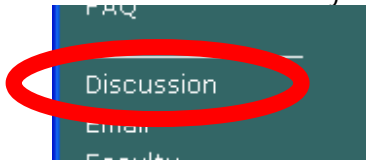
Scope of This Document:

This document will introduce you to using the Discussion Board feature in your Blackboard classes. This document assumes that you already know how to login and access your Blackboard Course Site (If not, see the "Accessing your Blackboard Class Site" document). This document will cover the following:

- I. Accessing the Discussion Board
- II. Checking For New Messages
- III. Main Discussion Board Screen
- IV. Viewing a Post
- V. Navigating Through the Messages in a "Thread"
- VI. Replying to a Post
- VII. Adding a New Thread
- VIII. Contact a Post Author
- IX. Sorting Messages Options
- X. Additional Help

I. Accessing the Discussion Board

1. Look for the link to your class discussion board, such as "Discussion"



2. Click the Discussion Board underlined link
(Note: your instructor may have more than one Board setup, in which case click the desired Board link)

General Course Questions/Comments

Post general questions on anything course related here.

Discussion Question #1

Post your response to Discussion Question #1 here by 11pm 6/29. Reply to two peer posts by 11pm 7/2.

II. Checking For New Messages

If there are messages that have been posted to the discussion board since your last visit, a highlighted icon will be displayed to the right of the discussion board link

Number of Messages:
30
[12 **New**]

III. Main Discussion Board Screen

Discussion board interface showing a list of messages. The interface includes a list of messages with subject lines, a list of names (person who posted), and a list of dates/times (date/time message posted). A 'New' icon is highlighted in pink, indicating a new/unread message.

Annotations:

- Individual Messages Link w/Subject Line
- Person who Posted Message/ E-Mail Link
- Date/Time Message Posted
- Denotes New/ Unread Message

IV. Viewing a Post

Click an Individual Subject Line Underlined link to view a particular post

Message details view showing the subject line and author information. The subject line is 'Introduce Yourself!'.

Message details:

- Forum: General Course Questions/Comments
- Date: Fri Jun 10 2005 13:05
- Author: Renock-Welker, Mike <mrw@ncstatecollege.edu>
- Subject: Introduce Yourself!

Buttons: Modify, Remove, Reply

Text: To help get to know your classmates, "reply" to this message with a brief introduction of yourself and what your hope(s) and fear(s) are for this course. -Mike

V. Navigating Through the Messages in a "Thread"

To navigate through all the messages in a thread, while viewing a post, use the "Previous Message/Next Message" buttons to move forward or backward through existing thread posts.

◀◀ Previous Message Next Message ▶▶

VI. Replying to a Post

To reply to a particular post, do the following:

1. While viewing a message post, click the "Reply" button
2. Enter your message text in the "Message" box

Forum: General Course Questions/Comments
Date: Tue Jul 18 2006 10:04
Author: Renock-Welker, Mike

Subject: Re: Introduce Yourself

Message

Smart Text Plain Text HTML \sqrt{x} \leftrightarrow ABC Preview

Attachment: Browse...

Cancel Submit

3. *Optional* - To add any attachments, click the "Browse" button

- a. Navigate to where your desired file is on your computer
 - b. Click the file
 - c. Click the "Open" button
4. *Optional* - To spell check your message, click the spell check button illustrated below:



5. Click "Submit"

Your classmates and instructor will then be able to view your message when they next access the Discussion Board.

VII. Adding a New Thread

If you would like to start your own thread, from the Main Discussion Board Screen (see Section III):

- A. Click the "Add New Thread" button

- B. Provide a succinct Subject in the "Subject" blank
- C. Follow same steps as "Replying to an Existing Post" above

VIII. Contact a Post Author

You can e-mail a particular message post author from either the Main Discussion Board Screen or when viewing a particular post as follows:

A. Contacting a Post Author from the Main Discussion Board Screen

1. Click the name of a particular post author in the 2nd column
(Note: This will launch whatever the default e-mail program is for the computer you are working on. If you are using a lab or public computer, the e-mail program may not be fully configured so that you can send a message. If so, use the "E-mail" link within Blackboard to contact your classmate.)
2. Compose your e-mail
3. Send your e-mail

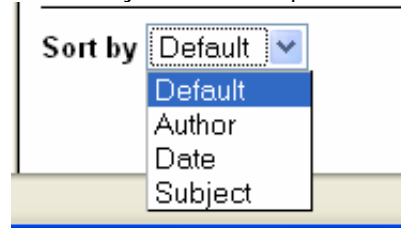
D. Contacting an Author from a Particular Post

1. Click the e-mail address to the right of the Author's name
(Note: This will launch whatever the default e-mail program is for the computer you are working on. If you are using a lab or public computer, the e-mail program may not be fully configured so that you can send a message. If so, use the "E-mail" link within Blackboard to contact your classmate.)
2. Compose your e-mail
3. Send your e-mail

IX. Sorting Message Options

By default, the Main Discussion board Screen will list posts in a threaded view. You can also sort existing posts by either author, date or subject as follows:

1. Click the "Default" box to the right of "Sort by:"
2. Click your desired option



X. Additional Help

Contact the IT Help Desk:
(419) 755-4734 | Room 141 [Fallerius](#)
helpdesk@ncstatecollege.edu
Help Desk Hours: 8am - 5pm Monday thru Friday

IT Online Documentation & Self-Help Resources:
www.ncstatecollege.edu/it/